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## Requesting Time and Labor Security

While **Roles** provide access to systems or pages, **Setups** specify what data you can access through those systems or pages.

Various setups specify what data you can access in the HR/Payroll modules. Time and Labor Security setups are used to authorize which time and labor groups a user can access in the Time and Labor module.

For example, you may have access to the time approval page, but you won't be able to access time for anyone until the time and labor setup is completed.

This setup is required for the following roles:

- UF\_PY\_PAYROLL\_SERVICES\_ADMIN
- UF\_PY\_PAYROLL\_SERVICES\_STAFF
- UF\_PY\_TAX\_SERVICES\_ADMIN
- UF\_PY\_TAX\_SERVICES\_STAFF
- UF\_TL Batch Processer
- UF\_TL\_DEPT\_APPROVER
- UF\_TL\_DEPT\_PROCESSOR

To set up access to time and labor groups, follow these instructions.

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1. Navigate through **Nav Bar > Main Menu > Access Request System > Requests > Security Setups > Time and Labor Security.**
2. Enter the UFID of the individual into the **User ID** field.

Find an Existing Value

Limit the number of results to (up to 300): 300

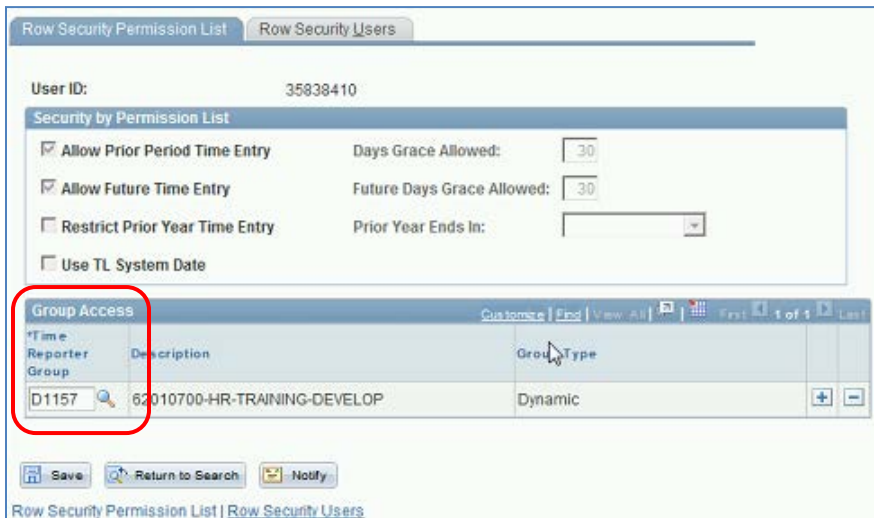
User ID: begins with [ ]

Description: begins with [ ]

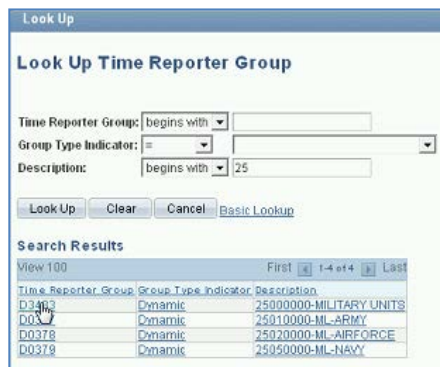
Case Sensitive

Search Clear Basic Search Save Search Criteria

3. Enter or select the **Time Reporter Groups**.



- To look up Time Reporter Groups, click the magnifying glass. In the Time Reporter Group or Description fields, enter search criteria in whole or in part, select the appropriate operator, and click the **Look Up** button. **It may be easiest to enter all or part of the Dept ID in the Description field.**



- Select from the list of available groups.
- Please contact the Payroll office at payrollhelp@admin.ufl.edu for assistance finding appropriate group(s).

4. Continue to add time reporter groups using the  button.

Note: Time reporter groups for Dept IDs are not inclusive. In other words, the D3483 group for Dept ID 25000000 only includes employees in 25000000. It does not include employees in 25010000, 25020000, or 25050000. You must add the time reporter group for each Dept ID.

5. Click the  button. This setup takes effect immediately.