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.

- 1. Navigate through Nav Bar > Main Menu > UF SailPoint IdentityNow> 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



3. Enter or select the Time Reporter Groups.

Security by Permission List	33330410		
Allow Prior Period Time En Allow Future Time Entry Restrict Prior Year Time E Use TL System Date	ntry Days Grace Al Future Days G ntry Prior Year End	lowed: 30 race Allowed: 30 is In: •	
Group Access		Ciatomae Find Vew All	Frat El 1 of 1 El Las
Time Reporter Description Group		GrougType	
A REAL PROPERTY AND A REAL	RAINING-DEVELOP	Dynamic	+ -

 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.

Look Up	Time Reporte	r Group
Time Reporter	Group: begins with 💌	
Group Type Ind	licator: = 💌	
Description:	begins with	125
	All and a second s	
Look Up	Clear Cancel juits	Basic Lookup
Look Up Search Res View 100	Clear Cancel j	Basic Lookup First 💌 t-4 et+ 💽 Last
Look Up Search Res View 100 Time Reporter	Clear Cancel guits	Basic Lookup First 📧 1-4 e14 💌 Last Icator Description
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- 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 <u>not</u> include employees in 25010000, 25020000, or 25050000. You must add the time reporter group for each Dept ID.

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

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