

Step	How to View Security Access in Timesheet Groups			
Navigation:	gation: TAL- Reports			
1	In this document, we will discuss how to view users with security access to the timesheet groups you have access to. This will include Supervisor access, Payroll Coordinator access and Inquiry Only access.			
2	Navigate to the reports menu in TAL.			
3	Under "Other Management Reports" choose "Group Security".			
	 Title Admin FMLA Reports Admin Reports - Other Other Management Reports Adjustment History New Employees Balances FMI A Timesheet Data Group Security Pay Outs Time Collection Time Off Timesheet Collection From VPN Timesheet Collection From VPN Timesheet Modified After Completion 			
4	The "Delegate Assignments" report will show you users with Supervisor access and Payroll Coordinator access and the "Exception Assignments (Forced Entry)" will show you those with nquiry Only access. Note the Delegated assignments are for delegates only, not primary access. Primary Supervisors are equivalent to the timesheet group and Primary Payroll Coordinators can be seen in PeopleSoft using OUDR_PAYROLL_COORDINATORS query.			



-	\pm by the set $C(t)$ and $C(t)$ by the set $C(t)$ of the set of the transformed set t	
5	The report filters will be prefilled, no selections are needed	
	Saved Filters Create/Edit Filter	
	Title Shared Published Title Exception assignments (noted Entry) Deleaste Assignments V V Description: Non Administrator Exception Assignments (noted Entry)	ents
	Exception Assignments (Forced Entry)	Shared 🖌 Published 🖌
	And	_
	Axignment Type Equals Exception (0) Group Level Equals Departmental Inquiry Access Onl	(0
6		
6	Click "grid" to review any results for criteria entered.	
	Saved Filters Create/Edit Filter	
	The State Published The Delegate Assignments V V Description Non Administrator Exception Assignments	ints
	Exception Assignments (Forced Entry)	Shared 🖌 Published 🖌
	And	^
	Assignment i/pe <u>Equate Exception</u> U Group Level Equate Departmental Inquiry Access Onl	(0)
		-
7		
/	A report will only generate if there are results to display for criteria	entered. If a report
	generates, you can download report to excel for your records.	
	Grid Preview	
	1 · · ·	
	Enter text to search	
	Drag a column header here to group by that column	
	Security User ID Security User Assigned By Timesheet Group Assignment Type Start Date End Date	Group Level
		Supervisor A
		Pavroll Coordinator
		Supervisor
		Supervisor
		Payroll Coordinator
		Supervisor
		Payroll Coordinator
		Supervisor
		Supervisor
		Payroll Coordinator
		Payroll Coordinator
		supervisor
	Page 1 or 2 (42 items) 1 2 >	
	Close Window	