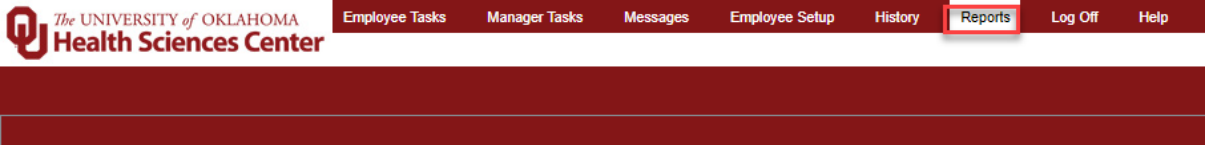
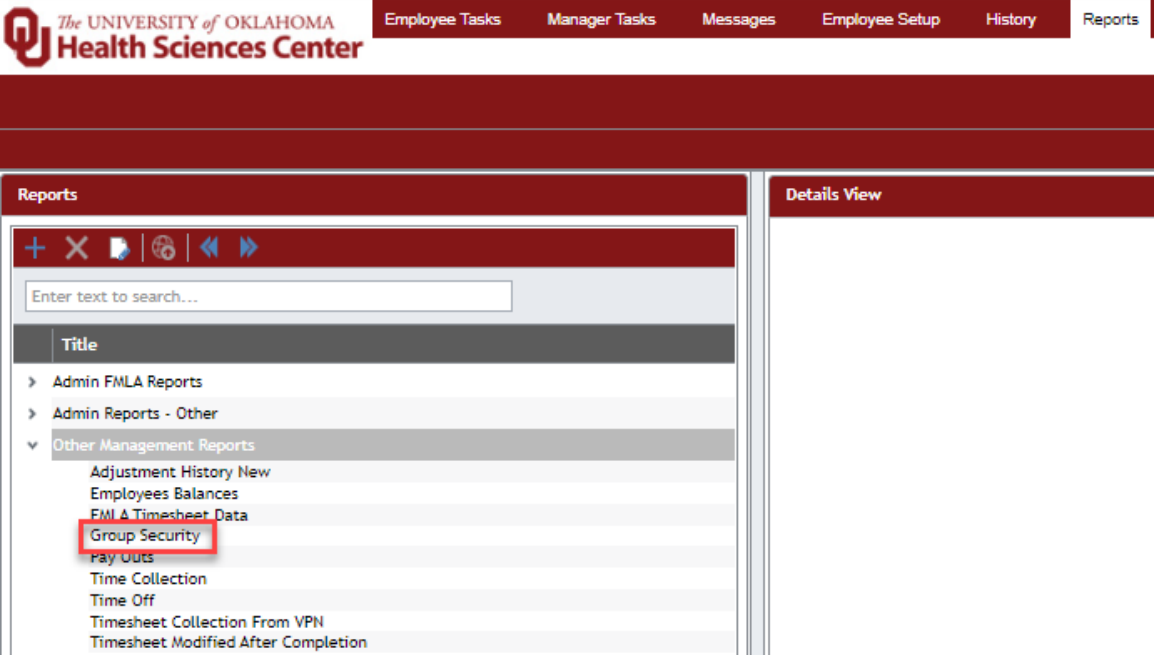
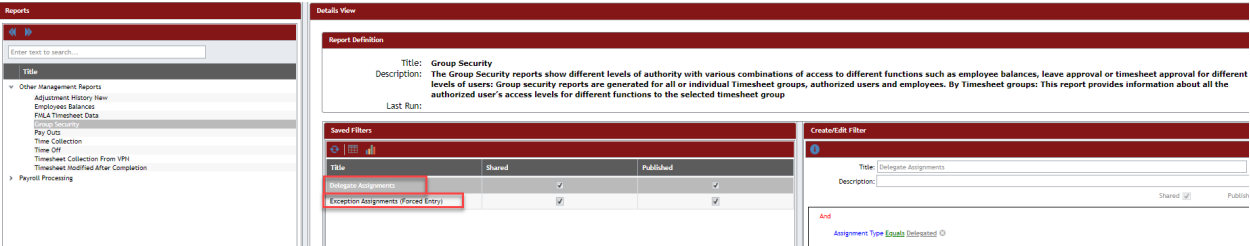




Step	How to View Security Access in Timesheet Groups
Navigation: TAL- Reports	
1	In this document, we will discuss how to view users with security access to the timesheet groups you have access to. This will include Supervisor access, Payroll Coordinator access and Inquiry Only access.
2	Navigate to the reports menu in TAL. 
3	Under “Other Management Reports” choose “Group Security”. 
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 Inquiry 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. 



5 The report filters will be prefilled, no selections are needed

6 Click "grid" to review any results for criteria entered.

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.

Security User ID	Security User	Assigned By	Timesheet Group	Assignment Type	Start Date	End Date	Group Level
							Supervisor
							Payroll Coordinator
							Supervisor
							Supervisor
							Payroll Coordinator
							Payroll Coordinator
							Payroll Coordinator
							Payroll Coordinator
							Payroll Coordinator
							Payroll Coordinator
							Payroll Coordinator
							Supervisor
							Supervisor
							Supervisor
							Supervisor
							Supervisor
							Payroll Coordinator
							Supervisor
							Supervisor
							Payroll Coordinator
							Payroll Coordinator
							Supervisor