



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

TIME APPROVAL GROUP
FREQUENTLY ASKED QUESTIONS

What is a time approval group?

- A time approval group is a virtual set built to include all members of who report to a supervisor.

How is a time approval group created?

- **Supervisors (1st Level & 2nd Level)** are automatically built a group once they are assigned as an employee's supervisor either upon processing of initial hire or a supervisory change. **1st and 2nd Level supervisors DO NOT need to submit a "Time Approval Group Access Request" form.** Group access for supervisors is built based on an either an employee's "Supervisor ID" or "Reports To"; this essentially is the supervisor's employee ID and position number.
- **T&L Representatives** are built a group upon request by submitting a "Time Approval Group Access Request" form to the HR Security Administrator. Group access for T&L Representatives can be based on a department number and/or a supervisor's proxy access.

What role is required for time approval?

- Supervisors and T&L Representatives will need the **FSU_SS_MANAGER** role to view or approve reported for employees in their group. T&L Reps can request this role via e-Online Role Request in OMNI-HR. Supervisors are automatically assigned this role by the system.

How can I search for a time approval group?

- To find a time approval group, Department Representatives can navigate to Query Viewer by the following menu navigation: Main Menu>Reporting Tools>Query>Query Viewer. On this page, you can search using the following query name prompted by DEPTID: **FSU_TL_GROUPS_BY_DEPTID**. The query will yield the time approval groups for all supervisors and representatives in your department. In addition, this tells if a supervisor or representative with an already established group has the required **FSU_SS_MANAGER** role required to view and approve an employee's time.

When should I inactivate or modify a group?

- Supervisor's time approval groups are inactivated upon termination. Supervisor groups are evaluated and modified internally when there are changes to department or position on Job Data. Department Representatives only need to modify a supervisor's group, if they are temporarily taking on proxy responsibilities for another supervisor.
- T&L representative groups are only inactivated upon termination of that employee. T&L representative groups are evaluated and modified internally when there are changes to department or position on Job Data. **When T&L representatives transfer out or promote within a department, the department reps/managers should submit a "T&L Approval Group Access Request" form to either inactivate or modify the group accordingly.** As representatives often manage several departments, it is important for department managers to ensure these reps have accurate access during possible departmental movement/reorganization.

If you have questions or concerns regarding Time Approval Groups, please contact Shannon Byrum, HR Security Administrator at (850) 644-9641 or smbyrum@fsu.edu .