

DHSS eSTAR Role Matrix

Time & Attendance Details	Employee	Supervisor/Manager	Auditor
How is role assigned	HR Import	HR Import - Reports to/Dotted Line	Manual
User Only? (Does Not have a timesheet)	No	No	Yes
Constraints (From Close of Payperiod)			
# Days to Amend	0	28	28
# Days View future	540	540	540
# Days View past	365	400	365
General Role			
Receive Delegations	No	Yes	Yes
Can edit their personal time sheet, within the constraints defined for each pay code	Yes	Yes	No
Can view their personal schedule, within the constraints defined for each pay code.	Yes	Yes	No
Can request time-off	Yes	Yes	No
Can edit favorites (Dashboard, Timesheets, Reports, etc.)	Yes	Yes	Yes
Can access own calendar	Yes	Yes	No
Can run Employee-level general system reports	Yes	Yes	No
Group Role			
Can access time sheets for the employees in assignment groups delegated to them, within the constraints defined for each pay code	No	Yes	Yes
Can approve the time sheets of employees in assignment groups delegated to them	No	Yes	No
Can access schedules for the employees in assignment groups delegated to them, with the constraints defined for each pay code	No	Yes	Yes
Can access groupings of time sheets for the employees in assignment groups delegated to them, within the constraints defined for each pay code	No	Yes	Yes
Can access groupings of schedules for the employees in assignment groups delegated to them, within the constraints defined for each pay code	No	Yes	Yes
Can approve employee's Time-Off Requests	No	Yes	No
Can view only employee data (PHRST import) for all assignment groups delegated to them	No	Yes	Yes
Can access Calendar for the assignment groups delegated to them	No	Yes	Yes
Can run employee-level reports for all assignment groups delegated to them	No	Yes	Yes
Can run Manager-level system reports for all assignment groups delegated to them	No	Yes	Yes
Can run delegation and role reports for all assignment groups delegated to them	No	Yes	No
Can access EmpCenter Analytics	No	Yes (Date TBD)	Yes (Date TBD)
ACT FMLA Details for Self			
Can access ACT (to view ACT)	Yes	Yes	No
Can access ACT Self Service (answer questions to begin a case)	Yes	Yes	No
View your own ACT balances	Yes	Yes	No

*Supervisor/Manager is driven by the "Reports To" BP Number

*Auditor role is access given to an individual

*Additional roles HR/PR, View Only, ACT Case Manager