



Ensure that the most current form is submitted. Refer to EMACS Forms/Procedures website.

SECURITY ACCESS REQUEST for eTIME

Effective Date

Access may be granted by individual and/or ranges of department ID's

Must print in Black or Blue ink ONLY.

	A=Add D=Delete R=Revise	Employee ID	Employee Name	Position Number	Department ID(s)	
					From	To
1						
2						
3						

The employee(s) listed above will utilize EMACS to perform the following eTime functions:

DTA – Departmental Time Administrator

DTAs, also known as Payroll Specialists, are responsible for coordinating, monitoring, reviewing and correcting all employee timesheets and payroll processing exceptions for their respective departments. Time entered by a DTA is considered approved and will not require a manager's review. Two DTAs can be assigned to a department; one as primary and one as backup. However, larger departments may require additional staff as DTAs and they will assist System Time Administrators (STA) within Central Payroll to correct employees' eTime entries as appropriate.

DSA - Departmental Security Administrator

DSAs are responsible for maintaining the time approval hierarchy within their respective departments. They assign a Manager/Approver to each employee in their department. They can also designate an alternate Manager/Approver (back-up approver) in the absence of the primary Manager/Approver. Depending on the department's size and security needs, a department can assign a minimum of two DSAs and have the flexibility to give each DSA access to the entire department or to limited access to specific sections divisions within the department.

This role may be assigned to anyone in the department who does not have a manager role assigned for payroll or 'root' security access to EMACS. Root Access within EMACS means the employee has county-wide access to all employees and the access is not limited to their respective department.

The selection of the DSA does not need to be dependent on the person having current payroll responsibilities with the department.

DTR – Departmental Time Reporter

DTRs are responsible for entering and submitting time on behalf of specified employees when employees are not able to electronically access EMACS. All time submitted should be approved by a Manager/Approver.

Read Only Access

I understand that when the above employee(s) is no longer authorized access for this department, I will notify EMACS-HR to withdraw my request by putting a "D" in the first column above.

Department Contact (Print Name)	Department	Telephone	Date
Appointing Authority or Designee (Print & Sign)		Telephone	Date

DISTRIBUTION: Preferred Method – EMACS-SecuritySupport@hr.sbcounty.gov
Secondary Method – EMACS Development Team (0440)

Keyed By (Employee ID)	Date
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