

Tandem Time Access Request Form

Security Profiles

Admin – Grants system payroll functionality. This will allow the user access to edit all timesheets and access to all time off, pay, and counter categories. The user will have the ability to approve time off requests outside of the workflow process and reject or approve all timesheets they have access to in the system.

*It is assumed that company admins have access to all company employees in the client shell. Please indicate if otherwise.

Manager – Varies client by client but generally contains the right to approve time off requests, edit timesheets, and approve timesheets for all direct reports.

Employee – Access to only their personal information within the system. This may contain the ability to enter time, request time off, submit time, or submit change requests for their personal timesheets. Please consult the client-specific user guide for an overview of employee functions for that client.

Accountant - Generally grants view only access to reports and timesheet data for purposes of labor reporting. Please specify which group(s) or employee(s) the accountant should have access to.

Types of Access

Group Access – Access can be granted on a group level. Groups consist of cost centers and employee types. Group access will allow a manager of that group to gain access to an employee upon hire into the system without updates so long as they meet the criteria of the group filters.

Individual Manager Assignments – Access to employee(s) can be granted on a one by one basis. Prism allows for one manager assignment on the Prism work tab “Reports To” field. Most clients map the Prism Reports To field to the Manager 1 field in Tandem Time. Additional manager fields are maintained in Tandem Time as there are no additional manager options in PeopleHub. Updates or changes to individual managers should go through the HR Business Partner, client contact, or inputs for updates and are not maintained by the systems team.

Group Types

Cost centers vary by client but include: Location, Division, Department, Position, and Project.

*Additional Cost Centers can be created but are set up based on client specifications for job costing and accounting purposes and should not be updated or changed without consulting the systems team, the payroll accountant, and the client.

Employee types vary by client but include: Hourly vs Salary, Exempt vs Non-exempt, Union, Temporary Employee, and Full-time vs Part-time.

*Available cost centers and employee types can be seen on the employee record in Tandem Time or by searching for “Employee type” or “Cost Center” in the system.

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Employee ID	Employee Email	Security Profile	Access Type	View or Edit Timesheets?	Approve Timesheets?	*Approve Time Off Requests?

**Time off approval rights cannot be granted without timesheet edit access.*

Group Access:

Specific instructions regarding user access (i.e., viewing specific cost centers or employee types)

Company Name: _____

Primary Client Contact: _____

Signature: _____ Date: _____