There are three Function Access Profiles (FAPs) available for use in Kronos. The information below summarizes the associated timecard functionality and types of employees to whom these FAPs can be assigned:

**UCSB Employee - leave entry**
- Timecard functionality:
  - can enter leave pay codes (e.g. Vacation, Sick, CT Taken, etc)
  - does not have access to Hours Worked pay code
- Employee assignment:
  - assign to exempt employees
  - assign to non-exempt employees using time clock or timestamp functionality to record time

**UCSB Employee - leave entry + hrs worked**
- Timecard functionality:
  - can enter leave pay codes (e.g. Vacation, Sick, CT Taken, etc)
  - has access to Hours Worked pay code
- Employee assignment:
  - assign to non-exempt employees
  - can be used in conjunction with timestamp or time clock functionality to allow non-exempt employees to both punch and enter hours worked

**UCSB Employee - punch in and out + no leave entry**
- Timecard functionality:
  - does not have access to enter leave pay codes (e.g. Vacation, Sick, CT Taken, etc)
  - does not have the access to Hours Worked pay code
- Employee assignment:
  - assign to non-exempt employees using time clock or timestamp functionality to record time

The other FAPs (UCSB Manager, UCSB Manager-Faculty, and UCSB Timekeeper+Payroll Manager) were not included because they are self-explanatory and assigned to anyone in the related Kronos role.