Timekeeping Manager Assignment Application (TMAA)

What is the Timekeeping Manager Assignment Application?
Timekeepers use the Timekeeping Manager Assignment application to configure each manager’s ability to see their employees’ timecards. This is done by assigning a manager’s Access Control Number (ACN) to an employee’s labor account and distribution. New ACN assignments will import into Kronos the following business day or as soon as the distribution becomes active.

When to use the Timekeeping Manager Assignment Application:
• An employee is hired or transferred in to your department.
• An employee’s distribution number changes.
• An employee’s manager changes.

Configuring Employees in TMAA
To access the Timekeeping Manager Assignment Application, go to tma.ets.ucsb.edu or access it from the Quick Links section of the Timekeeping Portal at timekeeping.ucsb.edu.

Log into the application using your UCSBNetID and password.

Once you have logged into the application there are a few different options to configure employees under the manager’s ACN.

Option 1: Search and assign by Manager ACN
Search for the Manager ACN or ACN description in the Search bar.

a. Type in the partial or full description or ACN and click “Search”.

b. When the ACN and description is displayed, click on the ACN number to pull up a list of employees currently assigned to that ACN.
c. To create a new assignment, select “Create New” under the ACN description.

With the “Create New” functionality there are two options:

- **Create by Appointment**: creates multiple entries, one for every distribution that the appointment could have (e.g., Appointment 10 would create entries for Distribution 11 to 18). This is optimal as it will apply the ACN assignment to any subsequent distributions if the employee has a merit or rate increase resulting in new distributions under the existing appointment.

- **Create by Distribution**: creates an ACN assignment for a single distribution only. This could be used if an employee has an appointment with multiple distributions (e.g., a student that has one appointment but multiple distributions with different managers).

d. Enter the Employee’s EID.

e. Select Distribution or Appointment.
f. Select the applicable number that corresponds to the Employee’s data in PPS.

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<tr>
<th>Image 292x567 to 539x749</th>
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<tr>
<td>Select the applicable number that corresponds to the Employee’s data in PPS.</td>
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<th>Image 354x75 to 540x232</th>
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<tr>
<td>Select the applicable number that corresponds to the Employee’s data in PPS.</td>
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g. Select “Create”.

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<th>Image 313x336 to 540x519</th>
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| Select “Create”.

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<th>Image 535x52</th>
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</table>
| Select “Create”.

h. A window will open asking you to Confirm Creation. Select “Save changes”.

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<th>Image 301x285 to 72x253</th>
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<tr>
<td>A window will open asking you to Confirm Creation. Select “Save changes”.</td>
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If an employee has a distribution that had another ACN assigned from a previous position, or there has been a manager change, you will need to override the assignment.

Override ACN Assignment

a. If this is the case, after you select “Save changes”, TMAA will give a warning that the Employee and distribution already exists under another ACN.

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<th>Image 222x222 to 72x206</th>
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<tr>
<td>If this is the case, after you select “Save changes”, TMAA will give a warning that the Employee and distribution already exists under another ACN.</td>
</tr>
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b. If you are certain that you want to continue, select “Override”.

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<th>Image 222x222 to 72x143</th>
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<td>If you are certain that you want to continue, select “Override”.</td>
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c. A window will open asking you to “Confirm Override”. Select “Override”.

Option 2: Search by Employee ID
You can search by Employee ID to see any ACN assignments that have been entered in TMAA for that EID. If you cannot locate the employee using the search function that means that no assignments have been entered. If this is the case, you will need to proceed with Option 1 to assign by the manager’s ACN.

a. Search for the Employee's ID number (EID) by typing the entire EID in the Search bar; partial entries will not display a result. This search will only work if the employee has already been assigned to an ACN in TMAA.

b. A list should populate with all of the ACN assignments for that Employee. To make a change to any of the entries you can click “Edit” and change the ACN or Distribution.
Bulk Assignments

If you need to make several entries, you can use the “BulkAssign” feature in TMAA to make multiple assignments for a single ACN or from a list. The BulkAssign feature can only be used for entries with Distribution numbers; it will not allow the BulkAssign of Appointment numbers.

Option 1: Assign Multiple Employees to an ACN

a. Search for an ACN and select “Create New”.

b. Select “Create Multiple Employees with this ACN”.

c. A box will appear that you can either type into or cut and paste from a list. The format is Employee ID, Distribution Number.

d. Enter each assignment on a new line.

e. When complete, Select “Submit”.
If the employee has an existing ACN assignment to a distribution, the BulkAssign feature does not offer the override function. You will receive a warning that an assignment already exists.

BulkAssign Manager Assignments

- An Employee with Id: 888888888 and Distribution: 81 already exists under ACN: 1

1, 888888888, 81

f. Delete the data that is being rejected from the input window and click “Submit” to save any successful assignments.

g. The ACN will need to be assigned by using either the “Edit” or “Override” functions.

Option 2: Bulk Assign Manager Assignments

a. Select “BulkAssign” in the top right section of the toolbar on the main page in TMAA.

b. BulkAssign requires the following format (including commas): Access Control Number, Employee ID, and Distribution Number. This can be manually typed in or you can cut and paste from a list.

c. Once the list is complete, select “Submit” to make the changes.

Assign to “0”

If you want to remove a Manager’s access/view of an employee by removing the ACN you can search for the employee and use the “Edit” function to change the ACN of the applicable entry (EID/Distribution combination) to “0”. This will clear out the assigned ACN (for that distribution) in the applicable account string if it is still importing into Kronos.