

Task in BlueSky	Access by BlueSky Role		
	Line Manager (Manager Self Service)	HCM Dept. Manager	ERP Cost Center Owner
Approving Timecard: Approve timecards for direct reports.	YES	NO	
View Timecard: View/edit timecards for direct reports.	YES	YES	
Absence Balance: View absence balances (PTO) for employees. <i>(View only.)</i>	YES	YES	
Allocate Checklist: Manager can assign checklist for employee (onboarding, compliance, etc.).	YES	YES	
Change Assignment: Used to change business title and location.	YES	YES	
Change Manager: Used to change manager of direct reports and to add direct reports.	NO	YES	
Change Salary: Change employee's salary.	YES	YES	
Direct Reports: Use to add direct reports or reassign existing reports.	NO	YES	
Document Records: Add/view documents as Manager (e.g., perf. Appraisal).	YES	YES	
Employment Info: View employees' employment information (e.g., person number, dept. title, etc.). <i>(View only.)</i>	YES	YES	
Existing Absences: View employee absences over timeframe. <i>(View only.)</i>	YES	YES	
Individual Compensation: ICPs - submit.	YES	YES	
Promote: Promote employees into new position and adjust pay, if needed.	NO	YES	
Terminate <i>(Note: There will be a separate tile to terminate employees.)</i>	YES	YES	
Transfer: Transfer employee, change manager, salary, direct reports.	YES	YES	
Action - Request New Position: Manager can request that a new position be created.	NO	YES	
Action - Request Position Change: Manager can request that a position be changed.	NO	YES	
Budget Management: Responsible for reviewing reporting, budget availability and <u>actuals</u> transactions.			YES
Approving Requisitions & Purchase Orders: Approve requests for purchase.			YES
Approving Invoices: Approve vouchers, invoices and other payment requests.			YES
Approving Credit Cards: Approve ProCard activity.			YES
Approving Employee Reimbursements: Approve cash reimbursement requests.			YES
Action - Request New Purchase: Submit a requisition.	YES (as an employee)	YES (as an employee)	YES