What is the Timekeeping Manager Assignment Application?

Timekeepers use the Timekeeping Manager Assignment application to configure each manager’s ability to see their employees’ Kronos timecards. This is done by assigning a manager’s Access Control Number (ACN) to an employee’s labor account and distribution. Timekeepers should no longer enter Access Control Numbers directly into Kronos, as this application will overwrite any such edits on a daily basis.

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 https://timekeeping.ucsb.edu.

Login in to the application using your UCSBNetID and password.

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

- **Search by EID**
  You can search for the Employee’s ID number (EID) by typing the entire EID in the Search bar; partial entries will not display a result.

  When you search for the EID 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.

- **Search by Manager ACN**
  You can search for the Manager ACN or ACN description in the Search bar by typing in the partial or full description or ACN and selecting the applicable ACN from the list that populates.

  After you have selected an ACN you can either select “Create New” under the ACN description at the top of the list or you can select “Edit” next to one of the EID entries.

**Create New**

With the “Create New” functionality you have to options on how to assign the ACN:

  - Create by Distribution
  - Create by Appointment
Within the “Create New” Screen you will want to enter the Employee’s EID, select Distribution or Appointment, and then select the applicable number that corresponds to the Employee’s data in PPS.

Edit
You can also choose the applicable Employee from the list and select “Edit”.

Within the “Edit” functionality you will be able to change the Employee’s ACN or Distribution.

- Bulk Assign
If you have several entries that you need to make you can select the “BulkAssign” section of TMA and add a list of employees and their ACNs.

BulkAssign requires the following format (including commas):

Access Control Number, Employee ID, Distribution Number

Once your list is complete you can select “Submit” to make the changes.

Note: The BulkAssign feature can only be used for entries with Distribution numbers; it will not allow the BulkAssign of Appointment numbers.

- 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 change the ACN of the applicable entry (EID/Dist combination) to “0”. This will clear out the assigned ACN (for that distribution) in the applicable account string in Kronos.