PTO Management System Responsibilities

**Org Administrator Designators** (have access to all functions and data for entire school/center)

- Ensure that school/center complies with relevant University policies and procedures related to time off and other relevant policies related to electronic resources use
- Ensure that eligible staff and supervisors in the school/center use the PTO Management System appropriately according to guidelines outlined in training and/or communicated by Human Resources
- Ensure the accuracy and integrity of data entered into the system
- Designate, train and conduct the appropriate follow up with org administrators for the school/center (Maintain org administrator flat file for school/center)
- Help to resolve staff time off issues that may arise
- Ensure that the school/center appropriately manages data in the system for eligible staff that enter and exit the school/center and/or University
- Designate who will distribute Payroll Change Log Reports to respective org administrators on a regular basis
- Run PTO Usage Reports, as needed
- Perform administrative functions of Org Administrators in their absence
- Bring system issues and problems to the attention of Sharon Moorer Aylor or her designee in Human Resources in a timely manner

**Org Administrators** (have access to certain orgs as assigned by Org Administrator Designator)

- Ensure that assigned orgs comply with relevant University policies and procedures related to time off and other relevant policies related to electronic resources use
- Ensure that eligible staff and supervisors in the assigned orgs use the PTO Management System appropriately according to guidelines outlined in training or communicated by Human Resources
- Ensure the accuracy and integrity of data entered into the system by uploading accurate and complete data, correcting data in the system, entering correct time as appropriate, and assigning and unassigning supervisors.
- Train and conduct the appropriate follow up with staff and supervisors in your assigned orgs
- Help to resolve staff time off issues that may arise
- Follow up with supervisors who you have been notified have outstanding time requests
- Review the Payroll Change Log Reports on a regular basis and perform administrative functions to appropriately manage eligible staff that enter and exit the assigned orgs and/or University
- Enter unpaid leave, military leave and short term disability leave time in the system for staff in your assigned areas
- Authorize weekend work schedules
- Keep hardcopies of balances records for eligible staff that enter and exit the assigned orgs and/or University
- Run PTO Usage Reports, as needed
- Bring system issues and problems to the attention of the org administrator designator in a timely manner
**Supervisors**

- Comply with relevant University policies and procedures related to time off and other policies related to electronic resources
- Ensure that all eligible staff use the PTO Management System appropriately according to guidelines communicated by the school/center org administrators
- Ensure the accuracy and integrity of data entered into the system
- Review and make decisions on pending time off requests in a timely manner
- Communicate in a timely manner to org administrators unpaid leave, military leave and short term disability leave time that needs to be entered in the system by the org administrator
- Resolve staff time off issues that may arise
- Bring system issues and problems to the attention of the assigned org administrator in a timely manner

**Staff**

- Comply with relevant University policies and procedures related to time off and other policies related to electronic resources
- Use the PTO Management System appropriately according to guidelines communicated by the supervisor and the school/center org administrator(s)
- Ensure the accuracy and integrity of data entered into the system
- Bring system issues and problems to the attention of the assigned supervisor and/or org administrator in a timely manner

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