

Quick Reference Guide – Privilege Management Roles

There are two roles involved in Exempt Time Off Reporting.

- **Exempt Time Off Approver** – approves and rejects time off reports from eligible exempt staff in the home department(s) for which they have privileges.
- **Exempt Time Off Delegate** – can create, edit, save and submit time off reports for any eligible exempt staff in the home department(s) for which they have privileges.

The ETO Approver and ETO Delegate cannot change a submitted time off report.

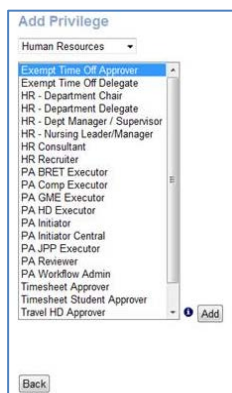
In order to set up these roles in Privilege Management, your home department must be Decentralized PM Administrators. If you do not have this access, complete the [Exempt Time Off Approver Access Request](#) form and forward to hrsecurity@vanderbilt.edu.

To learn more about Privilege Management, click [here](#).

1. Log in to Privilege Management

Go to the Privilege Management [homepage](#) and select “Link to Application.” This will take you to a Vanderbilt Single Sign-On page. You will need a VUnetID and ePassword to log into the system.

2. Add Privileges for a Person (See [Privilege Management User Guide](#); Section 2.)



- Look up the person who will receive the privilege.
- Click the **Add** button at the bottom of the screen.
- Enter the resource(s) to which the privilege(s) will apply.
- Select the privilege(s) to add, and define any attributes for the privileges, if applicable.

NOTE: These roles are listed in the “Human Resources” category and based on **Home Department ID** (not center number).

3. Inform Approvers of their role(s) and responsibilities.

Notify the individual of the role(s) assigned to them and what privileges that role includes.

NOTES AND COMMENTS

- You must have at least one ETO Approver for each home department. Best practice would be to always have two approvers in case one cannot perform their duties.
- ETO Approvers should be someone at a higher level of the organization than the person submitting the time off report. It is not appropriate to have an administrative assistant or a non-exempt staff member approving time off for exempt staff.
- Exempt staff cannot submit a report without an ETO Approver listed in Privilege Management for their home department.
- The ETO Delegate role is not mandatory. It can be useful in certain situations, such as submitting reports for individuals on medical leave.
- An individual can hold both the ETO Approver and ETO Delegate roles. Best practice would suggest that if the person performs any actions using the ETO Delegate role, they should not be the ETO Approver to approve that action.
- If an area adds new home departments, they must add ETO Approvers and Delegates for new home departments in Privilege Management. These roles are not automatically added when a home department is created.
- If an ETO Approver or Delegate transfers to another department, review their privileges and make any necessary adjustments.