



Selecting Timekeeper Delegate – Quick tips

- 1) Employees that are **neither** a Fiscal Officer nor Temporary Fiscal Officer Delegate can be selected as a Timekeeper Delegate for any Budget Purpose.
- 2) If you are a Fiscal Officer or a Temporary Fiscal Officer Delegate on a Budget Purpose, you may enter time for that Budget Purpose.
- 3) If you are a Fiscal Officer or a Temporary Fiscal Officer Delegate on a Budget Purpose and a Fiscal Officer of another Budget Purpose selects you as a Timekeeper Delegate, security rules within AIS will prevent you from accessing that Budget Purpose and entering time.
- 4) A Timekeeper Delegate cannot enter his/her own time.

Note: When selecting Timekeepers, it is a good idea to select two for each Budget Purpose for back-up purposes in case the primary Timekeeper is absent. Also, if the primary Timekeeper is paid as Bi-weekly Civil Service, the back-up can enter the primary Timekeeper's hours. See #4 above.