Kimberly-Clark

My Time

Document Purpose

This document is intended for use by K-C Time Approvers. It explains how to use the change user role function in the Ultimate Time and Attendance System (UTA). Additional QRGs are available for other user functions.

Change User Role Overview:

- If you have been assigned another user role, The **Change User Role** tab is where you can become another user. For example, you are not a manager, but are a time approver for specific teams.

- If you have not been assigned a user role that will allow you to view and act on other employees' time information, you will not see any additional information listed in the **Users that you are able to become** drop-down menu.
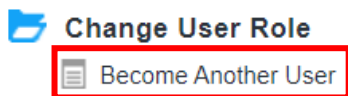
To Change User Role, follow these steps:

1. From the main menu, click on **Change User Role**.

2. Select the **Become Another User** link, then use the **drop-down** menu to select the access you need to use. Click **Become**. (You will see your personnel number 12345678-AP.)

3. Once you click become, you will see a **confirmation message** stating that **you are acting as [Username]**. Example shown below.

- **Note:** you will be acting in this security role until you switch back to yourself. To become yourself again, please refer to step 4.

Change User Role > Become Another User

Become Another User (Proxy)

You are [acting as]: [DTRAIN] Security Group: [EE SALARY] Employee: [Training, Dianna]

Users that you are able to become

Yourself ▼

Become

4. To become yourself again, ensure that **"Yourself"** is selected in the **Users that you are able to become** field, then click **Become**.

Change User Role > Become Another User

Become Another User (Proxy)

You are [acting as]: [DTRAIN] Security Group: [EE SALARY] Employee: [Training, Dianna]

Users that you are able to become

Yourself ▼

Become

- Once you click become, you will see a **confirmation message** stating that **you are acting as [Username]**. Confirm that this is you.

Change User Role > Become Another User

Become Another User (Proxy)

You are [acting as]: [ETRAIN] Security Group: [TIME APPROVER HOURLY] Employee: [Training, Erika]

Users that you are able to become

DTRAIN ▼

Become

Once you become yourself again, do not be alarmed if you see the other user you can become listed in the drop-down menu. The system message confirming who you are acting as is what's important.