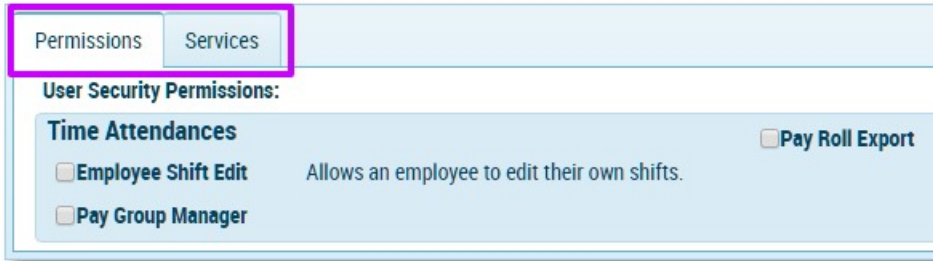


User Permissions and Services

Last Modified on 11/07/2016 1:09 pm EST

User Permissions and Services may be found on tabs at the bottom of the User Page.



Permissions

The Permissions tab contains three checkboxes. Check the boxes with the activities that you want to give the User permission to perform.

Employee Shift Edit

Allows an employee to edit their own shifts.

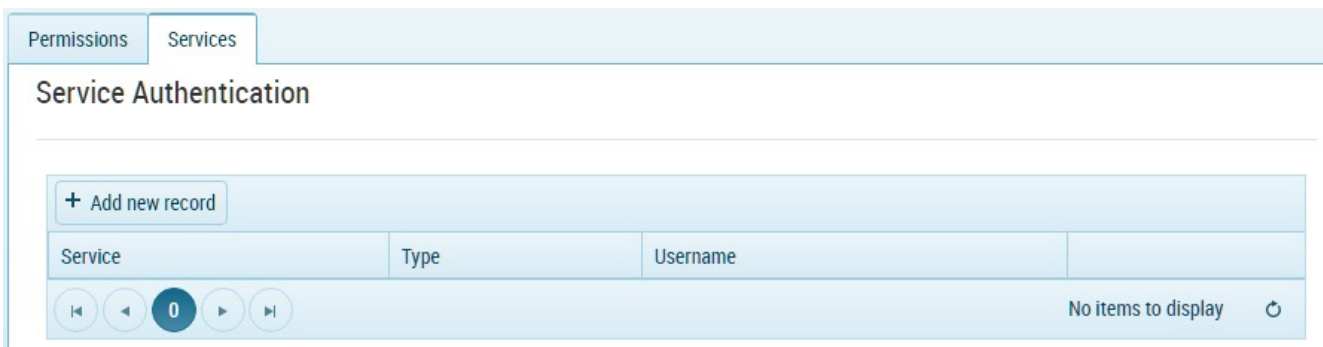
Pay Group Manager

Gives User ability to approve requests changes to employee activities in their Pay Group only.

Pay Roll Export

User has ability to export payroll details and items for Users in their Pay Group only.

Services



Edit



Service

Please Select ▼

Username

Password