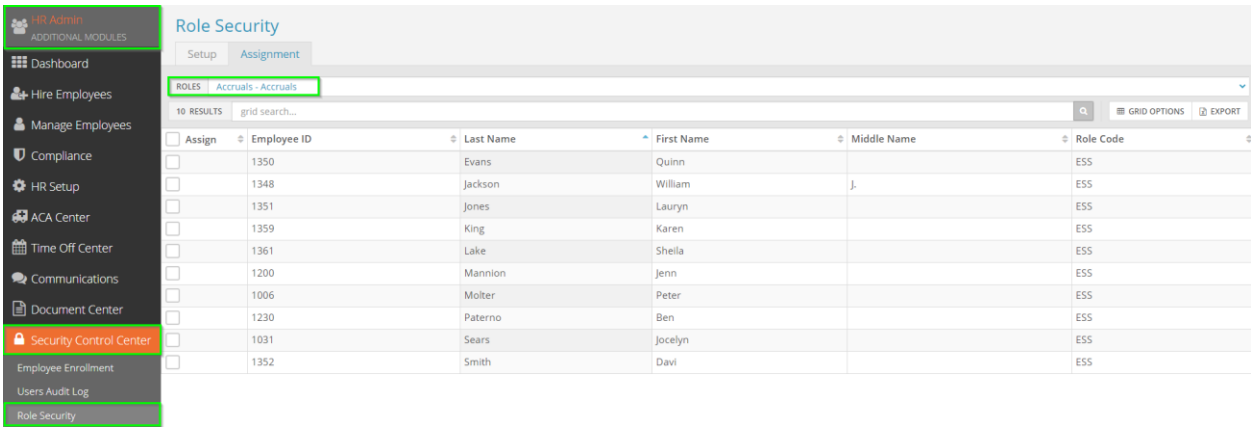
checkwriters

CHECKWRITERS

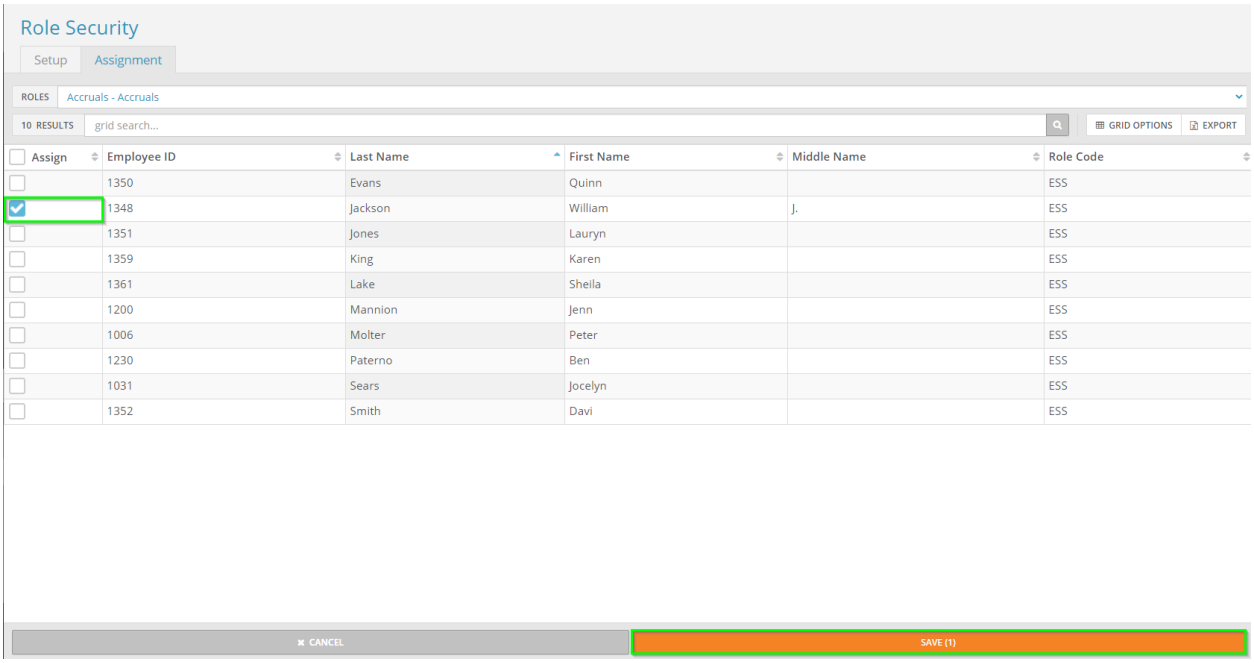
ASSIGNING ROLES TO USERS

Overview

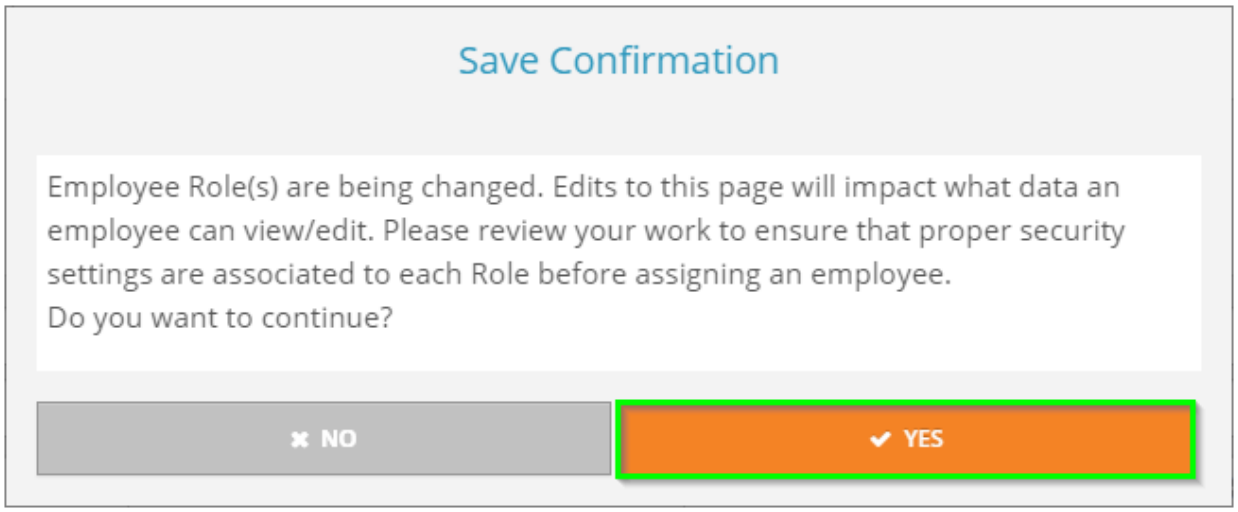
In the **HR Admin** module, select *Security Control Center > Role Security*.Select the role you would like to assign to a user in the dropdown menu above the list of users. **PLEASE VERIFY THAT YOU HAVE THE CORRECT ROLE SELECTED**.



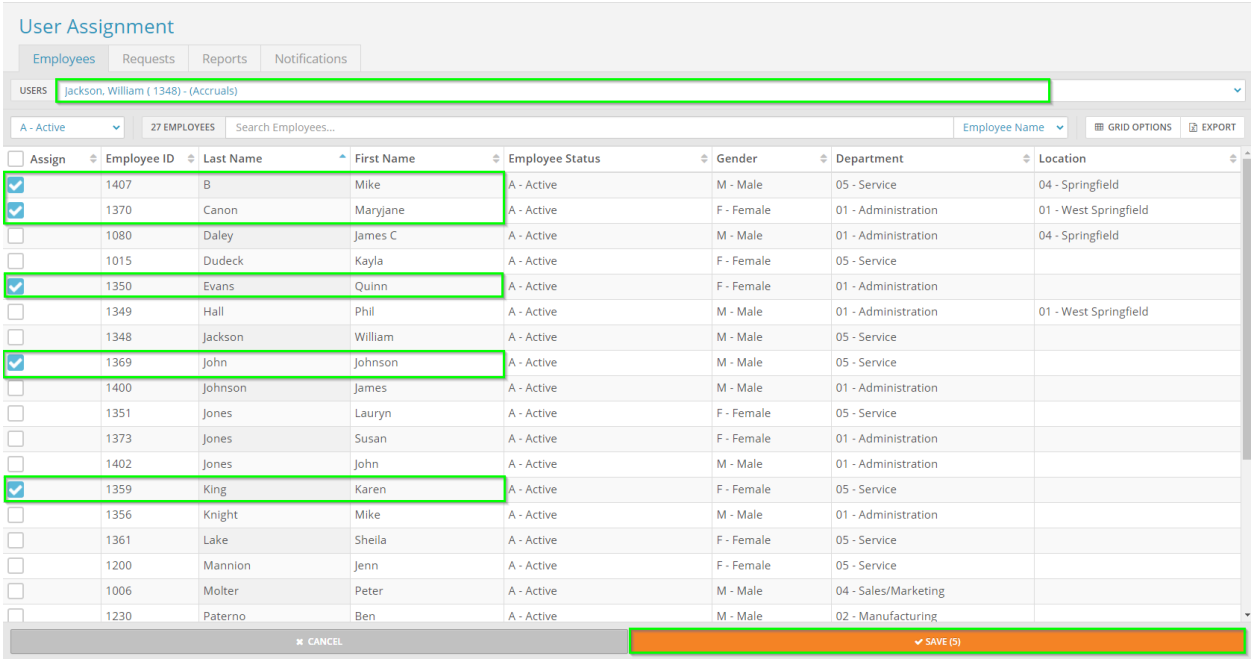
Once you have verified the role you have selected, check off applicable user and then hit **Save** on the bottom.



This will bring up a Save Confirmation. Again, please verify that the proper role and the proper employee are being assigned to avoid giving anyone access that they are not intended to have. Select *Yes* when you have confirmed.



Now that the user has been given a manager role, it is time to assign employees to the user so they can make approvals (Attendance, Time Off, etc). To do so, go to *User Assignment*, also under **Security Control Center**. In this area, select the applicable manager in the top dropdown area. Once they are selected, check off the name(s) of the employee(s) you would like to assign. Once they are checked off, you can select *Save* to save the assignments.



Assign	Employee ID	Last Name	First Name	Employee Status	Gender	Department	Location
☑	1407	B	Mike	A - Active	M - Male	05 - Service	04 - Springfield
☑	1370	Canon	Maryjane	A - Active	F - Female	01 - Administration	01 - West Springfield
☐	1080	Daley	James C	A - Active	M - Male	01 - Administration	04 - Springfield
☐	1015	Dudeck	Kayla	A - Active	F - Female	05 - Service	
☑	1350	Evans	Quinn	A - Active	F - Female	01 - Administration	
☐	1349	Hall	Phil	A - Active	M - Male	01 - Administration	01 - West Springfield
☐	1348	Jackson	William	A - Active	M - Male	05 - Service	
☑	1369	John	Johnson	A - Active	M - Male	05 - Service	
☐	1400	Johnson	James	A - Active	M - Male	01 - Administration	
☐	1351	Jones	Lauryn	A - Active	F - Female	05 - Service	
☐	1373	Jones	Susan	A - Active	F - Female	01 - Administration	
☐	1402	Jones	John	A - Active	M - Male	01 - Administration	
☑	1359	King	Karen	A - Active	F - Female	05 - Service	
☐	1356	Knight	Mike	A - Active	M - Male	01 - Administration	
☐	1361	Lake	Sheila	A - Active	F - Female	05 - Service	
☐	1200	Mannion	Jenn	A - Active	F - Female	05 - Service	
☐	1006	Molter	Peter	A - Active	M - Male	04 - Sales/Marketing	
☐	1230	Paterno	Ben	A - Active	M - Male	02 - Manufacturing	

Also in this area, you can assign requests, reports, notifications. For example, to assign time off requests, select the *Requests* tab. Check off **Time Off**, and any other applicable requests, and then hit Save on the bottom. Your user will now be able to approve the time and requests for the employees assigned to them!