

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**.

HR Admin Additional Modules	Setup Assignment							
🚑 Hire Employees	ROLES Accruals - Accruals							
Manage Employees	10 RESULTS	grid search		C III GRID OPTIONS EXPORT				
_	Assign 🔅	Employee ID 🕀	Last Name	First Name	Middle Name 4	Role Code 4		
Compliance		1350	Evans	Quinn		ESS		
🏟 HR Setup		1348	Jackson	William	J.	ESS		
ACA Center		1351	Jones	Lauryn		ESS		
CA Center		1359	King	Karen		ESS		
🛗 Time Off Center		1361	Lake	Sheila		ESS		
Q Communications		1200	Mannion	Jenn		ESS		
		1006	Molter	Peter		ESS		
Document Center		1230	Paterno	Ben		ESS		
Security Control Center		1031	Sears	Jocelyn		ESS		
Employee Enrollment		1352	Smith	Davi		ESS		
Users Audit Log								
Role Security								

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

Role Se	curity						
Setup Assignment							
ROLES Accr	ruals - Accruals				*		
10 RESULTS grid search					C III GRID OPTIONS I EXPORT		
Assign	Employee ID	Last Name	First Name	Middle Name 💠	Role Code		
	1350	Evans	Quinn		ESS		
 Image: A set of the set of the	1348	Jackson	William	J.	ESS		
	1351	Jones	Lauryn		ESS		
	1359	King	Karen		ESS		
	1361	Lake	Sheila		ESS		
	1200	Mannion	Jenn		ESS		
	1006	Molter	Peter		ESS		
	1230	Paterno	Ben		ESS		
	1031	Sears	Jocelyn		ESS		
	1352	Smith	Davi		ESS		
	¥ CANCEL			SAVE (1)			

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.

User Assignment							
Employees Requests Reports Notifications							
USERS [jackson, William (1348) - (Accruals)							
A - Active V 27 EMPLOYEES Search Employees Employee Name III GRID OPTIONS DE KPORT							
Assign	n 💠 Employee ID 🔅	Last Name	First Name 💠	Employee Status 💠	Gender \$	Department \$	Location \$
	1407	В	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	
* CANCEL					✓ SAVE (5)		

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 <u>Save</u> on the bottom. Your user will now be able to approve the time and requests for the employees assigned to them!