

Security Roles Setup

1. Click on config -Security – Security roles.
 - Under role name and Role description you may add in your own reference and click on save.

Security Role

Details

* role name:	ADMIN		
* role description:	ADMIN		
role code:			
allow access to all pages by default except those explicitly denied?	<input checked="" type="radio"/>		
deny access to all pages by default except those explicitly allowed?	<input type="radio"/>		
is this role an admin role?	<input type="checkbox"/>		
is this role an employee self service role?	<input type="checkbox"/>		
is this role a manager self service role?	<input type="checkbox"/>		
hide sensitive payroll related fields from selectable dynamic fields on all reports	<input type="checkbox"/>		
default security role?	<input type="checkbox"/>		
deny access when lock out is enabled	<input type="checkbox"/>		

[security profiles report](#)

Delete Save

2. Once the role is saved. scroll to the bottom of the screen under security role
 - Click on Edit

Security Roles				
Role Name	Default Role			
ADMIN	False	Edit Role	Add/Edit/View Permissions	Users
Employee Self Service	False	Edit Role	Add/Edit/View Permissions	Users
head of business leave view	False	Edit Role	Add/Edit/View Permissions	Users
MSS	False	Edit Role	Add/Edit/View Permissions	Users
Payroll Admin	False	Edit Role	Add/Edit/View Permissions	Users
1				

3. Under select a menu branch you will receive the following options. **Please only edit company and employee**

- Home -
- Company – Which is the whole company’s details
- Employee- which is employee details
- Extra

4. You will end up on the sheet below. You will see that you will get three access status which is :

- Allow – Green
- Deny -Red
- Read only – Orange

Under each sub heading you will be able to give certain access to what you would like the employee to see or have access to.

Security Role Security Configuration - Payroll Admin

Select a menu branch:
🟢 Allow
 🔴 Deny
 🟡 Read Only

Tip - click on each menu item to toggle between the different options as per the legend

- 🟡 Grade Costing Setup
- 🟡 Dynamic Information
 - 🟡 Historical Data Categories
 - 🟡 Historical Data Category Fields
 - 🟡 Company Historical Information
 - 🟡 Company Static Defined Fields
- 🔴 Costing
 - 🔴 Project Costing
 - 🔴 Activity Costing
- 🔴 Security
 - 🔴 User Profiles
 - 🔴 Security Roles
 - 🔴 User Org. Unit Permissions
 - 🔴 Activate Users
- 🟢 Reports
 - 🟢 Payroll
 - 🟢 HR
 - 🟢 Costing
 - 🟢 Legislative
 - 🟢 Workforce Planning
 - 🟢 Training
 - 🟢 Performance Management
 - 🟢 Leave

5. Once done with giving access to whatever you would like your ADMIN role to have access to, please click in save.