Access Table

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There are 3 standard levels of access in People® - Admins, Managers and Employees. This document provides a table of all areas in the system that each user status has access to by default (before assigning additional access rights).

Key:

✓	*Highest access available*
X	*Tab not displayed for this user*
txt	*Specific info required*
*A	*Scroll down to find more details under the corresponding letter*

	Admin	Manager	Employee	*
Dashboard	All company statics	Team View	Request Holiday	*A
News	✓	View only	View only	
Employees tab	✓	X	X	
Team tab	X	✓	X	
Me	✓	✓	✓	
-- *Overview*	✓	✓	X	
-- *Processes*	✓	X	X	
-- *Planner*	✓	Edit (Limited)	Edit (Limited)	*B
-- *Planner Settings*	✓	Add Toil only	View only	
-- *Personal*	✓	Edit (Limited)	Edit (Limited)	*C
-- *Employee Docs*	✓	(Access Dependant)	View only	*D
-- *Logbook*	✓	(Access Dependant)	(Access Dependant)	*E
-- *Employment*	✓	X	X	
-- *Contacts*	✓	✓	✓	*F

-- *Skills*	✓	✓	✓	***G**
--*Thanks*	✓	✓	View only	
-- *Performance*	✓	Manager Access	Employee Access	***H**
-- *Benefits*	✓	X	X	
-- *Case Log*	✓	X	X	
Documents	✓	View only	View only	
Thanks	✓	✓	✓	
Planner	✓	(Access Dependant)	(Access Dependant)	***I**
Tasks	✓	View/Assign own & reports	View/Assign own	***J**
Cases	✓	X	X	
Authorisations	✓	View own and reports	View own	
Expenses	✓	X	X	
Reports	✓	Limited reports based on team only	'Top Facts' only	***K**
Queries	✓	X	X	
Notifications	✓	View own and reports	View own	
Training	✓	View reports	X	
ATS	✓	(Access Dependant)	(Access Dependant)	***L**
Performance	✓	Manager Access	X	
Benefits	✓	X	X	
Org Chart	(Access Dependant)	(Access Dependant)	(Access Dependant)	***M**
Bulk Actions	✓	(Access Dependant)	X	***N**
Plugins	✓	X	X	
Settings	✓	X	X	

Additional info

*A

The Dashboard view is different per user status:

Admin   **Manager**   **Employee**

*B

Within an employee's personal Planner –

Managers CANNOT add/edit:
- Public Holidays
- Maternity
- Work Pattern
- Most field within the blue 'Settings' button of employee planner
(Apart from TOIL, managers can add/deduct TOIL to an employee's entitlement).

Employees CANNOT add/edit:
- Sick
- Late
- Public Holidays
- Maternity
- Work Pattern
- All areas in the blue Settings button of their planner

Employees cannot delete events/holidays in the past.

*C

Managers and Employees can only edit the 'Known As' and 'Other Name(s)' field in the personal tab. All other fields are greyed out.

*D

Employees cannot upload documents. Admins can turn On/Off the ability for managers to upload documents to their employee's records – screenshot below:
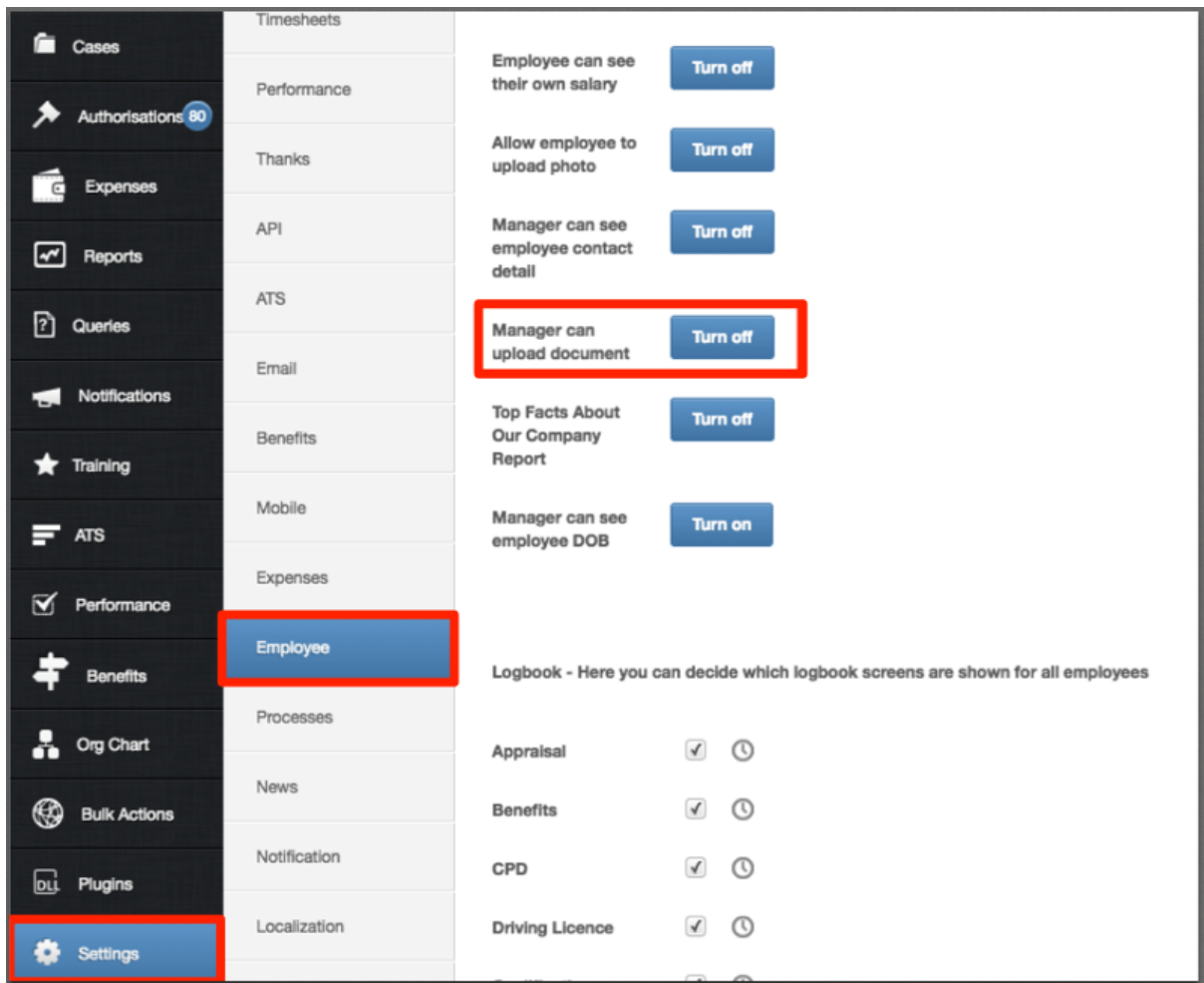
Each document in an employee's record has the option for admins to select 'Employee Access' and/or 'Manager Access', as well as 'Signature Required'. For more on employee documents, please see: http://help.peoplehr.com/documents/employee-documents
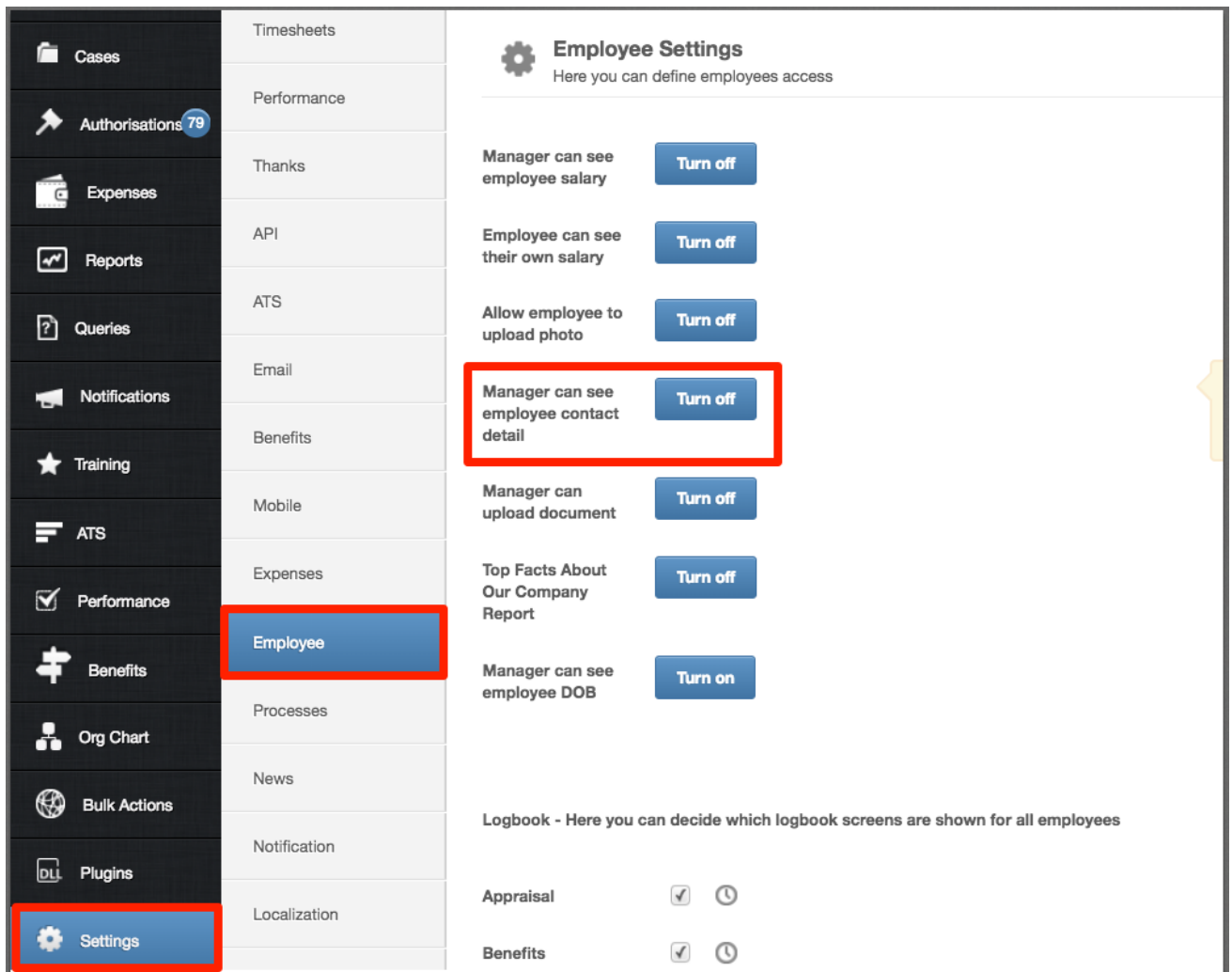
*E

The logbook tab will be available for all users, but admins can set Edit/View access per logbook screen. Learn more on logbook access here: http://help.peoplehr.com/en/articles/2519041-logbook-access

*F

Admins can select weather or not they wish for managers to view the employee's Contacts tab.

Additional managers cannot view the Contacts tab.

*G

The Skills tab of an employee's record is a view only area. Admins can view everyone's Skills tab, Managers can view their own and their direct/indirect reports and employees can only view their own.

*H

Employee and managers can only complete their side of the review and share. Once shared on both sides, Managers can close the review.

Admins have full access to this area and can complete both sides on the employee or manager's behalf and delete reviews. Although, they will still have standard employee access for their own review

*I

The company planner will always be available for everyone to see. Admins can edit what employees and managers can view within this tab.
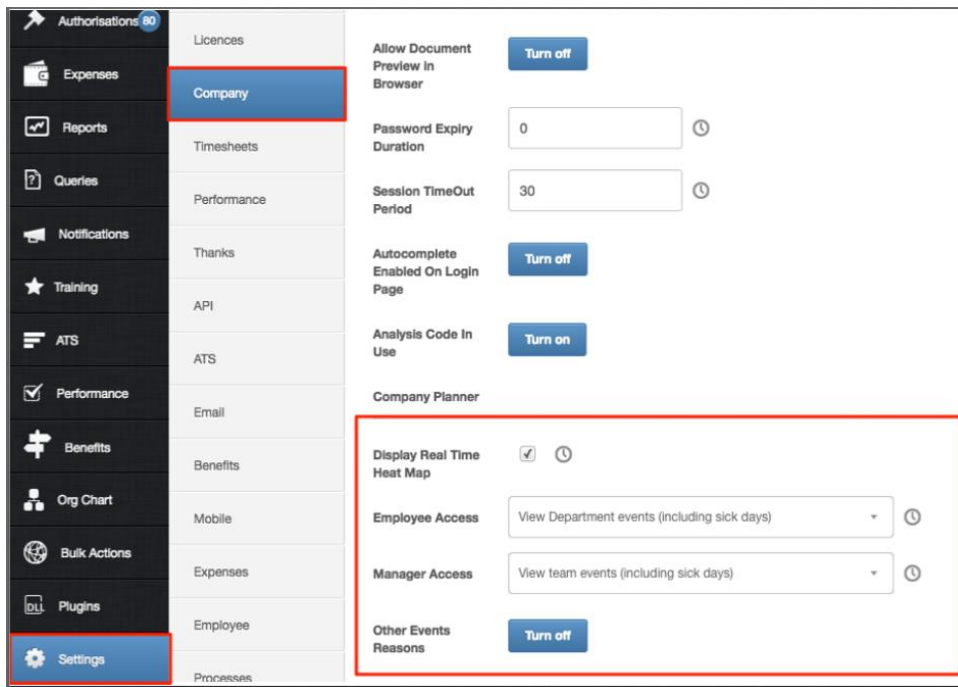
*J

Within the Tasks area –

| Admins can:	Managers can:	Employees can:
- Assign tasks	- Assign tasks	- Assign tasks
- View all tasks	- View their own tasks	- View their own tasks
	- View their reports' tasks	

*K

Admins can change the access of each reports by hovering over it and selecting the icon shown in the screenshot below:
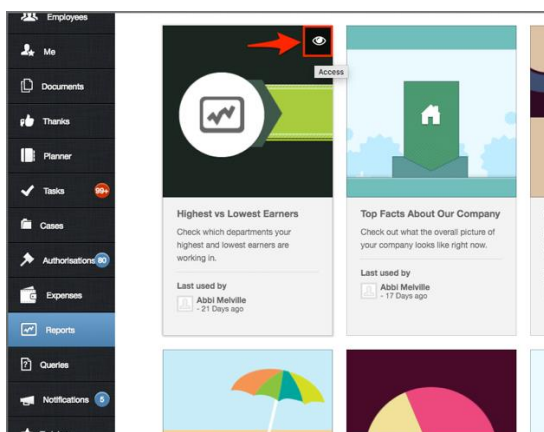
*L

By default, only admins can access the ATS. Admins can allow employees and managers to request job approvals:
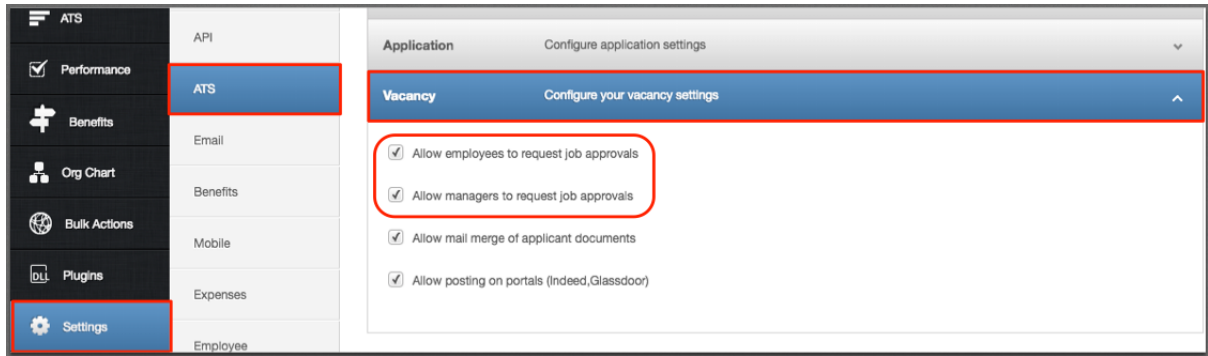
Admins can also assign Job Approvers, Offer Approvers and Hiring leads. See articles linked below for more information:

Hiring lead: http://help.peoplehr.com/applicant-tracking-system-ats/hiring-lead

ATS approvers: http://help.peoplehr.com/applicant-tracking-system-ats/difference-between-job-approvers-offer-approvers

*M

Admins can turn the org chart on or off – this change will be set for all users in the system.

*N
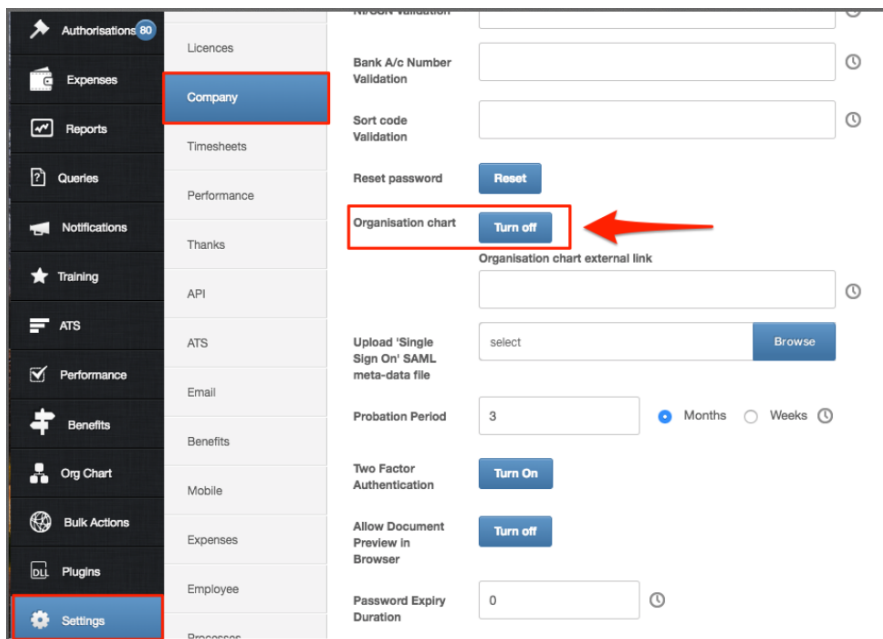
Admins have full access to all bulk actions. Managers have the options 'Holidays Accruals and 'Book Holiday', but these bulk changes will only be available for the manager's direct reports.

Thanks,

Customer Services.