



HR Acuity User Permissions

Case Permissions

Specify what case permissions the user can have Employee Relations (ER), Investigations (INV), Post Hire (PH) and Exit Interviews (EI).

ER Search – This options allows users to search the involved party for any other cases the employee has been involved with.

For Investigations – Specify their role - Intake only, Investigation team, Legal advisor.

View Permissions

Specify the types of cases that can be viewed (other than their own) and from which groups the cases can be viewed.

*** If a person has view permissions, they will get an email notification when a new case within those permissions is opened.

Issue Restrictions:

Specify which issues if any this user should be restricted. You may list the sub-category or the category name. The user can view the case IF they created a case with the restricted issue or they have been assigned to the investigation team and the case has the restricted issue. They will not be able to view any cases with the restricted issue in any other circumstances.

Issue Restrictions apply to reporting as well.

Case Reporting Permissions:

Specify the types of cases (ER/INV/PH/EI) that can be reported on and from which groups the cases can be reported on. Issue Restrictions will apply as well.

Insights Reporting Permissions:

Insights Reporting are Case Level Reports which show by Type, Location, Groups, Notification Method etc.

Involved Party Details Permissions:

Specify if a user can have Employee Level reporting permissions (involved party names, details) for ER, INV cases. Any Group restrictions will apply based on Insights Level Reporting. Issue Restrictions will apply as well. Please use care in assigning advanced reporting as this allows broad access to data across the system.

Administrator Permissions:

A user can have any combination of Admin permissions.

Profile Administrator can:

- Add/change/Update profiles.
- Add/change/Update user permissions
- Administrator is limited by designated groups.

- Administrator cannot view their own profile.

Case Administrator:

- If Administrator has view permissions, they can change the owner, reopen, delete closed cases or put a case on hold for ER and INV cases.

Super Admin

- Has all the permissions of Case and Profile Admin
- Can view/change their own profile (can add or remove their own restrictions)

Configuration Admin:

Can make site wide changes or additions to the following

- Document Library
- Groups
- Locations
- ER and INV Fields – Notification Methods, Issue Categories, Actions, Case Report Configuration, INV only – Issue Dispositions, Interim Actions
- Exit Interview – Interview Functions, Separation Reasons
- Post Hire Interview – Interview Functions, Hiring Source, and Reason for Joining

Data Integration Admin

- Can access the Employee Upload screen and perform all functions to upload the group, location and/or employee data file, view error logs and deactivated logs.
- If the data integration admin should be able to correct group or location errors in HR Acuity, they would need to be a configuration admin as well.