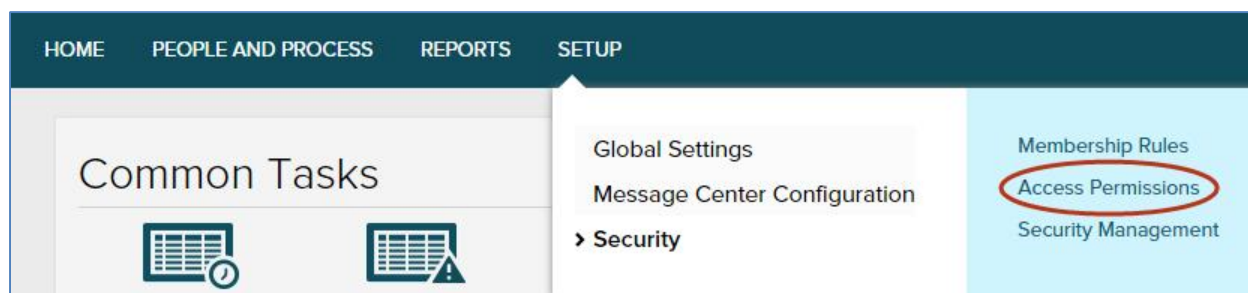
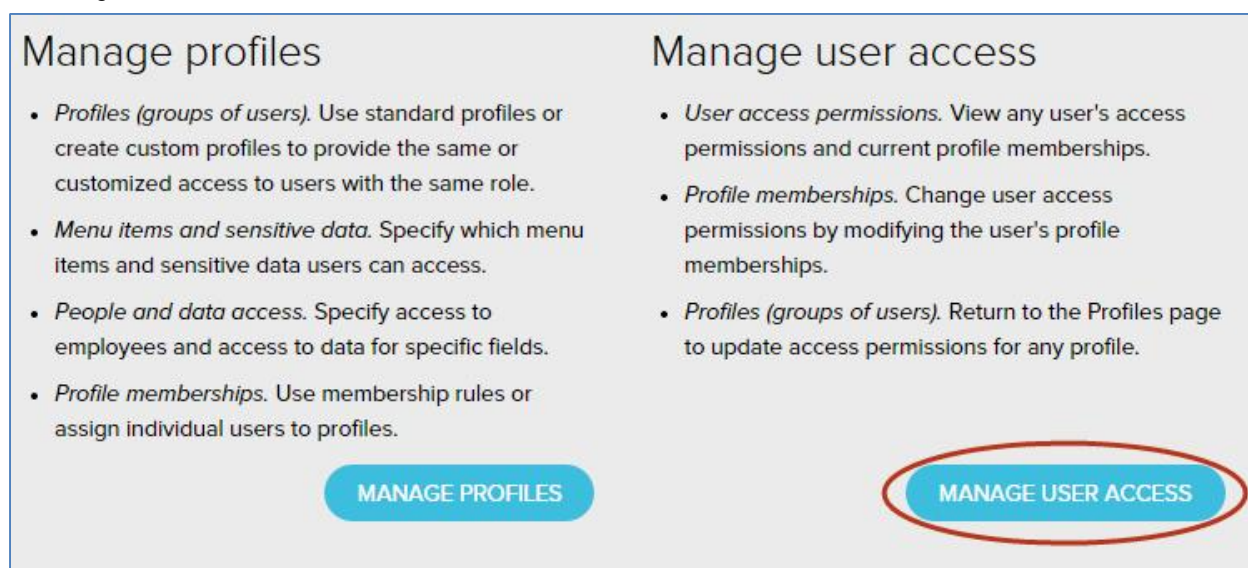


Managing User Access Permissions in ADP® Time & Attendance

1. Select Setup > Security > Access Permissions.



2. Click Manage User Access.



Note: To narrow your search, type in a field.

3. Click Filter.

The screenshot shows the 'User Access Permissions' filter form. It includes a title 'User Access Permissions' with a help icon and a refresh icon. Below the title is a instruction: 'Enter one or more values in the fields and click **Filter** to display users. Select a user to view their access permissions.' The form contains several input fields: 'Last Name', 'First Name', 'Role' (a dropdown menu), 'User ID', 'Department', 'Job Title', 'Associate ID', 'Location', and 'Company Code'. At the bottom left, there are two buttons: 'RESET' and 'FILTER' (circled in red).

4. Click the Name of the employee whose rights you want to edit.

NAME	USER ID	ASSOCIATE ID	COMPANY C...	DEPARTME...	LOCATION	JOB TITLE
Albright, Anthony						
Jones, Bill	BJONES@A..					
Smith, Mary	MSMITH@A..					
Smith, Steven	SSMITH@A..					

5. Select the People Access tab.

Practitioner Access Permissions - Smith, Mary

Menu Access **People Access**

Current Practitioner Profile Memberships: Standard Practitioner

Click the tabs below to display the user's menu access permissions. To change permissions, you can

[Change this user's practitioner profile memberships](#)

[Access the Profiles page](#) to update this user's profile permissions or permissions for any other profile

6. From the People Access list, select Custom Access to People.

Practitioner Access Permissions - Smith, Mary

Menu Access **People Access**

Set this user's access permissions to People and their data.

Select the People this user will have access to as Practitioner.

View & Edit Access to all People

View & Edit Access to all People

View Only Access to all People

Custom Access to People

7. Complete the Rule Builder fields as needed.

Rule Builder

Create a rule that will automatically provide access to people based on the criteria entered.

Criteria Set 1 -
View Edit ▾

Include all of the criteria within this set Include atleast one of the criteria within this set

Field Name: **Comparison:** **Field Value:**

Add criteria to this set

+ CREATE AN ADDITIONAL CRITERIA SET

8. Click Save.

Rule Builder

Create a rule that will automatically provide access to people based on the criteria entered.

Criteria Set 1 -
View Edit ▾

Include all of the criteria within this set Include atleast one of the criteria within this set

Field Name: Department **Comparison:** IS EQUAL TO **Field Value:** 01

Add criteria to this set

+ CREATE AN ADDITIONAL CRITERIA SET

SAVE **+ RESET**