

## Managing User Access Permissions in ADP® Time & Attendance

1. Select Setup > Security > Access Permissions.

HOME PEOPLE AND PROCESS REPORTS	SETUP	
Common Tasks	Global Settings Message Center Configuration > Security	Membership Rules Access Permissions Security Management

2. Click Manage User Access.

Manage profiles	Manage user access
<ul> <li>Profiles (groups of users). Use standard profiles or create custom profiles to provide the same or customized access to users with the same role.</li> <li>Menu items and sensitive data. Specify which menu items and sensitive data users can access.</li> </ul>	<ul> <li>User access permissions. View any user's access permissions and current profile memberships.</li> <li>Profile memberships. Change user access permissions by modifying the user's profile memberships.</li> </ul>
<ul> <li>People and data access. Specify access to employees and access to data for specific fields.</li> <li>Profile memberships. Use membership rules or assign individual users to profiles.</li> </ul>	Profiles (groups of users). Return to the Profiles page to update access permissions for any profile.      MANAGE USER ACCESS

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

3. Click Filter.

Last Name	First Name	Role
Jser ID	Department	Job Title
ssociate ID	Location	Company Code

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

RESET	FILTER					
NAME	USER ID	ASSOCIATE ID	COMPANY C	DEPARTME	LOCATION	JOB TITLE
Albright, Anthony	y					
Jones, Bill	BJONES@A					
Smith, Mary	MSMITH@A					
Smith, Steven	SS <mark>MITH@A</mark>					

5. Select the People Access tab.

Practitioner Access Permissions - Smith, Mary	
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.

Practitione	e <mark>r Access</mark> P	ermissions - Smith, Mary
Menu Access	People Access	
Set this user's access p	ermissions to People and	their data.
Select the People this u	iser will have access to as F	Practitioner.
w & Edit Access to	all People 🗸	
View & Edit Acce	ss to all People	
View Only Acces	s to all People	
Custom Access t	o People	



7. Complete the Rule Builder fields as needed.

Rule Builder		•
Create a rule that will automatically provide acc	cess to people based on the criteria enter	ed.
Criteria Set 1 - View Edit 🗸		
Include all of the criteria within this set  Field Name:	Comparison	Field Value:
Add criteria to this set		

8. Click Save.

					•
reate a rule that will automatically pro	vide access to peo	ople based on the criteria e	ntered.		
Criteria Set 1 -					
View Edit 🖌					
Include all of the criteria within thi	s set 🛛 🔘 Incl	lude atleast one of the crite	eria within this	set	
Field Name:		Comparison:		Field Value:	
Department	~	IS EQUAL TO	~	01	
CREATE AN ADDITIONAL C		)			
	ort )				•

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