

Web Pay Security Access



CUSTOM MODIFICATION REQUEST

Web Pay offers a variety of built in security roles to meet the dynamic system access requirements of our clients. This form is for requesting a modification to a standard role if you have a unique security access requirement. A list of Web Pay's standard security roles is attached for reference.

Company ID or Company Set ID: _____ Contact Name: _____

Contact Phone: _____ ext. _____ Email: _____

Select security role to modify:

If other, please provide name: _____

If this is a new modification, what would you like the new role to be named?: _____

Replace selected role or Create new role

Please explain requested modification:

*Please submit only this page to your dedicated representative when requesting a modification

Web Pay Security Access



ROLE DEFINITIONS

Web Pay offers a variety of built in security roles to meet the dynamic system access requirements of our clients. This form provides an overview of all standard security roles within Web Pay.

EMPLOYEE

Description: This role provides non-payroll/HR related personnel the ability to view their individual Webpay profile, update personal information, and utilize the self-service portal. Please note: All access refers to individual employee access only.

Edit Access:

- Personal Information
 - Demographics
 - Dependents
 - Emergency Contacts
- Time off requests (Individual)
- Impressions

View Only Access:

- Self-Service Portal
- Work Information
- Payroll Information
- Pay History
- Time Off Accruals
- Employee Directory
- Teams
- HR Information
 - Benefits
 - Performance
 - Training

Restricted Access:

- Reporting
- Payroll Processing

TERMINATED

Description: Provides terminated employees with limited access to Webpay to review pay history information.

Edit Access:

- None

View Only Access:

- Check History
- Personal Info

Restricted Access:

- All access other than check history and personal information is restricted

NO ACCESS

Description: User has no access to Webpay.

Edit Access:

- None

View Only Access:

- None

Restricted Access:

- All access is restricted

***Work Info Includes:** Employee Status, Department/Position, Work Location, Eligibility, Authorization Tracking, Statutory

***Personal Info Includes:** Employee Address, Employee Phone, Demographics, Dependents, Emergency Contacts

ROLE DEFINITIONS

STANDARD SUPERVISOR

Description: This role gives people managers the ability to view payroll and HR related information for their direct reports.

Edit Access (Direct Reports):

- HR
 - Performance
 - Training
 - Reviews
- Time off request approvals
- Impressions

View Only Access (Direct Reports):

- Personal Information
- Work Information
- Payroll Information (Rates)
- Pay History
- Time Off Accruals
- Reports
 - Payroll reports
 - Time off
 - HR Reports
 - HR Insight charts
 - Point In Time
 - Trend
 - Report Writer

Restricted Access:

- Payroll processing
- SS#
- Direct Deposit Information
- Date-of-Birth (Masked)

ADVANCED SUPERVISOR

Description: This role is similar to the standard supervisor role, but adds the ability to edit direct report information like rates, work information, and time off types/balances.

Edit Access (Direct Reports):

- Employee information
 - Personal Info
 - Work Info
 - Rates
 - Time off types and balances
- HR
 - Performance
 - Training
 - Reviews
- Time off request approvals
- Impressions

View Only Access (Direct Reports):

- Pay history
- Reports
 - Payroll reports
 - Time off
 - HR Reports
 - HR Insight charts
 - Point In Time
 - Trend
 - Report Writer

Restricted Access:

- Payroll processing
- SS#
- Direct Deposit Information
- Date-of-Birth (Masked)

***Work Info Includes:** Employee Status, Department/Position, Work Location, Eligibility, Authorization Tracking, Statutory

***Personal Info Includes:** Employee Address, Employee Phone, Demographics, Dependents, Emergency Contacts

Web Pay Security Access



ROLE DEFINITIONS

HUMAN RESOURCES

Description: This role is designed for HR administrators that will need to access/edit employee information, but will not be submitting payroll.

Edit Access (All Employees):

- Employee information (HR Menu)
 - Personal Info
 - SS#
 - Date-of-birth
 - Work Info
 - Rates
 - Employment
 - Benefits
 - Retirement plans
 - COBRA
 - Benefit Docs
 - Time off types and balances
- HR
 - Performance
 - Training
 - Reviews
- New hire entry/template
- Assign supervisors & reviewers
- Positions
- Cost Centers

View Only Access (All Employees):

- Pay History
- Reports
 - HR reports
 - Time Off
 - HR Insight charts
 - Point In Time
 - Trend
 - Report Writer
- Company Setup
 - Jobs
 - Pay Grades

Restricted Access:

- Payroll processing

HUMAN RESOURCES MANAGER

Description: This role is nearly identical to the Human Resources role, but adds the ability to edit Web Pay Insurance Plans setups and rate tables (when applicable).

Edit Access:

- Same as Human Resources + Web Pay Insurance Plans setup & edit access

View Only Access (Direct Reports):

- Same as Human Resources

Restricted Access:

- Payroll processing

***Work Info Includes:** Employee Status, Department/Position, Work Location, Eligibility, Authorization Tracking, Statutory

***Personal Info Includes:** Employee Address, Employee Phone, Demographics, Dependents, Emergency Contacts

ROLE DEFINITIONS

PAYROLL CLERK

Description: This role is designed for employees that will be handling payroll related functions, while still requiring approval for payroll entries.

Edit Access (All Employees):

- All payroll functions (except payroll entry approval)
- Tax/Finance
 - Check reconciliation
- Employee Information
 - Personal Info
 - SS#
 - DOB
 - Work Info
 - Payroll Setup
 - Time off types and balances
 - Rates
- New Hire Entry/Templates
- Time off requests approvals

View Only Access (All Employees):

- Employee pay history
- Reports
 - Payroll reports
 - Time off accrual reports

Restricted Access:

- Cannot approve payroll entries
- HR Menus
 - Performance
 - Training
 - Reviews

QUARTERLY USER

Description: The sole purpose of this security role is to provide access to annual, W2, 1099 and quarter end reports in the Reports menu.

Edit Access:

- None

View Only Access:

- Reports
 - Annual
 - W2
 - 1099
 - Quarter End

Restricted Access:

- All other access aside from the reports listed is restricted.

***Work Info Includes:** Employee Status, Department/Position, Work Location, Eligibility, Authorization Tracking, Statutory

***Personal Info Includes:** Employee Address, Employee Phone, Demographics, Dependents, Emergency Contacts

ROLE DEFINITIONS

PAYROLL MANAGER

Description: This role is designed to give expanded access to payroll related functions and provides edit access to all employees in the company. However access is restricted to HR centric information like performance tracking and reviews.

Edit Access (All Employees):

- Full payroll processing access
- Tax/Finance
 - Check reconciliation
- Employee Information
 - Personal Info
 - SS#
 - DOB
 - Work Info
 - Payroll Setup
 - Time off types and balances
- New Hire Entry/Templates
- Time off requests approvals

View Only Access (All Employees):

- Employee pay history
- Reports
 - Payroll reports
 - Time off accrual reports
 - Report Writer
 - HR Insight Charts
 - Point In Time
 - Trend

Restricted Access:

- HR Menus
 - Performance
 - Training
 - Reviews

COMPANY ADMINISTRATOR

Description: This role is designed for a limited number of administrators who will have full access to all client facing screens in Web Pay. **This role should not be modified without extreme caution.**

Edit Access (All Employees):

- Payroll
- HR
- Employee Information
- Notifications
- User Accounts

View Only Access:

- All Web Pay menus and tabs
- All reports

Restricted Access:

- None

***Work Info Includes:** Employee Status, Department/Position, Work Location, Eligibility, Authorization Tracking, Statutory

***Personal Info Includes:** Employee Address, Employee Phone, Demographics, Dependents, Emergency Contacts