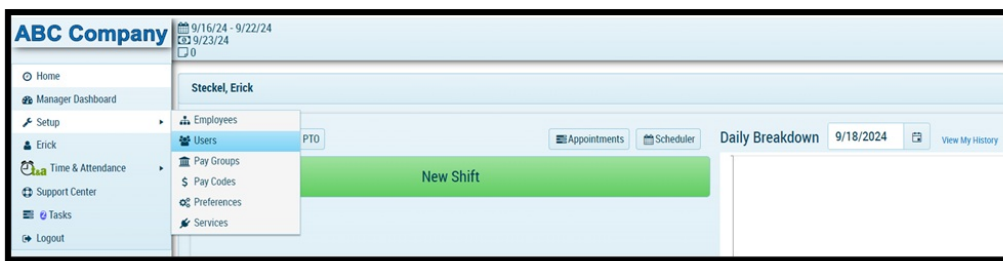


What permission is needed to access the Manager Dashboard in Time and Attendance

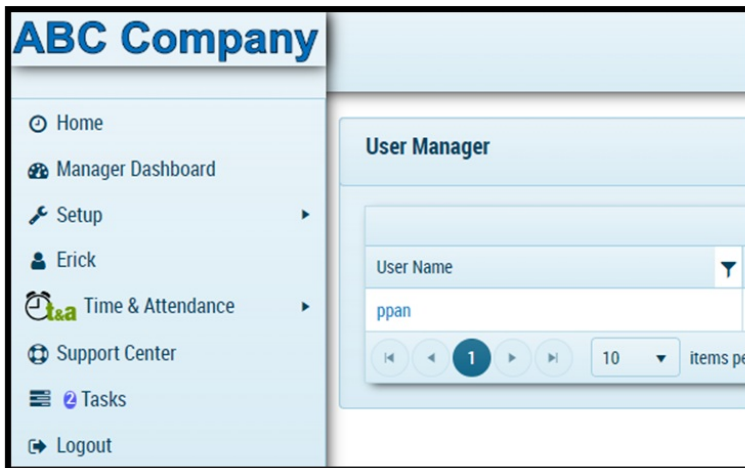
09/23/2024 2:28 pm EDT

Dealer created a case asking what permission will allow a User to access the Manager Dashboard in Time and Attendance.

1. Have an Administrative User log into Time and Attendance, click on Setup and then Users



2. Click on the User in blue



3. Checkmark the Pay Group Manager checkbox and then save

ABC Company

- Home
- Manager Dashboard
- Setup
- Erick
- Time & Attendance
- Support Center
- Tasks
- Logout

Edit User Account

Username:

First Name:

Middle Initial:

Last Name:

Phone: ext.

Email:

User Role:

Time Zone:

Default Login:

Site Theme:

Inactive: ☐

Notes:

Products:

☒ AlarmBiller
 ☒ Time & Attendance
 ☒ eForms
 ☒ Sales Automation
 ☒ Sedona X Mobile app

Permissions Services

User Security Permissions:

Miscellaneous

☐ Company Setup Access to all company setup information.
 ☐ User Administration Manage all users and user roles.

Reports

☒ General

Time Attendance

☒ Pay Group Manager
 ☒ Pay Roll Export
 ☐ Employee Shift Edit Allows an employee to edit their own shifts.
 ☐ Hide Employee Rates Use for PayGroup managers who should not see or manage any rate or salary data.

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4. Have the User log out and then lob back into Time and Attendance and they will then be able to access the Manager Dashboard

ABC Company

- Home
- Manager Dashboard
- Setup
- Erick
- Time & Attendance
- Support Center
- Tasks
- Logout

Managers Dashboard

Shift Review Requests

Employee

Pay Code

Click In Time

Click Out Time

No items to display

Open Shifts

Employee	Shift Code	Shift Start	Current Task	Task Start
D. Karlyn	ONSITE	3/06/20 9:45 AM	ONSITE	3/06/20 9:54 AM
Lupo, Jesslyn	Code1	6/02/21 8:25 AM	Code1	6/02/21 8:25 AM
Reynolds, Dan	ONSITE	7/01/22 4:00 PM		
Vosner, Elaine	ONSITE	7/15/24 1:15 PM		

1 - 4 of 4 items