

Setup Step 4 - Users

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Users need to be set up before employees, as you will be linking users to employees.

If you are a SedonaOffice customer, you will have to create a user for every employee you would like to give the ability to use Time and Attendance. A user is mostly just the login information and permissions.

Permissions:

- **Pay Group Manager:** This permission allows the user the ability to approve payroll for the paygroup this employee is attached to
- **Pay Roll Export:** After payroll is approved, the ability to export the data becomes available and this permission allows the user to export that data
- **Employee Shift Edit:** Employees have the ability to edit their own shifts with this permission
- **Hide Employee Rates:** This permission is mostly for managers who are approving payroll, but you do not want to have them see the other employees pay rates

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