

# Access & Permissions Playbook

## Access & Permissions Playbook

### INTRODUCTION

This playbook allows you to consult which permissions have all the different contributors of an employee's cycle life. It's organised by actor, in order to see and see what and which content each user is allowed to see/create or edit.

### EMPLOYEE

#### Charts Management

- . 'Read-only' access to Org Chart Structure
- !. Cannot access Position Org. Chart and Company Structure Overview
- i. 'Read-only' access to data related to his position

#### Profile Management

- . Propose some personal data updates submitted to approval workflows, according with local rules;

Employee Portlet	Employee on Themselves
Personal Information	Edit / History
Issues	Edit / History
Dependents	Edit / History
Contact Information	Edit
Primary Emergency Contact	Edit
Document Information	Edit / History

Visualize a limited set of data when looking at other Employee's profile;

Access Employee's Data	Employee on Others
Profile & Employee ID	View
Position	View
Department Center	View
Department	View
Location	View
Working Hours & Time	View
Business Phone	View
Address	View

## MANAGER

### Charts Management

- . 'Read-only' access to Org Charts
- !. Access to Position Org charts
- i. Cannot access Company Structure Overview

### File Management

- . 'Read-only' access to some personal data of one's team members

Employee Portlet	Manager on Direct Reports
Information	View History
Organizational Information	View History
Relationship	View History
Payment Details	View
Pension Information	View History
Component Non Recurring	View
Permit Info	View
Project Information	View
Primary Emergency Contact	View

For **Dual Access**, please note that only HRs can see this information in the Employee's profile. Should you need to grant Dual Access to one of employees, please use [this](#) ticket.

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## HR MANAGEMENT

### Variable Pay App

- . Manager : Initiate the payment for some wage type according to the local payroll policy.
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## SITE & SBP/SBA

### Charts Management

- . View Org. Charts, Position Org. Charts and Company Structure Overview.
- !. Change or Edit positions according with Site/Entity HR Scope.
- i. Create & Copy Positions.
- i. Create/Edit Departments.

### File Management

- . Edit and review employee personal and employment information, according with their authorization roles.
  - !. Hire employees.
  - i. Terminate, promote according with their authorization rules.
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## HR MANAGEMENT

### Variable Pay App

- . HR Site : Initiate and approve the payment for some wage type according to the local payroll policy.
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## ROLL

### Charts Management

- . Views Org. Chart, Position Org. Chart and Company Structure Overview Views;
- !. Not Allowed to create or modify positions;
- !. Not Allowed to create or modify Departments;

### File Management

- . Allow edition of some of employee's data, according with country scope;

Employee's Portlet	Payroll Team
Information (Only position, Cost Center & Company)	Edit / History
Organizational Information (Only position, Cost Center & Company)	Edit / History
Payment Details	Edit / History
Pension Information	Edit / History
Personal Information	Edit / History
Biographical Information	Edit
Personal ID	Edit
Permit Info	Edit
Issues	Edit History / Delete
Dependents	Edit History / Delete
Contact Information	Edit
Primary Emergency Contact	Edit
Document Information	Edit History / Delete

### Mobile Pay App

Admin (In their country scope) : Initiate and approve the payment for ALL wage type in scope country.

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## HR SERVICE CENTER

### Objects Management

Objects	HR Operations (SC)
Function	Creates/Edit
Classification	Creates/Edit
Code	Creates/Edit
Business Unit	Creates/Edit
Position	Creates/Edit
Department	Creates/Edit
Person	Creates/Edit

### Personals Management

HR Actions	HR Operations (SC)
on Management	Creates/Edit
tration	Creates/Edit
nal Profile Management	Creates/Edit
tivation	Creates/Edit
egistration	Creates/Edit

ist updated: 07 Aug 2024

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