

Permission Levels

- Complete assigned **Performance Reviews**
- Make personal **Vacation Requests**
- View upcoming **Events**
- Subscribe to the **Event** and **Timeoff Calendars**
- View assigned company **Documents**
- View other employees' **General** information
- View **Personal Preferences**
- View company **Organization Chart**

- Add **Assets & Allowances**
- Provision of **Assets & Allowances**
- View **Performance Reviews** to direct reports
- Assign **Performance Reviews** to direct reports

- Create **Performance Review** templates
- Limited to "Approve Pending Review/Deny"
- Manage/Approve **Time Off Requests**
- Approve their own Time Off**

- Send **Messages**
- Create new **Events**
- View/ Add **Recruits**
- View/ Generate **Reports**
- Edit employee **Profile Information**
- Add new **Employees**

- Add/ Edit company **Documents**
- View employee **Signatures (Documents)**
- View company **Settings**
- Utilize **Batch Tools**

- View Employee's Sensitive Information***
- Assign **Permissions** beyond Employee-level
- Assign/View All **Performance Reviews**

	P6 - Employee	P4-Manager 4	P4-Manager	P3 - Director	P3 - Director 2	P2 - Executive \$	P2 - Executive 2	P1 - Admin \$	P1 - Admin \$
Complete assigned Performance Reviews	✓	✓	✓	✓	✓	✓	✓	✓	✓
Make personal Vacation Requests	✓	✓	✓	✓	✓	✓	✓	✓	✓
View upcoming Events	✓	✓	✓	✓	✓	✓	✓	✓	✓
Subscribe to the Event and Timeoff Calendars	✓	✓	✓	✓	✓	✓	✓	✓	✓
View assigned company Documents	✓	✓	✓	✓	✓	✓	✓	✓	✓
View other employees' General information	✓	✓	✓	✓	✓	✓	✓	✓	✓
View Personal Preferences	✓	✓	✓	✓	✓	✓	✓	✓	✓
View company Organization Chart	✓	✓	✓	✓	✓	✓	✓	✓	✓
Add Assets & Allowances		✓	✓	✓	✓	✓	✓	✓	✓
Provision of Assets & Allowances		✓	✓	✓	✓	✓	✓	✓	✓
View Performance Reviews to direct reports		✓	✓	✓	✓	✓	✓	✓	✓
Assign Performance Reviews to direct reports		✓	✓	✓	✓	✓	✓	✓	✓
Create Performance Review templates		✓	✓	✓	✓	✓	✓	✓	✓
Limited to "Approve Pending Review/Deny"		✓	✓	✓	✓	✓	✓	✓	✓
Manage/Approve Time Off Requests			✓	✓	✓	✓	✓	✓	✓
Approve their own Time Off			✓	✓	✓	✓	✓	✓	✓
Send Messages			✓	✓	✓	✓	✓	✓	✓
Create new Events			✓	✓	✓	✓	✓	✓	✓
View/ Add Recruits			✓	✓	✓	✓	✓	✓	✓
View/ Generate Reports			✓	✓	✓	✓	✓	✓	✓
Edit employee Profile Information			✓	✓	✓	✓	✓	✓	✓
Add new Employees			✓	✓	✓	✓	✓	✓	✓
Add/ Edit company Documents			✓	✓	✓	✓	✓	✓	✓
View employee Signatures (Documents)			✓	✓	✓	✓	✓	✓	✓
View company Settings					✓	✓	✓	✓	✓
Utilize Batch Tools					✓	✓	✓	✓	✓
View Employee's Sensitive Information*				\$		\$		\$	
Assign Permissions beyond Employee-level									✓
Assign/View All Performance Reviews									✓

*Sensitive information is found in the Employment & Compensation tab (ie. Position, Reports to, Employee #, Hour/Day, Hire Date, Termination Date, Division, Department, Location, Employment type, Benefits & Perks (such as RRSP contributions, insurance, CPP, WCB, etc), Salary, Bonuses, Time Off Entitlements)