

Instructions: Please complete one form for each client manager user and return to your G&A Payroll Specialist.

General Information

Client Company Name(s) to Which Security Applies: _____

If the level of access chosen below applies to more than one affiliated client company, please list all of the applicable client company names above.

Client Manager Name: _____

Client Manager Email Address: _____

Should this Client Manager be granted access to perform employer I-9 verifications? (i.e. have full access to employee onboarding forms and confidential employee information)

Yes No*

Security Options

Please select which of the security options below we should apply to this client manager's profile. If you'd like additional details regarding these security options, please contact your G&A Payroll Specialist.

 Security Option A

- Full access to payroll items, including timesheet entry and payroll approval
- Full access to make changes to employee data
- Full access to reports, rates of pay and confidential information

 Security Option B

- Same full access as Option A above, except with the additional ability to manually input all details contained on the new hire paperwork
- Used in rare situations where employee electronic onboarding forms are not utilized
- Full access to reports, rates of pay and confidential information

 Security Option C

- Full access to timesheet entry without rates of pay
- No access to approve payroll
- Very limited access to view or edit employee data
- No access to reports or rates of pay

Limit Security Option C to a certain department, location or division? Yes No*

If yes, please list the applicable limitations: _____

*If you do not provide an answer to this question (i.e. leave it blank), the answer will default to "No."

Security Option D

- No access to payroll items, including timesheet entry
- No access to approve payroll
- Access to make changes to employee data
- Full access to view reports, rates of pay and confidential information

 Security Option E

- Full view access to payroll data without the ability to change or input data
- No access to approve payroll
- View access to employee data without the ability to edit
- Full access to reports, rates of pay and confidential information

 Security Option F

- No access to payroll items, including timesheet entry
- No access to approve payroll
- Very limited access to view or edit employee data
- No access to reports or rates of pay

Limit Security Option F to a certain department, location or division? Yes No*

If yes, please list the applicable limitations: _____

 Security Option G

- Full access to payroll items, including timesheet entry and payroll approval
- Full access to rates of pay and confidential information
- Limited access to reports
- Access to view or edit employee data

Limit Security Option G to a certain department, location or division? Yes No*

If yes, please list the applicable limitations: _____

Submitted by: _____ Date: _____

*If you do not provide an answer to this question (i.e. leave it blank), the answer will default to "No."