

## ePayroll V3 Security Roles

- Agency Specific Security Group
  - Added by OSPS Helpdesk
  - Security roles
    - ePaystub (can view paystubs for agency employees)
    - ePayroll (ePaystub plus edit time ability for agency employees)
      - Can create agency time groups
      - Add/remove employees
      - Add/edit employee roles
    - eTime View only (no paystub access)
      - Agency HR staff who want view only for timesheets for full agency.
      - Cannot edit time
      - Cannot view paystubs
      - Cannot edit employee profile.
  - Messaging (coming soon)
    - Can add agency specific messages
- Time Group Security roles
  - Member
    - Employee in the group, can only update and submit their own timesheet
  - Manager
    - Can approve timesheets for members in assigned group
    - Can send timesheet back for revision
    - Cannot be a member in group you manage
  - Backup
    - Can approve timesheets for members in assigned group in absence of manager
    - Cannot be member in a group you are back up for
  - Reviewer
    - Can review timesheets for members in assigned group
    - Can send timesheet back for revision
  - Time Keeper
    - Can edit timesheets for members in assigned group
    - Can submit timesheet on employee's behalf
  - Member and Reviewer
    - Can edit own timesheet as a member
    - Can review or send back for revision any member of assigned group
  - Member and Time Keeper
    - Can edit and submit all timesheets in assigned group
  - Manager and Time Keeper
    - Can edit and approve all timesheets in assigned group
  - Backup and Reviewer
    - Can review and approve all timesheets in assigned group
  - Backup and Time Keeper
    - Can edit and approve all timesheets in assigned group