



S4 User Access Levels

Level 1 (Standard Employee Access)

This is the basic level of access given to any employee at a site using the S4Labour system. It allows access to:

- Rotas, once they have been flagged as forecast complete by managers
- All the personal information about them stored on the system
- Their own contract, if it has been signed in the system
- Their employee handbook if it has been uploaded to S4

For customers of the new HR module, employees will also be able to request holidays through the system.

Level 2

This is the level of access generally given to Assistant Managers and Duty Managers. It allows everything Level 1 access does, plus the ability to:

- Edit rotas and create rota templates
- Input sales forecasts
- Allocate special pay and credit card tips
- Flag rotas as complete
- Create new employees
- Perform temporary transfers
- Access to the summary report and limited other reporting, such as holiday accrual
- Send communication to all employees (when activated)

Additionally, there are two optional settings applicable only to Level 2 users. These are:

- **Edit Employees Access** – This allows the user to edit basic information about employees, and sign their contracts in S4 where applicable. It allows hourly-paid employees' pay rates to be seen, and pay and position changes for hourly-paid employees to be scheduled.
- **Payroll Export Access** – This allows the user to view the payroll export reports. By its nature, this will allow them to see all pay rates, including for salaried employees.

Level 3

This access level is generally given to site-level General Managers. It allows the user to do everything that Level 2 access with both additional options set to allow does, as well as:

- Access contracts which have already been signed in the system, where applicable.

Level 4

This level of access is typically given to Area Managers, who oversee multiple sites. It allows the user to do everything that Level 3 users can, as well as:

- Access multiple sites
- View more involved reporting covering multiple sites

Level 5

This access level is given to Head Office level staff, who typically work in operations, payroll, or HR departments. It allows the user to do everything Level 4 users can, as well as:

- Unflag rotas, both forecast and actual, once they have been flagged
- Permanently transfer employees
- Amend employees' bank details
- View all available reports
- Create and amends users at all levels