

Setting User Access

Workforce Compensation

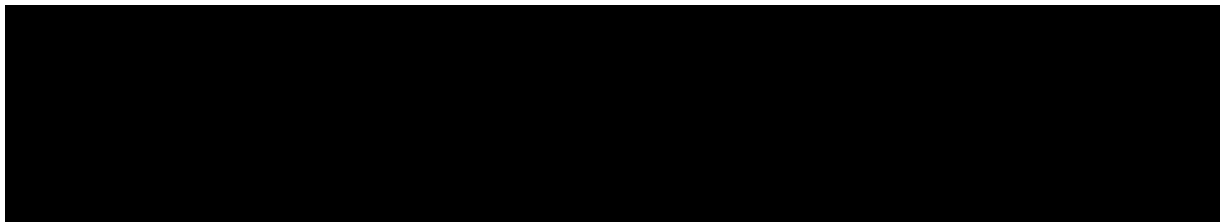
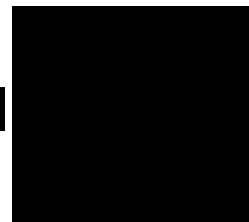
An important part of your activity in Workforce Compensation is to confirm that you and your managers have the appropriate access to the budget and compensation worksheets. Doing so will ensure the ability to accomplish the activities associated with the Compensation plan.

- Each plan contains a Budget and a Compensation worksheet
- Each worksheet requires proper access to view or take action
- Managers must have a published budget for the Budget worksheet to be editable
- “Updates Allowed” provides ability to set a subordinate managers’ access to that worksheet

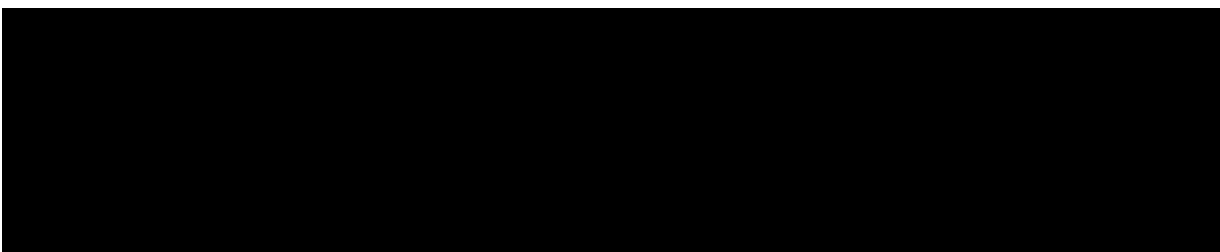
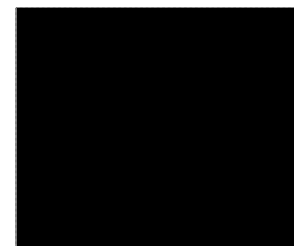
NOTE: Separate Budget and Compensation worksheet access levels must be set for each open cycle plan.

How to Check Your Access Level

For the **Compensation worksheet**, click the [REDACTED] header in the [REDACTED] pane to see your Comp worksheet access levels. The [REDACTED] pane displays this information for each plan in the [REDACTED] column.



For the **Budget worksheet**, click the [REDACTED] header in the [REDACTED] pane to see your Budget Worksheet access levels. The Budget Pool pane displays this information under the [REDACTED] column.



How to Define Access for Subordinate Managers

In the **Compensate Workforce** area:

- Select the Comp worksheet for the plan
- Click the [REDACTED] tab then the [REDACTED] sub-menu
- Adjust levels for subordinate managers in the [REDACTED] column
 - *Updates Allowed* - able to view, allocate, add Notes, add attachments, set subordinate access, or approve
 - *No Updates Allowed* - able only to view worksheet
 - *No Access* - unable to use any of the above functionality

Click [REDACTED]

In the [REDACTED] area:

- Select the Budget worksheet for the plan
- Adjust levels for subordinate managers in the [REDACTED] column
 - *Updates Allowed* - able to view the worksheet, set subordinate access, and pass down budgets
 - *No Updates Allowed* –only able to view worksheet
 - *No Access* – unable to use any of the above functionality

Click [REDACTED]