Compease Starter

Access Levels

We recommend you test the access level prior to assigning it to any employee.

Admin Access

Company Admin

- This access level gives the user full capabilities to view and edit the entire Compease Starter system including Manage Company Settings, Manage Employee Data, and Budget Planning.
- User also can view and export all reports.
- Company Admin is the only access level that can assign employees to one or more of the different access levels available. Users can be assigned to more than one access level at any time.

Supervisor Access

- This access level gives the user Read Only access to their direct reports' information in Manage Employee Data.
- This access level gives the user the ability to view and export reports pertaining to their direct reports:

    o Employee Data
    o Archived Employee Report

- If the Supervisor has been assigned access to a Merit Plan:
    - This access level gives the user the ability to select and view a matrix but not change the matrix.
    - Make merit comments or adjustments based on parameters set by Company Admin within the Merit plan.
    - The user can view and export Merit Increase module reports:

        o Merit Plan Report
        o Employee Pay Change Notification
        o Employee Base Salary Statement
        o Merit Audit Report

Unit Admin (Unit Admin can be assigned by location, department, or custom field)

Manage Data:

- This access level gives the user the ability to add, modify and archive all employee data within Employee Data. The user can also edit, activate, and delete all employee data within Archived Employee Data.

Reports:

For all reports salary information is viewable

- o Employee Data
- o Archived Employee Report
- o Employees Missing Required Fields
- o Compa Ratio Reports

- If the Unit Admin has been assigned access to a Merit Plan:

    - This access level gives the user the ability to select and view a matrix but not change the matrix.
    - Make merit comments or adjustments based on parameters set by Company Admin.
    - The user can view and export Merit Increase module reports:

        - o Merit Plan Report
        - o Employee Pay Change Notification
        - o Employee Base Salary Statement