Compease

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 system including Structured Compensation, Data Bridge, and Merit Increase Planning.
- User also can view and export all reports within Structured Compensation and Merit Increase Planning.
- 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.

Employee Group Access Levels

EM-All (Employee Master – All)

- This access level gives the ability to add, modify and archive all employee data within Employee Maintenance. The user can also edit, activate, and delete all employee data within Archived Employee Maintenance.
- Users will be able to view and export reports pertaining to Employee Data:

For all reports salary range information is viewable
- o Employee Master
- o Archived Employee
- o Employee History
- o Employees Missing Required Fields

EM-Exec (Employee Master – Executive Classification)

- This access level does not have the capability to view/edit any salary information pertaining to an employee that has an assigned position where the classification is listed as 'Executive'. In place of the salary information the user will see *****.
- The user can add, edit, and archive all other fields of employee data within Employee Maintenance. The user can also edit, activate, and delete all employee data within Archived Employee Maintenance.
- Users will be able to view and export reports pertaining to Employee Data:

For all reports salary range information is viewable
- o Employee Master
- o Archive Employee
- o Employee History

EM-No Salary (Employee Master – No Salary)

- This access level <u>does not</u> have the ability to view/edit any employee salary information. In place of the salary information the user will see *****.
- The user can add, edit, and archive all other fields of employee data within Employee Maintenance.
The user can also edit, activate, and delete all employee data within Archived Employee Maintenance.
- Users will be able to view and export reports pertaining to Employee Data:
  o Employee Master
  o Archived Employee
  o Employee History

EM-Reports Only (Employee Master – Reports Only)

This access level gives the user the ability to view and export reports pertaining to Employee Data: <u>For all reports salary range information is viewable</u>
  o Employee Master
  o Archived Employee
  o Employee History
  o Employees Missing Required Fields

Executive View (All of Compease System – Read Only)
- This access level gives the user <u>only viewing capabilities</u> in the Structured Compensation and Merit Increase Planning modules.
- Users have the full capability to view and export all reports pertaining to Structured Compensation and Merit Increase Planning.

<u>**Job Master Group Access Levels**</u>

JM-All (Job Master – All)

- This access level gives the user the ability to add, edit, archive, and delete all job information within Job Maintenance. The user can edit and activate jobs within Archived Jobs.
- User also has the capability to match survey jobs to current jobs in the Salary Survey area of Job Master.
- Users will be able to view and export reports pertaining to job information:
- Benchmark Jobs
- Proforma Jobs
- Job Description
  o Job Evaluation (<u>salary range information is viewable on this specific report</u>)
  o Job Evaluation Summary
  o FLSA Basis
  o Jobs Assigned to Survey Jobs,
  o Job Survey Reports, Compensable Factor • Job Evaluation Grade Change Report
  o Archived Jobs.

JDescM-All (Job Description Master – All)

- This access level gives the user the ability to add, archive, and delete all jobs within Job Maintenance. The user can also activate jobs within Archived Jobs.
- User can edit any information within the General Job Information including the Role.
- User does not have access to editing the Detailed Job Information
- User also has the capability to match survey jobs to current jobs in the Salary Survey area of Job Master.
- Users will be able to view and export the report pertaining to job description information:

  - Job Description
  - Jobs Assigned to Survey Jobs
  - Job Survey Reports.

JM-Report Only (Job Master – Reports Only)

- This access level gives the user the ability to view and export reports pertaining to job information:
- Job Description
  - Job Evaluation (salary range information is viewable on this report)
  - Job Evaluation Summary
  - FLSA Basis
  - Compensable Factor
  - Job Evaluation Grade Change

Merit Master Group Access Levels

MM-All (Merit Master – All)

- This access level gives the user the ability to add, edit, archive, and delete a merit model.
- Users will be able to view and export only Merit Increase module reports.
  For all reports salary range information is viewable
  - Merit Increase Matrix
  - Model Employee Master
  - Totals for Merit Increase Calculation
  - Annual Compensation Plan
  - Internal Equity Review
  - Projected Payroll Expense
  - Employee Pay Change Notification
  - Employee Pay Change Notification
  - Employee Base Salary Statement
  - Supervisor Report
  - Calculation Errors
  - This access level has the capability to 'Update Structured Comp' with the information in any Merit Model. This would update the current pay rate, last increase date and performance level in Structured Compensation for any employee in a specific model.

<u>Supervisor Access</u>

- This access level gives the user Read Only access to their direct reports' information in Employee Master.
- This access level gives the user the ability to view and export reports pertaining to their direct reports:
    - Job Description
    - Employee Master
    - Archived Employee Report
    - Employees Missing Required Fields

- 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:
        - Employee Pay Change Notification
        - Employee Base Salary Statement
        - Supervisor Report

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

The unit admin privilege acts like a full administrator, with only have the privilege to the read or write to the unit to which the user has access.

For clients integrated with Performance Pro, the unit admin privilege to add or edit employees remains in Performance Pro.

Employee Master:
- Add/Edit an employee to the assigned unit (If the client is not integrated with Performance Pro)
- Terminate employees from employee maintenance.
- View archived employees within the unit.
- Reinstate users to the unit.
- Employee Reports within the Unit. For all reports salary range information is viewable.
    - Employee Master
    - Archived Employee Report
    - Employees Missing Required Fields

- Salary Reports within the Unit. For all reports salary range information is viewable.
    - Salary Ranges
    - Compa Ratio Reports

Job Master:
- Read only access to Job Maintenance.
  Job reports within the unit. *For all reports salary range information is viewable.*
    - Job Description
    - Job Evaluation
    - FLSA Basis
    - Compensable Factor
    - Job Notes

Merit Increase Planning:

- 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.

    - View Employees assigned to the unit.

    - Make comment for employees assigned to the unit.

    - The user can view and export Merit Increase module reports:

        o Merit Increase Matrix

        o Model Employee Master

        o Merit Plan Report

        o Internal Equity Review

        o Projected Payroll Expense

        o Employee Pay Change Notification

        o Employee Base Salary Statement

        o Employee Base Salary Statement

        o Supervisor Report