

Security:1

Security Setup | **Groups** | Users | Login Journal

Group Name: Collections Clerk

Description: This sample group allows access to all functions necessary for performing accounts receivable procedures only. (Note: this group assumes that

Access Right: Agency Code, Agency Code - Add, Agency Code - Delete, Agency Code - Edit

Access Level: ☐ Full Access, ☐ Read Only, ☒ No Access

2. Select Rights...

What Access Level should be assigned to New Rights records:

1. ☐ Full Access, ☒ Read Only, ☐ No Access

For ALL Groups that should not have access to Employee Status Code

Mover

Available Items: Employee -- Deduction/Aux Setup Ir, Employee -- Direct Deposit Info, Employee -- Direct Deposit Reports, Employee -- EEOC Info, Employee -- Edit Soc Sec Numbers, **Employee -- Edit Status Code**, Employee -- Photo, Employee -- Report Soc Sec Option, Employee ACA, Employee ACA -- Monthly 1095, Employee ACA -- Stability Periods, Employee ACA -- Utility, Employee Utility -- Branch Id Chang, Employee Utility -- Contact Copy, Employee Utility -- Contact Delete, Employee Utility -- Deduction Delet

Selected Items: Agency Code, Agency Code - Add, Agency Code - Delete, Agency Code - Edit, Agency Code -- Reports, Alert Group, Alert Group - Add, Alert Group - Delete, Alert Group - Edit, Alert Group -- Reports, Category Code, Category Code - Add, Category Code - Delete, Category Code - Edit, Category Code -- Reports, Check-In -- Reports

OK Cancel

1. Set New Rights Access Level to Read Only
2. Select 'Select Rights' and the Mover will open
3. Find 'Employee -- Edit Status Code' in Available Items and move it to Selected Items
4. Close the Mover
5. Do the same with other Security Groups that should not be allowed to change the Employee Status Code.