

Client Services Website (Web Access)

This form allows you to update the records of authorized personnel who access the **Oasis Client Services Website** to input payroll data and edit or view payroll information and reports. Users who are granted "Full Web Access" will have access to all employee data with no restrictions. Users who are defined as "Restricted Web Access" will only have access to modules and items selected.

If requesting restricted access to certain locations, divisions, pay groups, etc., please contact your Payroll Team to ensure proper set-up.

☐ **Add (New User)**
☐ **Change (Updates to existing user)**
☐ **Delete (Remove Access)**

Full Name: _____

Email Address: _____

Additional Client IDs this access should be added to (if applicable):

Access Type:
☐ Full Web Access
 ☐ Restricted Web Access (define item level below)
 ☐ No Access

Pay Group Access Type:
☐ All
 ☐ Restricted to: _____

Location Access Type:
☐ All
 ☐ Restricted to: _____

Department Access Type:
☐ All
 ☐ Restricted to: _____

Division Access Type:
☐ All
 ☐ Restricted to: _____

Time and Attendance Access Type: (Only if you are currently utilizing the Oasis platform)

☐ Manager
 ☐ Administrator (Full Access)

Web Modules Access Selections

For each module, choose the access to be granted to this user. To grant "Full Web Access" to an entire module, click to check the box next to "Full" for the access type.

To grant "Restricted Web Access" to a module, click on "Restricted," and then check the boxes to allow or deny each of the items within that module.

Pay Information Visible – A "Yes" in this column means the user would be able to access pay information if access is granted.

Employees

Access Type	Pay Information Visible	<input type="checkbox"/> Full <input type="checkbox"/> Allow <input type="checkbox"/> Allow	<input type="checkbox"/> Restricted (defined below) <input type="checkbox"/> Deny <input type="checkbox"/> Deny	<input type="checkbox"/> No Access
Employee Search	Yes			
Employee Statistics	No			

Client ID: _____

Manager Onboarding	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Tax Withholding – View only	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Employment	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Paid Time Off	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Benefit Summary	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
401K Summary	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Address Change	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Event Assignment	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Status Change	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Termination	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Supervisor Change	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Pay Rate Change	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Cost Allocation	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Employee Allocations	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Pay Code Overrides	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Recurring Deductions	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Scheduled Payments	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Loans	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
PTO Register Adjustments	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Employee Job Rates	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny

Employee Reports

Access Type

Employee Information Inquiry
Employee Personal Information
Job History
Pay History
Status Inquiry
Paid Time Off

Pay Information Visible

No
Yes
No
Yes
No
No

☐ Full
☐ Allow
☐ Allow
☐ Allow
☐ Allow
☐ Allow
☐ Allow

☐ Restricted (defined below)

☐ Deny
☐ Deny
☐ Deny
☐ Deny
☐ Deny
☐ Deny
☐ Deny

☐ No Access

Payroll

Access Type

Time Sheets
Custom Time Sheet Export
Time Import
Time Export Download
Manual Check
Manual Batch
Payroll Batch Activity

Pay Information Visible

Yes
Yes
Yes
Yes
No
No
Yes

☐ Full
☐ Allow
☐ Allow
☐ Allow
☐ Allow
☐ Allow
☐ Allow

☐ Restricted (defined below)

☐ Deny
☐ Deny
☐ Deny
☐ Deny
☐ Deny
☐ Deny
☐ Deny

☐ No Access

Payroll Reports

Access Type

Accounting Download
Accounting Setup Listing
Average Hours

Pay Information Visible

Yes
Yes
Yes

☐ Full
☐ Allow
☐ Allow
☐ Allow

☐ Restricted (defined below)

☐ Deny
☐ Deny
☐ Deny

☐ No Access

Client ID: _____

Benefits Billing	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Check Register Download	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Client Allocation	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Client Allocation with Check Number	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Deduction Code Summary	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Deductions Code Details	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Earnings Summary	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Employee Downloads	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Garnishments	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Gross to Net by Last Name	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Gross to Net With Sort Options	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Invoice Reprint	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Invoice Summary	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Loans	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Pay and Job Overrides	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Pay Stubs	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Payroll Batch Activity	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Payroll Deduction in Arrears	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Payroll Inquiry	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Scheduled Deductions	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Status Download	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Unpaid Employees	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Voucher Detail	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Voucher Summary	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Wages and Earnings	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
WC Billing History	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Web Changes	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny

Human Resources

Access Type	Pay Information Visible	<input type="checkbox"/> Full <input type="checkbox"/> Restricted (defined below) <input type="checkbox"/> No Access		
		<input type="checkbox"/> Full	<input type="checkbox"/> Restricted (defined below)	<input type="checkbox"/> No Access
Handbooks	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny	
Forms/Documents	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny	
Training	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny	
Links	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny	
Performance Management	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny	
News & Announcements	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny	
Compliance News	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny	

Reports

Access Type	Pay Information Visible	<input type="checkbox"/> Full <input type="checkbox"/> Restricted (defined below) <input type="checkbox"/> No Access		
		<input type="checkbox"/> Full	<input type="checkbox"/> Restricted (defined below)	<input type="checkbox"/> No Access
Company Reports	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny	
401K Summary	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny	
401K Summary by Date Range	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny	
Benefits Payroll Register	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny	
Client Benefit Summary Report	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny	
Employee Benefits Register	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny	
Report Downloads	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny	

Client ID: _____

Report Writer	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Birthdays	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Census	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Employee Change	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Employee Listing	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Employee Personal Change	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Employee Statistics	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Event Tracking	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
I-9 Verification	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Information Download	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Reviews	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Supervisor by Department	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Termination	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Unemployment Wages	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
W-2 Address Change	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Accounting Download	Yes	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Accounting Setup Listing	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Paid Time Off Absence Summary	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Paid Time Off Hours Taken	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny

☐ Full

☐ Restricted
(defined below)

Report Downloads – Full Access User Only

Report Writer – Full Access User Only

Company Admin

Access Type

Worksite Updates
Division Codes
Department Codes
Project Codes
Job Codes (Form)
General Ledger Codes
Event Codes
Web Authorization (Form)

Pay Information Visible

No
No
No
No
No
No
No
No

☐ Full

☐ Allow
☐ Allow
☐ Allow
☐ Allow
☐ Allow
☐ Allow
☐ Allow
☐ Allow

☐ Restricted
(defined below)

☐ Deny
☐ Deny
☐ Deny
☐ Deny
☐ Deny
☐ Deny
☐ Deny
☐ Deny

☐ No Access

Support

Access Type

Add Cases
View Cases – Full Access User Only
File Upload
Employee Change Import – Full Access User Only

Pay Information Visible

No
No
No
No

☐ Full

☐ Allow
☐ Allow
☐ Allow
☐ Allow

☐ Restricted
(defined below)

☐ Deny
☐ Deny
☐ Deny
☐ Deny

☐ No Access

Client ID: _____

Site Settings – Full Access User Only

Custom Branding	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny
Site Preferences	No	<input type="checkbox"/> Allow	<input type="checkbox"/> Deny

Electronic Onboarding (EOB) Access

Access Type	<input type="checkbox"/> Full	<input type="checkbox"/> Restricted (defined below)	<input type="checkbox"/> No Access
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Please define one role below for this user.

- ☐ OHM – Hiring Manager
Full Access to all employee data.
- ☐ OHME – Hiring Manager with E-verify Access
Full access to all employee data.
- ☐ OHMET – Hiring Manager with E-verify and Tax Credit Access
Full access to all employee data.
- ☐ OHML – Hiring Manager Limited
Can enter all data but cannot access after completed.
- ☐ OHMP – Hiring Manager Pre-Populate Access
Full access to all employee data.
- ☐ OHMPL – Hiring Manager Pre-Populate Limited
Can pre-populate all data but cannot access after completed.

Please note that email addresses are required for web registration. The Oasis Client Services Website is a secure, password-protected website. Only authorized users may access this site. All changes in authorization and security levels should be reported immediately, in writing, to your Payroll Team. All passwords will remain active and information accessible until a written change is received. Please ensure that all fax numbers are secured lines. If you require more information regarding specific security settings, please contact your Payroll Team.

With your signature, you acknowledge that the listed employee will have access to pay rate information, unless you have denied modules and reports containing this data.

Client Designated Representative: _____ **Position:** _____
(Please Print)

Owner/Decision Maker: _____ **Position:** _____
(Please Print)

Signature: _____ **Date:** _____