



Adding Users and Permissions Additional Modules

EPM Connect Guide

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Recruitment

Admins are assigned by the Super User or Super Admin to the Trust and/or School(s). Admins are able to edit & approve vacancies, manage talent pool candidates & also edit various settings within the module.

Admin Assistants are assigned by the Super User or Super Admin to the Trust and/or School(s). Admin Assistants can manage talent pool candidates only.

Single Central Record

Admins are assigned by the Super User or Super Admin to the Trust and/or School(s). Admin permissions grant the user the ability to view & edit the Single Central Record, view employee audit trails & edit various settings withing the module.

Workforce Census

Admins are assigned by the Super User or Super Admin to the Trust and/or School(s). Admins are able to view & edit the Workforce Census.

Performance

Admins are assigned by the Super User or Super Admin to the Trust and/or School(s). Admins permissions grant the user the ability to view & edit performance records for reviewees, view & edit performance records for direct reports, view & edit performance records, edit observations for observees, view & edit property objectives, view & edit property standards, review templates, view & edit user group access & edit various settings withing the module.

Employees are assigned by the Super User or Super Admin to the Trust and/or School(s). The employee permission grants the user the ability to view performance records for reviewees, edit performance records for direct reports, edit observations for observees, view & edit property objectives & view property standards.

Line Managers are assigned by the Super User to the Trust and Schools. Line Managers have access to manage direct reports, including view-only access of employee data and the ability to view, edit and approve absences. *

Training & CPD

Admins are assigned by the Super User or Super Admin to the Trust and/or School(s). The Admin permission grants the user the ability to view & edit all training records, view & edit user group access & edit various settings withing the module.

Time & Expenses (full module only)

Admins are assigned by the Super User or Super Admin to the Trust and/or School(s). Admins are able to view time, expenses & time sheet items, edit various settings within the module, Approve assigned requests & manage approval issues. **Admins (where full module in place) will NOT be able to submit any time & expense items.**

Employees are assigned by the Super User or Super Admin to the Trust and/or School(s). Employees are able to view time, expenses & time sheet items. **Employees (where full module in place) will be the only users that are able to submit any time & expense items.**

* Line Managers are assigned by populating the **Report To** field within the **Job information** section of the **Employee Profile**.