

Landrum Professional XactTime Security Groups

Please make copies of this page for all employees you want to be assigned with security group login permissions and complete and fax to 1-850-478-4088.

Employee Name: _____

To which locations/departments/employees will this employee have access? _____

Do you want this person to have permission to their own time? YES or NO

Is this a new manager or will this person be replacing another ? If replacing, who will they be replacing? _____ Effective Date for permissions removal? _____

Do you need for Landrum to train this person or will someone at your company ?

Contact phone: _____ Contact email: _____

<i>I hereby give this employee permission to do the following:</i>
Employee Timesheets (Work and non-work, i.e. PTO, vacation, etc., hours) View: <input type="checkbox"/> Edit: <input type="checkbox"/> Add: <input type="checkbox"/> Delete: <input type="checkbox"/>
Pay Adjustment Entries (Dollar amount entries, i.e. bonuses, reimbursements, etc.) View: <input type="checkbox"/> Edit: <input type="checkbox"/> Add: <input type="checkbox"/> Delete: <input type="checkbox"/>
Employee Access Group Members (Which employees are assigned to which security groups) View: <input type="checkbox"/>
Pay Period Closing (Applicable only to person sending payroll to Landrum) Allow to Close: <input type="checkbox"/>
Audit Trails (Permissions to view time additions, edits and approvals for the above listed ees) View: <input type="checkbox"/>
View Employees not assigned to Any Security Group (Usually have permission to all ees) Yes: <input type="checkbox"/>

I understand that Landrum professional's XactTime provides internet/computer access to confidential employee files and information. I hereby authorize the employee listed above to have full and complete access to this information at the levels indicated above. I understand that I must notify the Landrum Professional XactTime Coordinator in writing if there are any changes to these access permissions.

Signed by: _____
(Owner/President/Executive Director signatures only)

Title: _____

Company Name: _____

Date: _____

1-850-476-5100 • 1-800-888-0472 • 850-478-4088 fax • www.landrumprofessional.com

For Landrum Professional Use Only: <input type="checkbox"/> Login to clean up pages, set Third employee summary field to First Name instead of SSN, set personal settings to Last, First format, set up report templates, and email manual, & notify KJ of training. Also provide Instructions for Handscanners.pdf if location uses handscanners.
