

XactTime Security Groups

Please make copies of this page for all employees you want to be assigned with managing permissions and complete and scan and email to onlineservices@landrumhr.com or upload to MyLandrum at <https://secure.landrumhr.com> > My Document Library > Create New > Payroll > Body: ATTN Online Services

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? _____

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

Contact phone: _____ Contact email: _____

I hereby give this employee permission to do the following:

Employee Timesheets (Work and non-work, i.e. PTO, vacation, etc., hours)

View: Edit: Add: Delete:

Scheduling

View: Edit: Add: Delete:

Approving PTO

Yes No

Pay Adjustment Entries (Dollar amount entries, i.e. bonuses, reimbursements, etc.)

View: Edit: Add: Delete:

Labor Levels (departments or job cost centers)

Create code, description and pay rate, if applicable Assign to employees:

Pay Period Closing (Applicable only to person sending payroll to Landrum)

Allow to Close:

I understand that LandrumHR'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 LandrumHR in writing if there are any changes to these access permissions.

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

Title: _____

Company Name: _____

Date: _____

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For LandrumHR Use Only:

Login to clean up pages, in personal settings icon set 3rd employee summary field to First Name instead of SSN, set personal settings to Last, First format, and maximize all applicable centers and apply, Set up report templates, and email manual, & notify KJ of Landrum training if requested. Provide Instructions for Handscanners.pdf if handscanners are used.