User Permissions for the Staff Portal

There are several User Permissions related to the **Staff Portal**. These permissions allow the User to perform tasks such as closing out a pay period or editing Staff Portal Logins.

User Permissions play a crucial role in protecting your data by controlling who can access, modify, or perform specific actions in your system. Review **Protect Your Account - User Permission Guidelines** for more information.

To adjust a User's permissions, go to the **Gear** icon > **Settings** > **Users & Permissions** > **User IDs** (click on a User ID) > **User Permissions** (left menu). *Note: Users who are logged in when their permissions are changed will have to log out and back in for the changes to take effect.*

Expand/Collapse All

Set Up the Staff Portal

Category	User Permission	Enables access to
Staff Portal	Guided Staff Portal Setup, Edit All Portal Logins, and Edit All Staff Settings	Edit logins and settings for several staff at once using the *Guided Staff Portal Setup* (*Gear* icon > *Set Up*). Edit logins for several staff at once using *Edit All Portal Logins* (*Staff* menu > *Staff Portal*). Edit portal settings for several staff at once using *Edit All Staff Settings* (*Staff* menu > *Staff Portal*).
	Staff Portal Settings	View/edit *Portal Settings* (*Staff* menu > *Staff Portal*).
	Edit Department and Staff News	View/edit *Department News* (*Staff* menu > *Staff Portal*). View/edit *Staff News* (*Staff* menu > *Staff Portal*).
	Launch Staff Portal	*Launch the Staff Portal* (*Staff* menu > *Staff Portal*).

Manage the Time Clock

Category	User Permission	Enables access to
	Approve/Unapprove Time	View/edit *Approve/Unapprove Time* (*Staff* menu > *Time Clock*).
	Edit Actual Hours in Approve Time	Edit the total time under the *Actual Hours* column when approving time.

Staff Portal	Close Pay Period and Export to Payroll	Close out a Pay Period (*Staff* menu > *Time Clock*). Export staff hours to payroll (*Staff* menu > *Time Clock*).
	Manage Incomplete Time Entries	Work with time entries that are not complete (time in but no time out) using *Incomplete Time Entries* (*Staff* menu > *Time Clock*).
	Access to all Time Clock Departments	View/edit time entries for all Departments.

Access Staff Reports

Category	User Permission	Enables access to
Staff Portal	Time Report and Staff Portal LoginID Report	View the Time report (*Staff* menu > *Staff Reports*) to see hours by Location and Department. View the Staff Portal Login ID report (*Staff* menu > *Staff Reports*) to see a listing of staff with their Staff Portal information.
	Staff Time Audit Report	View the Staff Time Audit Report (*Staff* menu > *Staff Reports*) for a record of activity in the Time Clock.
	Staff Here Now Report	View Staff Here Now (*Staff* menu > *Staff Reports*) to see all staff with a Time In but not a Time Out for the current day.

See **Permissions for Jackrabbit Users** for more information.