

User Permissions for the Staff Portal

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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](#)
- ▼ [Manage the Time Clock](#)
- ▼ [Access Staff Reports](#)



See [Permissions for Jackrabbit Users](#) for more information.
