

Anthology Payroll Security Role Descriptions

Article Number

000085723

Information

Type of User	Required AdvPay Security Roles
Employee	Advanced payroll employee self service
Payroll user These users still need normal HR Roles (HR Manager or HR Assistant) to be able to access workers	Advanced payroll implementer Advanced payroll assistant Advanced payroll administrator Advanced payroll manager Advanced payroll United States of America localization Advanced payroll employee self service
HR users entering worker and earning information	Advanced payroll assistant Advanced payroll administrator
HR super users	Advanced payroll assistant Advanced payroll administrator Advanced Payroll auditor
Financial users to view inquiries and reports	Advanced Payroll auditor

Advanced Payroll User Roles Overview

Advanced Payroll provides the following user roles:

Role name	Description	License level
Advanced payroll administrator	Can access worker information management, payroll and statutory reporting, and payroll setup tables.	Operations
Advanced payroll assistant	Can make journal entries, run pay period processes and postings, run payroll and statutory reports.	Operations
Advanced payroll <localization> employee self service	Grants access to view statutory reports for specific <localization> on the Employee self service workspace.	Team Members
Advanced payroll <localization> localization	Can access and manage setup tables, statutory reports and worker information specific to <localization>.	Operations
Advanced payroll employee self service	Grants access to view pay statements generated from Advanced Payroll on the Employee self service workspace.	Team Members
Advanced payroll implementer	Can access payroll setup tables for configuration and design of your Advanced Payroll implementation.	Operations
Advanced payroll manager	Can approve pay period processes and postings, perform system updates, and reprint checks and pay statements. Can also review payroll inquiries and run reports.	Operations

The administrator, assistant, and manager roles are the primary distinctions of separation of duties in Advanced Payroll. Each of these roles has specific duties that do not overlap. If a user is required to perform additional duties, they must be assigned one or more of these roles. The implementer role encompasses all three of these roles.

The localization-specific roles are a special class of roles that provide access to localization-specific processes, tables, and statutory reports. These roles are intended to be assigned in addition to the administrator, assistant, and manager roles.

User Role Duties Summary

The following table displays which specific duties each user role can access, according to Microsoft Dynamics 365 Finance security configuration.

Localization-specific and employee self-service user roles are not included in this table as these roles are intended to be assigned in addition to other roles:

Duty	Role			
	Administrator	Assistant	Manager	Implementer
Access to Advanced Payroll and Human Resources common list pages and forms	Yes	Yes	Yes	Yes
Add worker to Advanced Payroll	No	No	No	Yes
Advanced Payroll inquiries	Yes	Yes	Yes	Yes
Advanced Payroll journal entries	No	Yes	No	Yes
Approve pay period postings	No	No	Yes	Yes
Approve pay period processes	No	No	Yes	Yes
Inquire into Advanced Payroll accounting transactions	No	No	No	Yes
Journal pay period postings	No	Yes	No	No
Other Advanced Payroll activities	Yes	No	No	Yes
Other pay period processes	No	Yes	No	Yes
Perform system update and upgrade tasks	No	No	Yes	Yes
Reprint missing check	No	No	Yes	Yes
Review statutory reports	No	No	Yes	Yes
Run Advanced Payroll reports	Yes	Yes	Yes	Yes
Run pay period postings	No	Yes	No	Yes
Run pay period processes	No	Yes	No	Yes
Run statutory reports	Yes	Yes	No	Yes
Set up Advanced Payroll data	Yes	No	No	Yes
Set up and manage Advanced Payroll worker information	Yes	No	No	Yes

KB Product

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