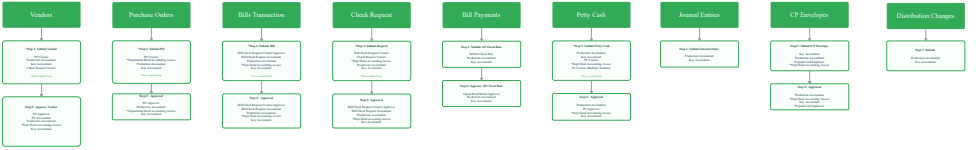
Approval Flow Matrix

PAYROLL

ACCOUNTING



PAYROLL - ROLES & PERMISSIONS

Payroll Roles	Permissions
Digital Start Work Employee	Ability to submit digital start work, such as I9, start forms, income forms, W4, W9, paychecks and company, ability to create and submit Hours Submitted
Employee	Access to screens and submit Personal Hours (typically the system defaults to the upper start work employee with this role this Hours are to accounting and what Hours should be working on/doing on weekdays, except when holiday)
Employee View Only Access	Employee can log in and view/see/edit their upcoming and past submit/ submit hours/ Hours
I9 Approver	Able to view/approve the Access to view the Employee's gold
Start Work Admin	Access to Employee's gold, ability to create/edit/ Employee Gold, ability to create/edit/ Access, Access to Digital Start Work, Access to Employee's gold, Managed Admin
Department Head Payroll Access	Access to approve the Hours submitted on behalf of the employee, ability to view/ edit/ approve Hours Submitted, Ability to view/ edit/ approve Hours, Access to Digital Start Work, Access gold of Personnel
LP/Payroll Accountant w/o Preview Approval	Ability to create employees, submit and approve Hours Submitted and approving, access to viewing/ Manually, manage Hours for Employees, Ability to view/ edit/ approve Hours, Access to Digital Start Work, Access to Employee's gold, Access to Hours Submitted, Manage Hours, Access to Payroll Admin, Access to PTO and Access to Payroll Approver
Line Producer	Ability to create employees, submit and approve Hours Submitted and approving, access to approve timesheets, Access to payroll admin, Access to Hours Submitted, Access to Payroll Approver and Ability to view/ edit/ approve Hours gold *Non Payroll access Employee, Manage Hours, Access to Digital Start Work
Payroll Accountant	Ability to create employees, submit and approve Hours Submitted and approving, access to approve timesheets, Access to payroll admin, Access to Hours Submitted, Access to Payroll Approver, Ability to view/ edit/ approve Hours gold, Access to Payroll Admin, Access to Payroll Approver, Manage Hours, Access to Digital Start Work, Access to Employee's gold, Access to Hours Submitted, Access to Payroll Approver, Access to Payroll Admin, Access to Payroll Approver, Access to Payroll Admin, Access to Payroll Approver, Access to Payroll Admin