

ANZ EasyTransact

User access levels and permissions

Employer user roles available in ANZ EasyTransact

Role suitable for...	Purpose is to...	Description
Employer Master Role <ul style="list-style-type: none"> • Senior Payroll • CFO • Accounts • Operations Management • HR Coordinator • Technology (IT) 	Maintain employers and users of the system. Sign off/approve a contribution submission.	This role can : <ul style="list-style-type: none"> • Add, edit, deactivate employers • Add, edit, reset passwords for users • Submit, upload and view contributions • Download and view submissions history • View and edit employee, employer, and user information • Run reports/create custom reports • View payments information and history • Manage users or employer information
Employer Clerical Role <ul style="list-style-type: none"> • Payroll Officer • Junior Payroll Admin 	Allow for: <ul style="list-style-type: none"> • Upload contribution files, and • View/edit employee data 	This role can : <ul style="list-style-type: none"> • Upload and view contributions • Create manual contributions • Download and view submissions history • View employer and user information • Run reports/create custom reports • View payments information and history • View/edit employee information This role can't : <ul style="list-style-type: none"> • Manage users or employers • Submit contributions
Employer Viewer Role <ul style="list-style-type: none"> • Staff requiring access for reporting 	<ul style="list-style-type: none"> • View only with access to view all data aspects. 	This role can : <ul style="list-style-type: none"> • View contribution grid data • Download and view submissions history • Run reports/create custom reports • View payments information and history This role can't : <ul style="list-style-type: none"> • Manage and view users or employers • Upload or submit contributions • Edit employee information

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Important information

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