# Enhanced Employee Self-Service Authorization

**Today's Date** | **Client Number** | **Client Name**

**Authorized Client Contact Name**

*The above mentioned authorized client contact grants the following individuals "Approver" access to their organization's Employee Self-Service, which allows the ability to view, approve and reject Employee Update Requests by default, with the option to add Edit access and Employee Data access below.*

## Approver Types & Optional Access:

- ✓ Your account will be set up with two types of approvers, "Manager Approver" and "Supervisor Approver"
- ✓ You will be able to assign one "Manager Approver" and one "Supervisor Approver" per employee
- ✓ Multiple people can be assigned to an "Approver Type", and they don't have to hold a Manager or a Supervisor role, they are just labels for the type of access.

**Optional Access:** (By selecting the boxes below, you are giving permission to add the features to the specified Approver type):

**Edit Updates Feature:** If you would like your Approvers to be able to edit their employee's update requests prior to approving, this access can be added.

☐ **Yes** - Add Edit Access to our "Manager" Approver type ☐ **Yes** - Add Edit Access to our "Supervisor" Approver type

**Employee Data Access Feature:** If you would like your Approvers to be able to access their assigned employees data; Employee Profile, Check History and W-2's, we can add that access to an Approver type. All Approvers with that type would have access to their employee's data if this feature is added.

☐ **Yes** - Add Employee Data Access to our "Manager" Approver type ☐ **Yes** - Add Employee Data Access to our "Supervisor" Approver type

**Approvers:** Please list each approver below and indicate which type they should be. (The basic access is identical for Manager and Supervisor Approver types)

**Approver #1**

Name | Email Address for Employee Self-Service

Type of Approver: *(Select one)* ☐ "Manager" Approver ☐ "Supervisor" Approver

**Approver #2**

Name | Email Address for Employee Self-Service

Type of Approver: *(Select one)* ☐ "Manager" Approver ☐ "Supervisor" Approver

**Approver #3**

Name | Email Address for Employee Self-Service

Type of Approver: *(Select one)* ☐ "Manager" Approver ☐ "Supervisor" Approver

**Approver #4**

Name | Email Address for Employee Self-Service

Type of Approver: *(Select one)* ☐ "Manager" Approver ☐ "Supervisor" Approver

**I hereby authorize the above mentioned Approvers access to our Auris Employee Self-Service.**

**Name** | **Date** | **Signature**