Chapter 2: Roles and Permissions

Managing people effectively requires clear roles and responsibilities across all levels of the company. Whether you are an HR professional, a manager, or an employee, the **People Management** module provides tools tailored to your specific needs.

This chapter outlines the key roles within the module, including system administrators who manage configurations, HR teams who oversee employee records, and managers who use the system for performance tracking and workforce planning. Additionally, employees will learn how they can interact with the module to update personal details, request leave, and track their professional development.

By understanding these roles and their associated responsibilities, users can ensure a smooth and efficient experience with the **People Management** module.

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Administrator Roles

An administrator’s role within the **People Management** module is **configurational, operational, and governance-driven**, focused on managing people data, access, and system behaviour.

Key responsibilities and interactions:

- **Manage employee data**
  - Create, update, and maintain employee profiles, ensuring that all information is accurate, complete, and compliant with organisational standards.
- **Configure system settings**
  - Use Product Setup to control field requirements, visibility, edit permissions, and overall system behaviour.
- **Define and manage roles and permissions**
  - Assign roles to users, manage access levels, and ensure appropriate separation of duties across the system.
- **Create and manage people groups**
  - Define dynamic groups based on organisational structure or conditions to support permissions, reporting, and communication.
- **Maintain organisational structure**
  - Configure reporting lines, appointments, and hierarchies to reflect the current structure of the organisation.
- **Oversee compliance and auditability**
  - Monitor audit logs, manage sensitive information, and ensure that access and changes are properly controlled and traceable.
- **Support HR processes**
  - Facilitate areas such as performance management, training and development, and labour relations by maintaining accurate and structured data.

Employee and Managerial Roles

An employee and manager’s role within the **People Management** module is primarily self-service and informational, focused on maintaining their own data and engaging with the organisation.

Key responsibilities and interactions:

- **Maintain personal information**
  - Employees and managers can view and update their own details, such as contact information, addresses, and certain profile fields, depending on permissions.
- **Access personal records**
  - They can review information related to their employment, including profile details, reporting lines, learning records, and performance-related data where available.
- **Engage with colleagues**
  - Through features such as Kudos, employees and managers can recognise and interact with peers, contributing to a positive workplace culture.
- **Navigate organisational structure**
  - Employees and managers can view colleagues within their team, department, or the wider organisation, helping them understand reporting lines and internal relationships.
- **Participate in organisational processes**
  - Depending on system configuration, employees and managers may engage in activities such as training, performance reviews, or event participation.

How People Management Works

People Management operates as a collaborative system that supports both individual engagement and organisational control.

Employees use the system to **view** and **update** their personal information, stay informed about their role and relationships within the organisation, and **engage** with colleagues through shared features. At the same time, **administrators** manage the underlying structure of the system by **controlling** access, **configuring** settings, and **maintaining** accurate and compliant people data.

Together, these roles ensure that information remains reliable, accessible, and aligned with organisational processes, enabling efficient day-to-day operations and informed decision-making.

