

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.



