



guHROO HRIS: User Types

Key Links:

- Website: guHRoo HRIS: <https://app.guhroo.co/>

The Employee Type determines what kind of access the user will have the account and what kinds of actions they can perform. There are four user types possible in an account: Client-Admin, Manager, Employee, and Contractor.

Client-Admin

Client-Admin users have the broadest range of abilities and access to all company and employee information. Each account has at least one client-admin user.

Manager

A Manager doesn't have access to company information or settings but does have access to the information of any employees assigned to him or her, except for salary or pay information. Managers can also add new users, manage time cards, and respond to time off requests for their users. Managers can change employee active status but cannot delete users.

Managers also have access to the Employee Timetracking Report, Employee Document Expiration Report, and Tasks Report.

Employee and Contractor

An Employee user has no access to company or coworker information, aside from basic demographic information such as name and title. Once set up with a pay frequency/time off policy, Employees can track their time and request time off. Employees also have the ability to request changes to their tracked time or request new times on their Timecard.

A Contractor is a pared-down version of an Employee. They have the same timetracking capabilities but cannot request time off or view or any information about other users in the client account.