

Sub-user and Agent Permissions for Employer Services

Employer

	View Permissions	Prepare Permissions	File Permissions
Employer Services Dashboard	X	✓	✓
Lookup RPN	X	✓	✓
Request New RPN	X	✓	✓
Payroll Submission	X	X	✓
Check Payroll Submission (view payroll)	X	X	✓
Check Payroll Run (view payroll run)	X	X	✓
Returns Reconciliation	X	X	✓
Statement of Account	X	X	✓
View Returns	X	X	✓
Accept Returns	X	X	✓
Submit a payment for period after 01/01/19	X	X	✓
PPSN Checker	X	✓	✓

Financial & Payroll Agent

	View Permissions	Prepare Permissions	File Permissions
Employer Services Dashboard	X	✓	✓
Lookup RPN	X	✓	✓
Request New RPN	X	✓	✓
Payroll Submission	X	X	✓
Check Payroll Submission (view payroll)	X	X	✓
Check Payroll Run (view payroll run)	X	X	✓
Returns Reconciliation	X	X	✓
Statement of Account	X	X	✓
View Returns	X	X	✓
Accept Returns	X	X	✓
Submit a payment for period after 01/01/19	X	X	✓
PPSN Checker	X	✓	✓

Payroll Only Agent

	View Permissions	Prepare Permissions	File Permissions
Employer Services Dashboard	X	✓	✓
Lookup RPN	X	✓	✓
Request New RPN	X	✓	✓
Payroll Submission	X	X	✓
Check Payroll Submission (view payroll)	X	X	✓
Check Payroll Run (view payroll run)	X	X	✓
Returns Reconciliation	X	X	✓
Statement of Account	X	X	X
View Returns	X	X	X
Accept Returns	X	X	X
Submit a payment for period after 01/01/19	X	X	✓
PPSN Checker	X	✓	✓