

Heartland Enhanced Employee Self-Service Authorization

 Today's Date

 Client Name

 Client Number

 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 and 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 Heartland Payroll Solutions Employee Self-Service.

Name:

Date:

Signature: