

# Permissions - Manage Permissions Add or Remove

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**Description:** In this topic, the user will learn how to add or remove permissions for an employee profile. Permissions allow the user to perform a specific task for the entire system for all cost centers.

\*Please note: Multiple permissions can be assigned to an employee. Please see the article [Permissions Overview](#) for a full list and explanation of available permissions.

**Role Required:** Super User

**Permission Required:** Permissions Admin

1. Log in to personal profile
2. Click **Home** on the main menu
3. Click **Employees** on the submenu
4. Search for the employee by entering the name in the filter
5. Click **Search**
6. Select the employee from the results table by clicking anywhere in the employee row
7. The Employee Details page will open
8. Click **Actions**
9. Select **Manage Permissions** from the drop-down menu
10. The Manage Permissions form wizard will open
11. **Check or Uncheck** the permissions for the employee profile
12. Click **Save** and **Yes** to confirm

## Related articles

- [Permissions Overview](#)
- [Roles Overview](#)
- [Manage Super Users](#)
- [February 2021 Release Notes](#)
- [Permissions - Manage Permissions Add or Remove](#)