# Roles - Manage Roles Add or Remove

**Description:** In this topic, the user will learn how to manage roles for a profile including adding or removing roles. Roles allow users to perform a group of tasks (predetermined by role) for the assigned cost center.

#### \*Please note:

- An employee can only have one role per cost center
- Roles must be assigned per cost center. For example, if an employee supervises three cost centers, assign the supervisor role for each of the
  three cost centers.
- Please see the article Roles Overview for additional information

Role Required: Super User

Permission Required: Role Admin

## **Available Roles**

- Super User
- Base User
- View Only
- Auditor
- Supervisor
- Payroll Team
- Billing Team
- Authorization
- Employer (FI mode only)

### **Add Roles**

- 1. Log in to DCI with 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 Roles from the drop-down menu
- 10. The Manage Roles page will open
- 11. Select the role from the Role drop-down field
  - a. Employees can only have one role per cost center
  - b. To remove a role, review the steps below to Remove Roles.
- 12. Enter the cost center in the Cost Center field and select the cost center from the list of cost centers generated
- 13. Click the blue + plus sign to the right of the cost center field
  - a. If the choice is incorrect, click the blue minus sign to remove it.
- 14. Click Save to continue and Yes to confirm

#### **Remove Roles**

- 1. Log in to DCI with 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 Roles from the drop-down menu
- 10. The Manage Roles page will open
- 11. Click the blue minus sign to remove the role
- 12. An alert pop-up will appear stating " Are you sure you want to remove role (role selected) for (cost center associated)?"
- 13. Click Yes to confirm

# Related articles

- Roles Overview
- Manage Super Users
- Roles Manage Roles Add or Remove