

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](#)