Roles

Get to know the existing roles in Sesame and all the permissions they have

File for the administrator

Sesame Time

Sesame Advanced

HR Starter

Professional Plan

Enterprise Plan

Hello!

Welcome to Sesame, the HR software simplifies HR management.

In this file we will explain the **Roles** available in Sesame and the **permissions** that each one of them can have when it comes to interacting with a Sesame account and with other users. We will take you step by step, so don't worry. We are here to help you with whatever you need!
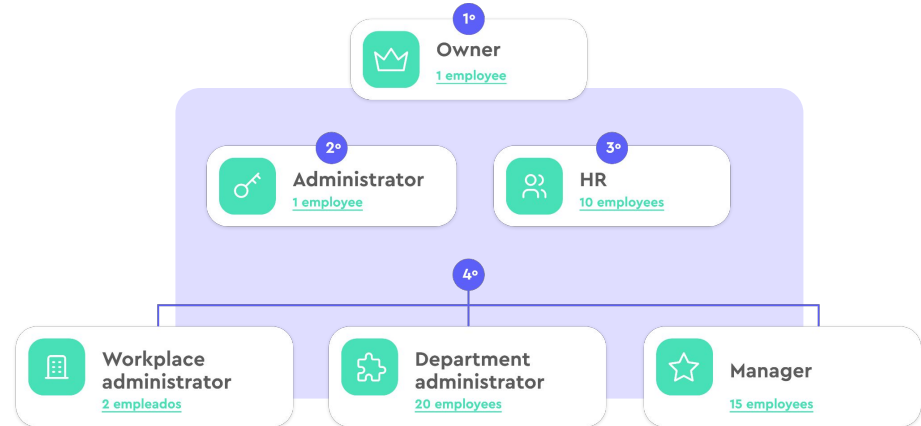
Content

1. Role Types

There are multiple **role types** in Sesame.

Roles determine what changes users can make to company or user settings.

Role types:

- **Higher**
- **Lower**
- **Custom**

1º Owner
1 employee

2º Administrator
1 employee

3º HR
10 employees

4º

Workplace administrator
2 empleados

Department administrator
20 employees

Manager
15 employees

2. Higher Roles

Owner

This role is assigned to the account creator by default. This person will have access to all features or permissions and will be able to view and edit all company employees. This role is the only one allowed to manage company groups. For this reason, this user will be the only one to create company roles and new companies.

Administrator

This user will have the same viewing and editing privileges as the owner regarding employees, but won't be able to manage company groups. Until access is granted, Sesame's payroll function will be blocked for administrators by default.

HR

This role is designed to approve or reject time off requests (holidays or absences) and clock in/out requests. They will manage such requests as long as there is no manager assigned to this task.

HR users have the same access rights as administrators.

This role's users are also in charge of Sesame's HR Chat. Once this chat has been installed, only users with this role will be able to view it. They will be the ones in contact with all employees using this communication channel.

3. Lower Roles

Manager

These users have the same permissions as administrators. The only difference is that users with this role may manage employees that aren't linked to a department or workplace.

Workplace administrator

Workplace administrators may create new users, set up their employee files, holidays, work schedule, and so on. Besides, they will handle all issues and requests of the teams working in the workplace they manage.

Department administrator

Department administrators will be able to create new users and set up their employee files, holidays and work schedule. Besides, they will handle all time off (holidays and absences) and clock in/out requests of the employees working in the departments they manage.

Employee

Apart from the Owner, all users will be created as Employees by default. They may be assigned other roles afterwards. Employees can only clock in and out, send time off requests, track time spent on tasks and projects, take part in evaluations or check their personal information.

4. Custom Roles

Custom roles are assigned to employees to perform a specific task.

Communicator role

This role is designed to communicate information to the team using the Announcements section.

System manager

The system manager is responsible for the Whistleblowing Channel and will manage all complaints sent using this tool.

Project administrator

Employees with this role will see the Tasks section and may view all projects managed by them.

Absence administrator

This role will manage all absences that have been set up as specific absences.

Shift manager

Any employee can be given this role, regardless of whether they have other roles assigned to them or not. The administrator configures which employees can manage timetables and then chooses on which users they will do so.
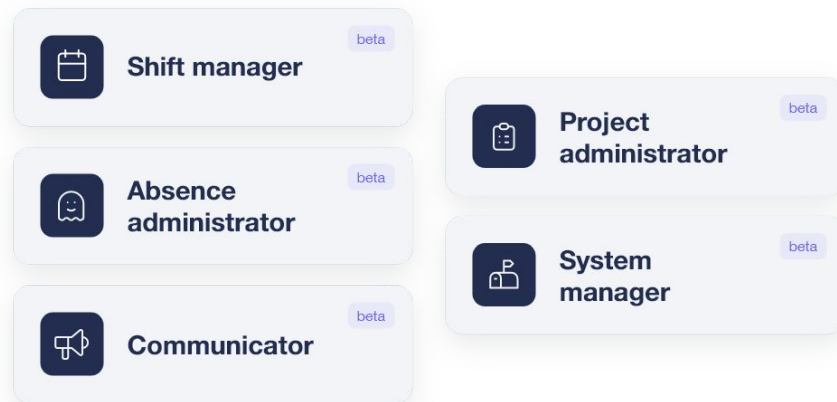
Grow your company
Empower your team**!**

Do you still have questions? In our help center you can find many resolved queries. If that's not enough, we'd love to hear from you!

Contact us, we are just one phone call away: **+34 96 062 73 51**.

Email us, we will reply as soon as possible: **soporte@sesametime.com**