# Add New Payroll User

Modified on: Wed, 22 Dec, 2021 at 8:37 AM

**How to ADD a PAYROLL USER**

For security purposes its important for payroll to have its own users and user rights. This manual walks you through the process of adding Payroll Users from existing Business Central User ID's and setting their permission rights.

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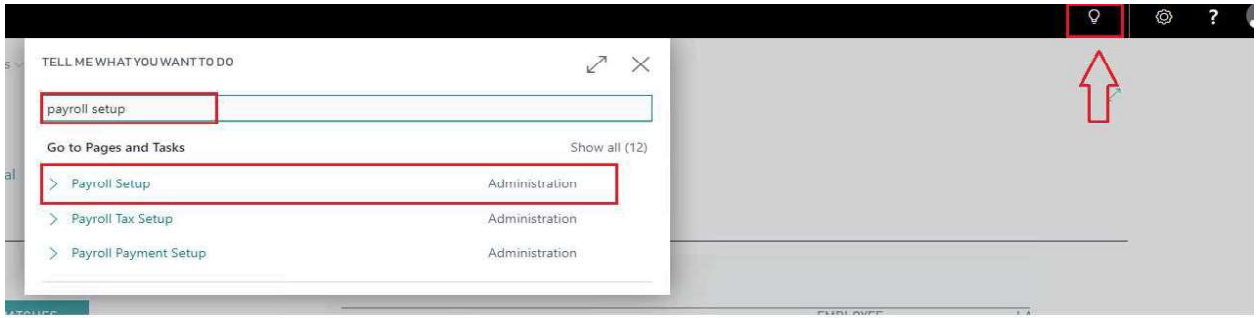
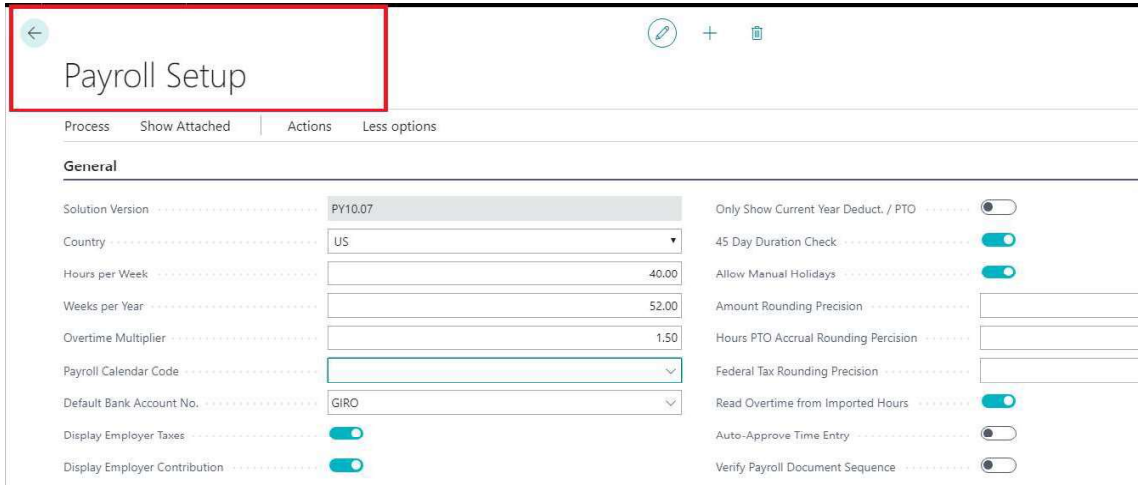
STEP 1. ACCESS PAYROLL SETUP

- Click 'Search' icon
- Enter 'Payroll Setup'
- Select 'Payroll Setup'

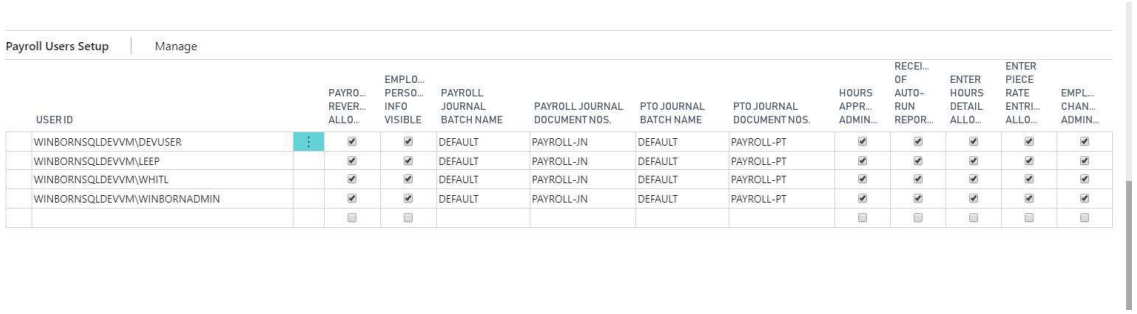



- Payroll Setup Table will open




STEP 2. ADD USER & ADJUST SETTINGS

- From ‘Payroll Setup’ table, scroll down to ‘Payroll Users Setup’




| USER ID | PAYRO... REVER... ALLO... | EMPLO... PERSO... INFO VISIBLE | PAYROLL JOURNAL BATCH NAME | PAYROLL JOURNAL DOCUMENT NOS. | PTO JOURNAL BATCH NAME | PTO JOURNAL DOCUMENT NOS. | HOURS APPR... ADMIN... | RECEI... OF AUTO-RUN REPOR... | ENTER HOURS DETAIL ALLO... | ENTER PIECE RATE ENTRI... ALLO... | EMPL... CHAN... ADMIN... |
|---|---|---|---|---|---|---|---|---|---|---|---|
| WINBORNSQLDEVVM\DEVUSER | ☑ | ☑ | DEFAULT | PAYROLL-JN | DEFAULT | PAYROLL-PT | ☑ | ☑ | ☑ | ☑ | ☑ |
| WINBORNSQLDEVVM\LEEP | ☑ | ☑ | DEFAULT | PAYROLL-JN | DEFAULT | PAYROLL-PT | ☑ | ☑ | ☑ | ☑ | ☑ |
| WINBORNSQLDEVVM\WHITL | ☑ | ☑ | DEFAULT | PAYROLL-JN | DEFAULT | PAYROLL-PT | ☑ | ☑ | ☑ | ☑ | ☑ |
| WINBORNSQLDEVVM\WINBORNADMIN | ☑ | ☑ | DEFAULT | PAYROLL-JN | DEFAULT | PAYROLL-PT | ☑ | ☑ | ☑ | ☑ | ☑ |
| | ☐ | ☐ | | | | | ☐ | ☐ | ☐ | ☐ | ☐ |

- Select ‘…’ to open user ID drop down menu then Select a user ID then click ‘OK’

Payroll Users Setup | Manage

| USER ID | PAYRO... REVER... ALLO... | EMPLO... PERSO... INFO VISIBLE | PAYROLL JOURNAL BATCH NAME | PAYROLL JOURNAL DOCUMENT NOS. | PTO JOURNAL BATCH NAME | PTO JOURNAL DOCUMENT NOS. |
|---|---|---|---|---|---|---|
| WINBORNSQLDEVVM\DEVUSER | ☑ | ☑ | DEFAULT | PAYROLL-JN | DEFAULT | PAYROLL-PT |
| WINBORNSQLDEVVM\LEEP | ☑ | ☑ | DEFAULT | PAYROLL-JN | DEFAULT | PAYROLL-PT |
| WINBORNSQLDEVVM\WHITL | ☑ | ☑ | DEFAULT | PAYROLL-JN | DEFAULT | PAYROLL-PT |
| WINBORNSQLDEVVM\WINBORNADMIN | ☑ | ☑ | DEFAULT | PAYROLL-JN | DEFAULT | PAYROLL-PT |
| ... | ☐ | ☐ | | | | |
| | ☐ | ☐ | | | | |

Search | + New | Edit List | Delete | Manage | Process | Show Attached | ...

USERS + New

| USER NAME | FULL NAME | STATE | WINDOWS USER NAME | LICENSE TYPE |
|---|---|---|---|---|
| WINBORNSQL... | | Enabled | WINBORNSQLDEVVM\DevUser | Full User |
| WINBORNSQL... | Future Customer | Enabled | WINBORNSQLDEVVM\FutureCustomer | Full User |
| WINBORNSQL... | WINBORNSQLDEVVM\LEEP | Enabled | WINBORNSQLDEVVM\LeeP | Full User |
| WINBORNSQL... | WINBORNSQLDEVVM\NAVPartner | Enabled | WINBORNSQLDEVVM\NAVPartner | Full User |
| WINBORNSQL... | Renee Martino | Enabled | WINBORNSQLDEVVM\Renee | Full User |
| WINBORNSQL... | Integrity Data | Enabled | WINBORNSQLDEVVM\Tegrity | Full User |
| WINBORNSQL... | WINBORNSQLDEVVM\WHITL | Enabled | WINBORNSQLDEVVM\WhitL | Full User |
| WINBORNSQL... | | Enabled | WINBORNSQLDEVVM\winbornadmin | Full User |
| WINBORNSQL... | WINBORNSQLDEVVM\XCEPTIONPAY | Enabled | WINBORNSQLDEVVM\XceptionPay | Full User |

OK | Cancel

- Check off the relevant boxes based on the level of access this user should have and fill in the Payroll Journal Batch Name, Payroll Journal Document Nos., PTO Journal Batch Name and PTO Journal Document Nos.

Payroll Users Setup | Manage

| USER ID | PAYRO... REVER... ALLO... | EMPLO... PERSO... INFO VISIBLE | PAYROLL JOURNAL BATCH NAME | PAYROLL JOURNAL DOCUMENT NOS. | PTO JOURNAL BATCH NAME | PTO JOURNAL DOCUMENT NOS. | HOURS APPR... ADMIN... | RECEI... OF AUTO-RUN REPOR... | ENT HOU DET ALL |
|---|---|---|---|---|---|---|---|---|---|
| WINBORNSQLDEVVM\DEVUSER | ☑ | ☑ | DEFAULT | PAYROLL-JN | DEFAULT | PAYROLL-PT | ☑ | ☑ | |
| WINBORNSQLDEVVM\LEEP | ☑ | ☑ | DEFAULT | PAYROLL-JN | DEFAULT | PAYROLL-PT | ☑ | ☑ | |
| WINBORNSQLDEVVM\WHITL | ☑ | ☑ | DEFAULT | PAYROLL-JN | DEFAULT | PAYROLL-PT | ☑ | ☑ | |
| WINBORNSQLDEVVM\WINBORNADMIN | ☑ | ☑ | DEFAULT | PAYROLL-JN | DEFAULT | PAYROLL-PT | ☑ | ☑ | |
| WINBORNSQLDEVVM\XCEPTIONPAY | ☑ | ☑ | DEFAULT | PAYROLL-JN | DEFAULT | PAYROLL-PT | ☑ | ☐ | |
| | ☐ | ☐ | | | | | ☐ | ☐ | |

NOTE: You can scroll over the headers for definitions of the columns if needed

Mail Setup >

**Payroll Reversal Allowed**

When set to true the user will be able to reverse payroll entries.

*Press Ctrl+F1 to learn more*

Payroll Users Setup | Manage

| USER ID | PAYRO... REVER... ALLO... ↑ | EMPLO... PERSO... INFO VISIBLE | PAYROLL JOURNAL BATCH NAME | PAYROLL JOURNAL DOCUMENT NOS. | PTO JOURNAL BATCH NAME | PTO JOURNAL DOCUMENT NOS. | HOURS APPR... ADMIN... |
|---|---|---|---|---|---|---|---|
| WINBORNSQLDEVVM\DEVUSER | ☑ | ☑ | DEFAULT | PAYROLL-JN | DEFAULT | PAYROLL-PT | ☑ |
| WINBORNSQLDEVVM\LEEP | ☑ | ☑ | DEFAULT | PAYROLL-JN | DEFAULT | PAYROLL-PT | ☑ |
| WINBORNSQLDEVVM\WHITL | ☑ | ☑ | DEFAULT | PAYROLL-JN | DEFAULT | PAYROLL-PT | ☑ |
| WINBORNSQLDEVVM\WINBORNADMIN | ☑ | ☑ | DEFAULT | PAYROLL-JN | DEFAULT | PAYROLL-PT | ☑ |
| WINBORNSQLDEVVM\XCEPTIONPAY | ☑ | ☑ | DEFAULT | PAYROLL-JN | DEFAULT | PAYROLL-PT | ☑ |
| | ☐ | ☐ | | | | | ☐ |