MLC EmployerPay

User access levels and permissions

Employer user roles available in the MLC EmployerPay portal

Role suitable for...	Purpose is to...	Description
ADMINISTRATOR • Operations Management • HR Coordinator • Technology (IT)	maintain employers and users of the system.	This role **can**: • Add, edit, reset passwords for users • Add, edit, deactivate employers This role **can't**: • Change ABN or Employer Name • Upload, submit or view contributions • Download and view submissions history • Run reports/create custom reports • View payment information and history • View or edit employee information
APPROVER • Senior Payroll • Chief Financial Controller • Accounts	sign off/approve a contribution submission. **Note:** Allows for added security and approval of payments for separation of duties	This role **can**: • Submit and view contributions • Download and view submissions history • View employee, employer and user information • Run reports/create custom reports • View payments information and history This role **can't**: • Edit employee information • Manage users or employers information • Upload contributions
CLERICAL • Payroll Officer • Junior Payroll Administrator	allow for: • upload contribution files, and • view/edit employee data	This role **can**: • Upload and view contributions • Create manual contributions • Download and view submissions history • View employer and user information • Run reports/create custom reports • View payments information and history • View/edit employee information This role **can't**: • Manage users or employers • Submit contributions
VIEWER Staff required to access reporting	view only with access to view all data aspects.	This role **can**: • View contribution grid data • Download and view submissions history • Run reports/create custom reports • View payments information and history This role **can't**: • Manage and view users or employers • Upload or submit contributions • Edit employee information

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