Alkimii Standard Roles Guide

Alkimii People

Roles	Can be set in site	Rostering	Profile	Week Details	Week Costs	Monetary Amount	Reports
Logbooks Access	✔	✘	✘	✘	✘	✘	✘
Team Member	✔	✘	✘	✘	✘	✘	✘
Assistant Supervisor	✔	Home department & any department assigned to them	List of staff	Home department & any department assigned to them	Own department only & hours variance only	✘	✘
Supervisor	✔	Home department & any department assigned to them. Sign off team holiday requests	List of staff	Home department & any department assigned to them	Hours and percentage variance	£/€ Actual & Forecast sales % Payroll & Hours Own department only	✘
Night Auditor	✔	✘	List of staff	Home department & any department assigned to them	Own department only & hours variance only	✘	✘
Assistant Duty Manager	✔	All departments, rosters and access to shifts search. Sign off team holiday requests	List of staff	All departments	Hours variance all department	✘	✘
Duty Manager	✔	All departments, rosters and access to shifts search. Sign off team holiday requests	List of staff	All departments	Hours and Percentage Variance all department	£/€ Actual & Forecast sales % Payroll & Hours All Departments	✘

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Payroll Admin	✔	All departments rosters & access to shifts search	Full profile access People & Costs Report. No access to staff documents. No access to accountant, GM or HR wages. No access to compliance dashboard .No access to leave calendar	All departments	Hours & Percentage Variance all departments Process payroll Total payroll cost but not individual Hours worked year & week overview	£/€ actual & forecast sales £/€ actual & forecast payroll costs All departments	✖
Assistant HR Manager	✔	All departments rosters, access to shifts search & sign off team holiday requests	Restricted access to staff profiles. Customisable access to reports. Compliance Dashboard. No wage details	All departments	Hours and percentage variance across all departments	£/€ actual & forecast sales £/€ actual & forecast payroll costs All departments	Staff nationality report Staff Birthdays Staff shifts & break underage Staff emergency contacts
Deputy GM	✔	All departments rosters, access to shifts search & sign off team holiday requests	Restricted access to staff profiles. No wage details	All departments	Hours and percentage variance all departments Total payroll cost but not individual Hours worked year & week overview	£/€ actual & forecast sales £/€ actual & forecast payroll costs All departments	✖

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HR Manager	❌	All departments rosters, access to shifts search & sign off team holiday requests	Full profile access People reports Compliance Dashboard **No** access to **GM** and **Accountant** wages	All departments. Can add payment. Move hours in Lieu Balance.	Hours & Percentage Variance all departments. Process payroll. Monthly Payroll. Total payroll cost. Hours worked year & week overview	£/€ actual & forecast sales £/€ actual & forecast payroll costs All departments	✔️
GM	❌	All departments rosters, access to shifts search & sign off team holiday requests	Full profile access. No access to staff documents. Access to GM wages. People Reports Compliance Dashboard. **No** access to accountant wages.	All departments. Can add payment. Move hours in Lieu Balance.	Hours & Percentage Variance all departments Process payroll. Monthly payroll. Total payroll cost but not individual. Hours worked year & week overview.	£/€ actual & forecast sales £/€ actual & forecast payroll costs All departments	✔️
Accountant	❌	All departments rosters, access to shifts search & sign off team holiday requests	Full Profile access Access to Account **No** access to staff documents.	All departments. Can add payment. Move hours in Lieu Balance.	Hours & Percentage. Variance all departments. Process payroll. Monthly Payroll. Total payroll cost. Payroll cost by employee. Hours worked year & week overview.	£/€ actual & forecast sales £/€ actual & forecast payroll costs Breakdown of Rate PRSI actual Holiday accruals All departments	✔️

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Alkimii Revenue

Roles	Can be set in site	Revenue
Logbooks Access	✅	❌
Team Member	✅	❌
Assistant Supervisor	✅	❌
Supervisor	✅	Manage actual & forecast data only
Night Auditor	✅	Manage actual & forecast data only
Assist. Duty Manager	✅	Manage actual & forecast data only
Duty Manager	✅	Manage actual & forecast data only
Payroll Admin	✅	Manage actual & forecast data only
Assist. HR Manager	✅	Manage actual & forecast data only

Roles	Can be set in site	Revenue
Deputy GM	✅	Property Dashboard Manage Actual & Forecast Historical Revenue Staff Budget Revenue Budget
HR Manager	❌	Property Dashboard Manage Actual & Forecast Historical Revenue Staff Budget Revenue Budget
GM	❌	Property Dashboard Manage Actual & Forecast Historical Revenue Staff Budget Revenue Budget Departmental Charges
Accountant	❌	Property Dashboard Manage Actual & Forecast Historical Revenue Staff Budget Revenue Budget Departmental Charges Staff Historical