

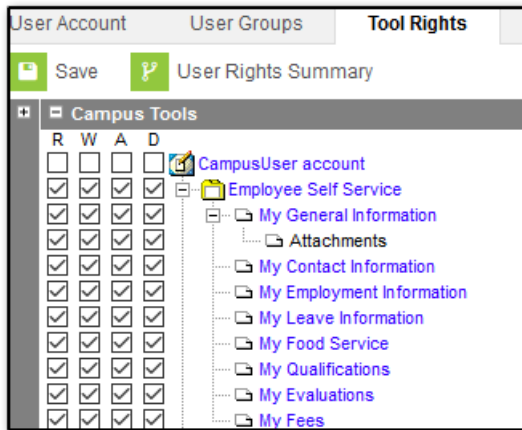
# Tool Rights (Employee Self Service)

Last Modified on 03/11/2024 8:45 am CDT

**PATH:** *System Administration > User Security > Users*

Tool Rights determine the level of access users have to tools throughout Campus. This article refers to tool rights in abbreviated form (i.e., R, W, A, D or any combination of the four).

The system will not automatically give rights to individuals for these tools except for those who have All Tools and All Calendars selected on their user account.



| Tab                          | R         | W               | A               | D               | This tool is only available if your district is using...    |
|------------------------------|-----------|-----------------|-----------------|-----------------|---|
| <b>Employee Self Service</b> | View Only | View Only       | View Only       | View Only       | Human Resources, Point of Sale, Online Payments, or Payroll |
| My General Information       | View Only | View Only       | View Only       | View Only       | Human Resources   |
| Attachments                  | View Only | View Only       | View Only       | View Only       | Human Resources   |
| My Contact Information       | View Only | View Only       | View Only       | View Only       | Human Resources   |
| My Employment Information    | View Only | View Only       | View Only       | View Only       | Human Resources   |
| My Leave Information         | View Only | View Only       | View Only       | View Only       | Human Resources   |
| My Food Service              | View Only | View and Modify | View and Modify | View and Modify | Point of Sale   |
| My Qualifications            | View Only | View Only       | View Only       | View Only       | Human Resources   |

| Tab                            | R         | W               | A               | D               | This tool is only available if your district is using... |
|--------------------------------|-----------|-----------------|-----------------|-----------------|--|
| <a href="#">My Evaluations</a> | View Only | View and Modify | N/A             | N/A             | <a href="#">Human Resources</a>                          |
| <a href="#">My Fees</a>        | View Only | View and Modify | View and Modify | View and Modify | <a href="#">Online Payments</a>                          |
| <a href="#">My Payroll</a>     | View Only | View Only       | View Only       | View Only       | <a href="#">Payroll</a>                                  |