# Adding Payroll Managers

Payroll Windows · https://cclearninghub.co.uk/docs/adding-payroll-managers/

## Adding Payroll Managers

This guide will cover how to access and amend the list of payroll managers on your Care Control System. These payroll managers will have access to the payroll tool.



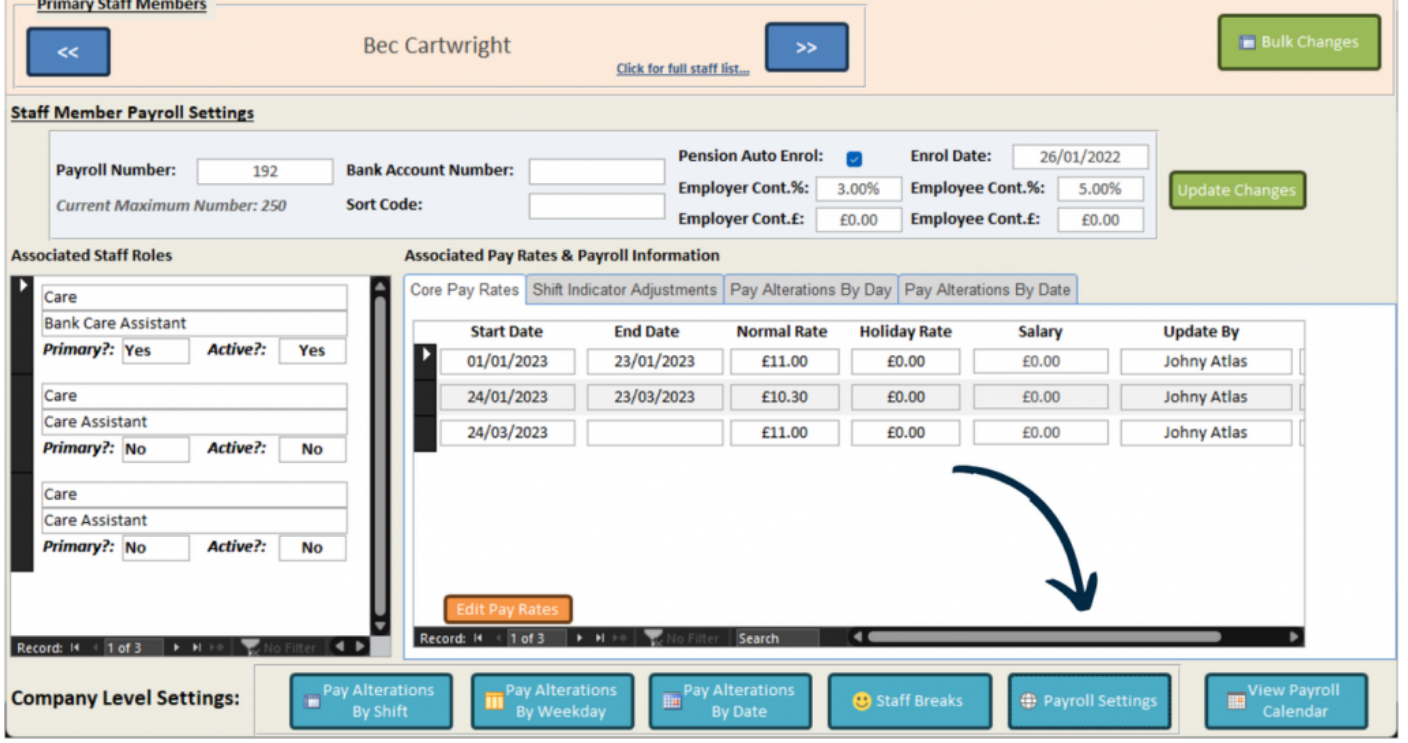


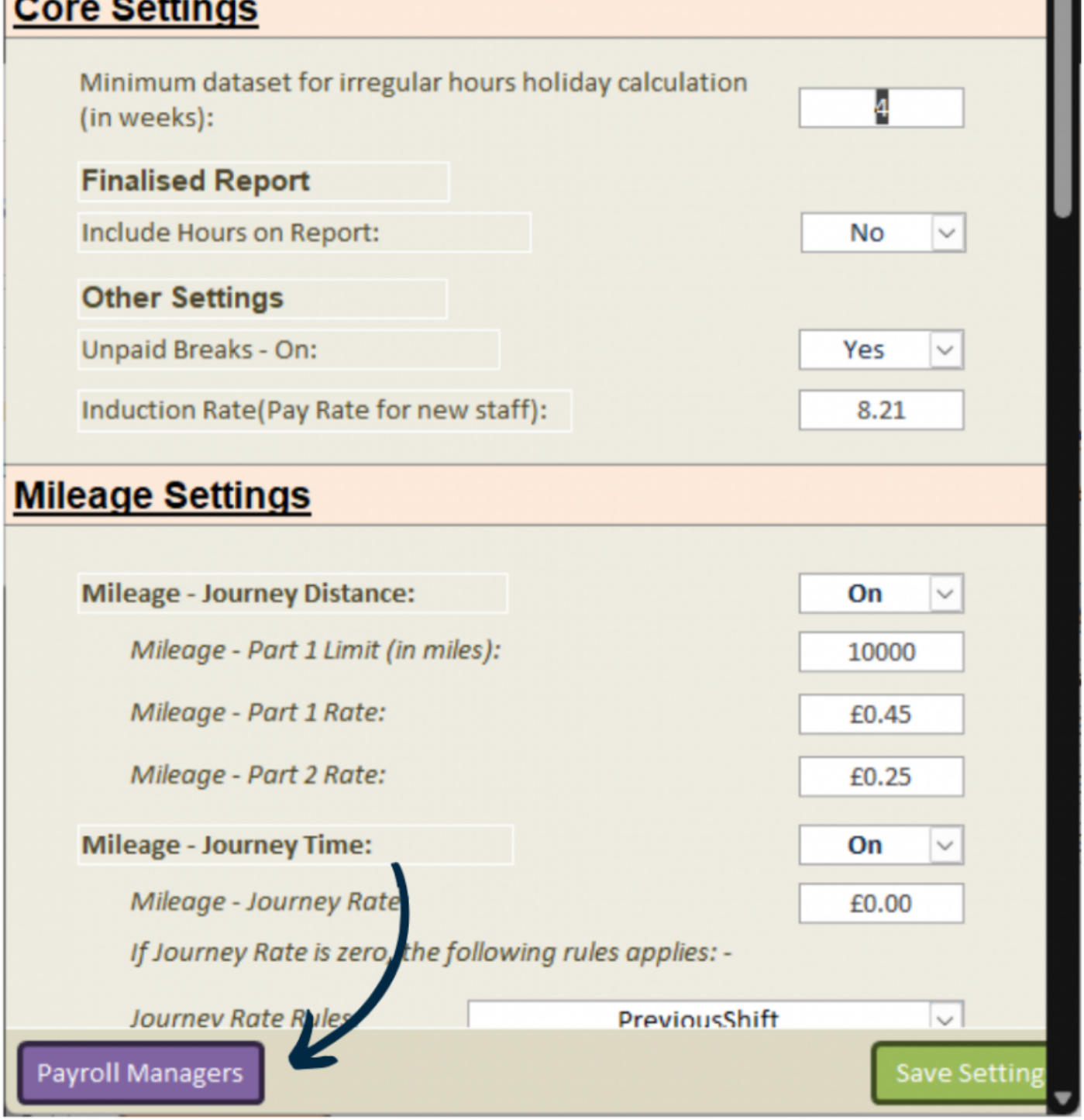

## 1

In the Administration of Care Control Windows, navigate to the **Manage Pay Rates**, which can be found under the Time & Attendance tab.

## 2

A new window will open. Here, select **Payroll Settings** from the options along the bottom of the page.

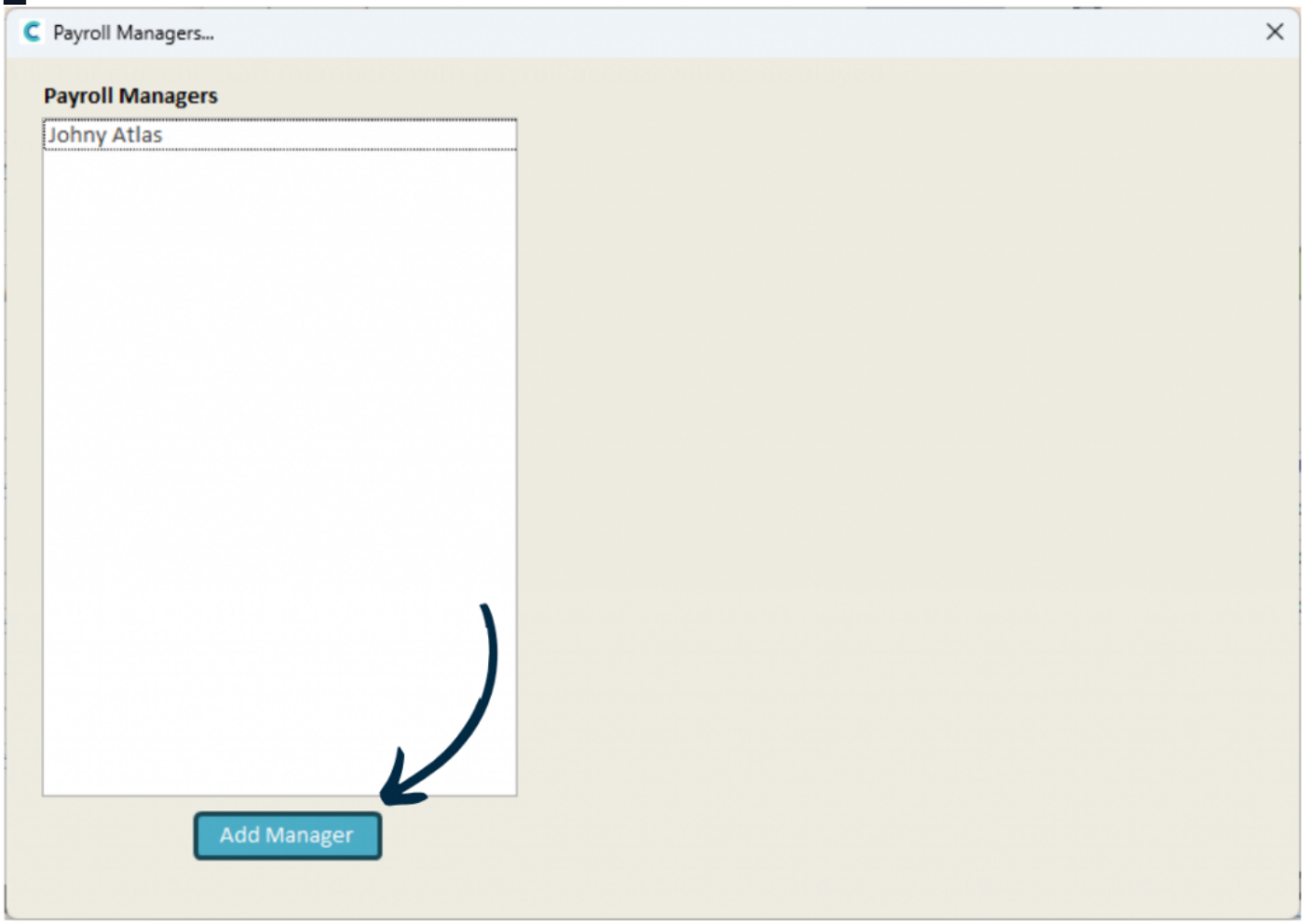

Primary Staff Members
<<
Bec Cartwright
Click for full staff list...
>>
Bulk Changes
Staff Member Payroll Settings
Payroll Number: 192
Current Maximum Number: 250
Bank Account Number:
Sort Code:
Pension Auto Enrol:
Enrol Date: 26/01/2022
Employer Cont.%: 3.00%
Employee Cont.%: 5.00%
Employer Cont.£: £0.00
Employee Cont.£: £0.00
Update Changes
Associated Staff Roles
Care
Bank Care Assistant
Primary?: Yes
Active?: Yes
Care
Care Assistant
Primary?: No
Active?: No
Care
Care Assistant
Primary?: No
Active?: No
Record: 1 of 3
No Filter
Associated Pay Rates & Payroll Information
Core Pay Rates
Shift Indicator Adjustments
Pay Alterations By Day
Pay Alterations By Date
Start Date
End Date
Normal Rate
Holiday Rate
Salary
Update By
01/01/2023
23/01/2023
£11.00
£0.00
£0.00
Johny Atlas
24/01/2023
23/03/2023
£10.30
£0.00
£0.00
Johny Atlas
24/03/2023
£11.00
£0.00
£0.00
Johny Atlas
Edit Pay Rates
Record: 1 of 3
No Filter
Search
Company Level Settings:
Pay Alterations By Shift
Pay Alterations By Weekday
Pay Alterations By Date
Staff Breaks
Payroll Settings
View Payroll Calendar

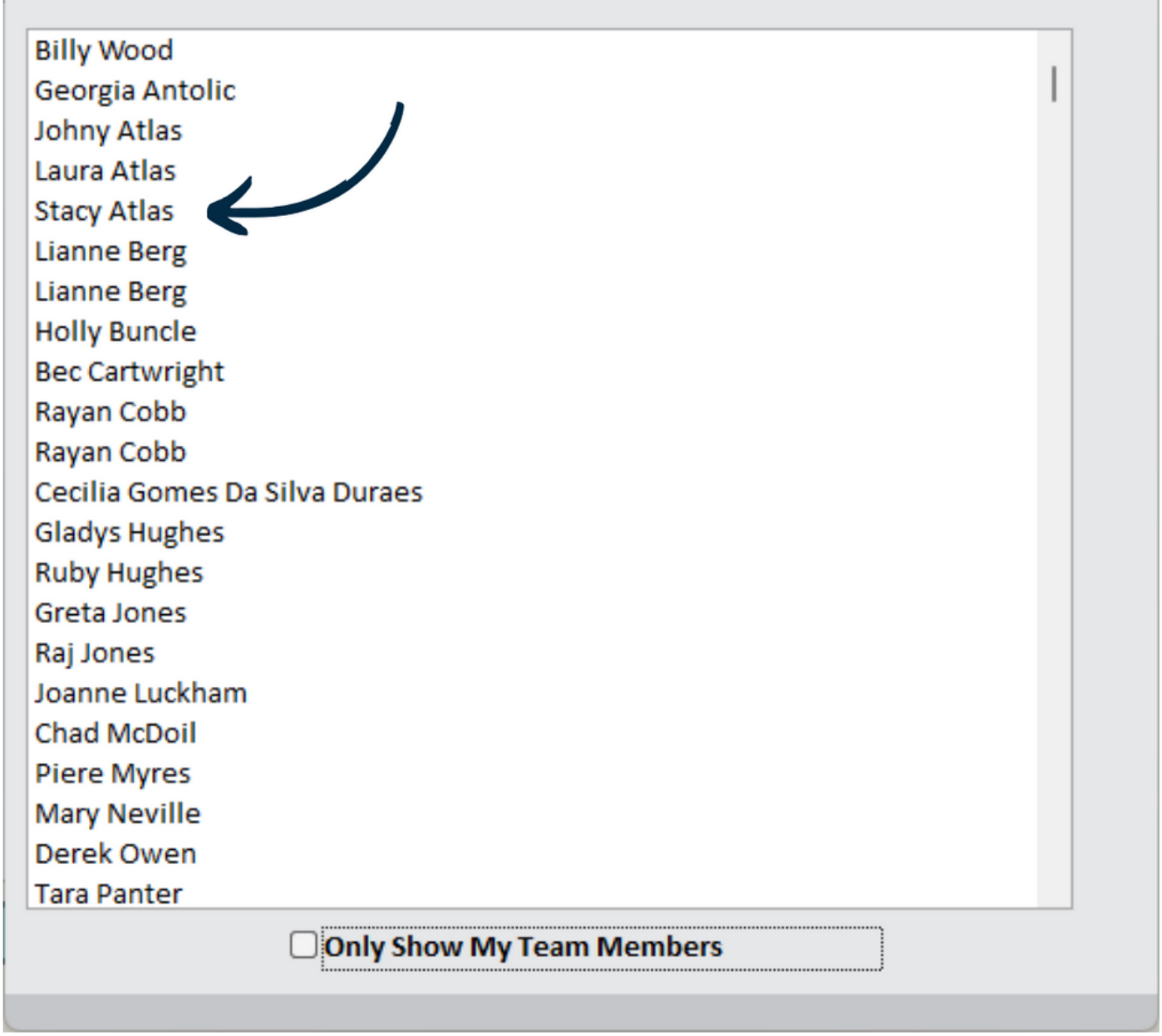



## 3

The Payroll Settings will open. Select **Payroll Managers**.

4


Payroll Managers...
Payroll Managers
Johny Atlas
Add Manager

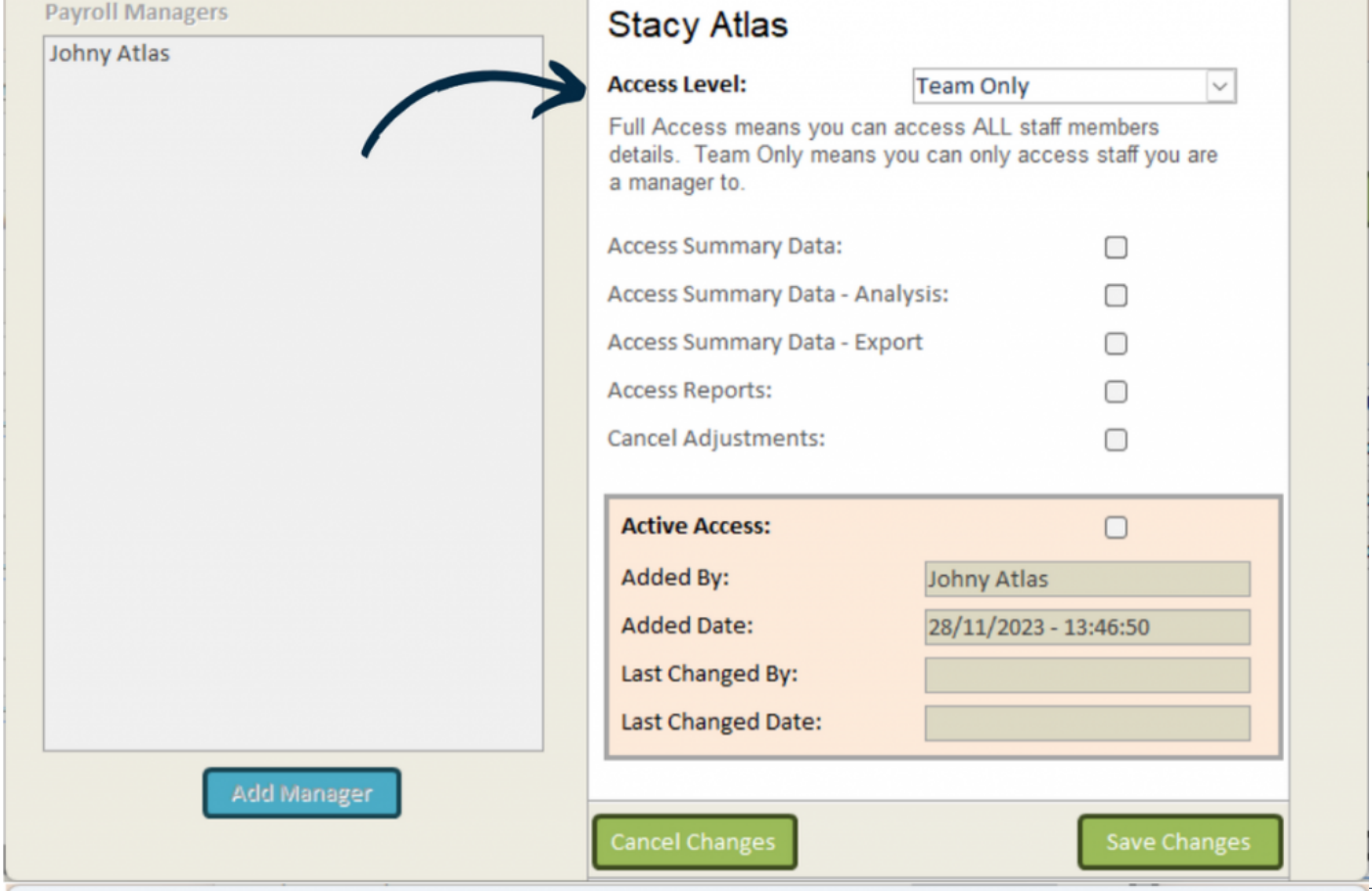


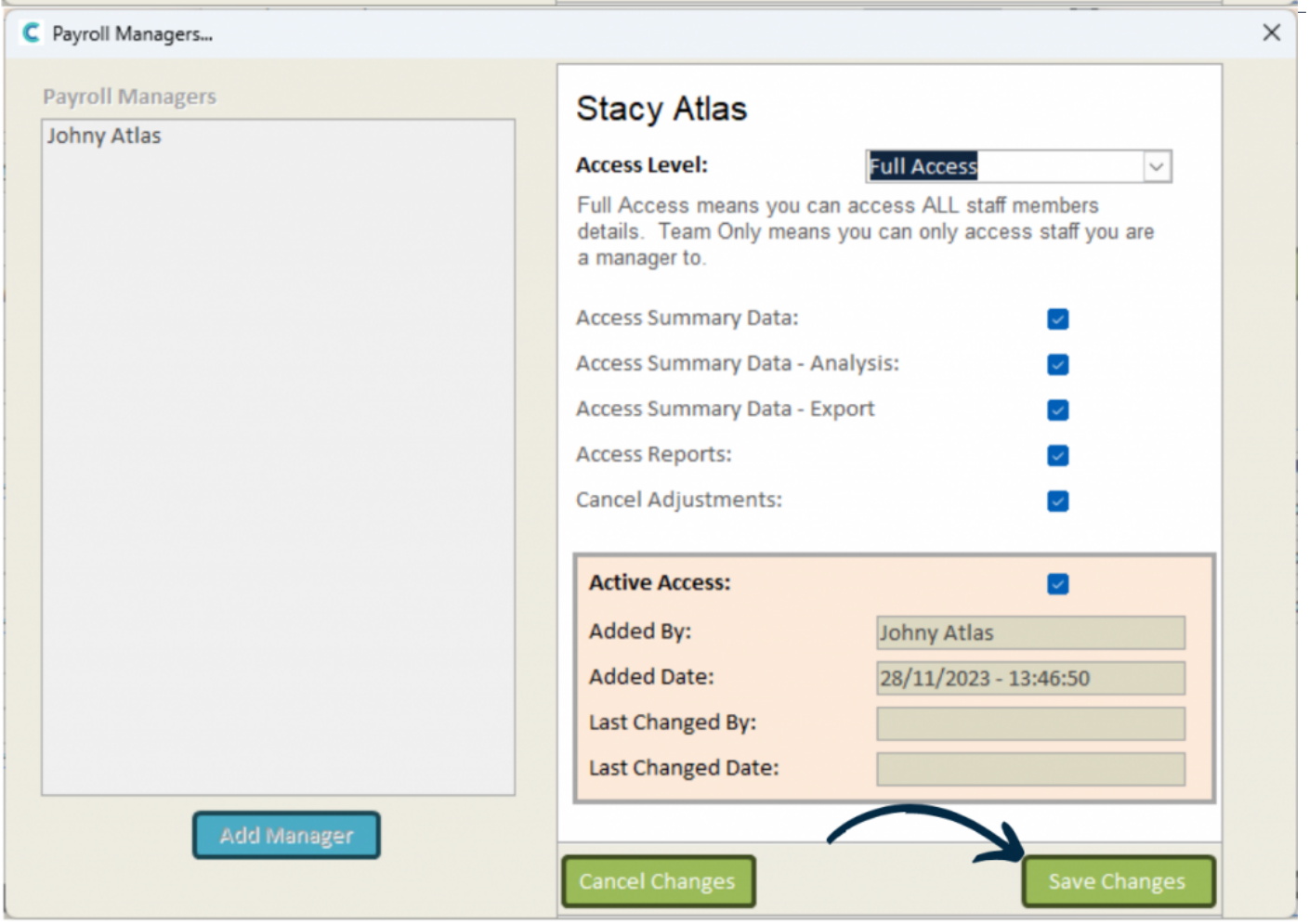

## 5

Select a **staff member** from the list.

## 6

Choose the level of access via the drop-down list and check boxes.


Payroll Managers
Johny Atlas
Add Manager
Stacy Atlas
Access Level:
Team Only
Full Access means you can access ALL staff members details. Team Only means you can only access staff you are a manager to.
Access Summary Data:
Access Summary Data - Analysis:
Access Summary Data - Export
Access Reports:
Cancel Adjustments:
Active Access:
Added By:
Johny Atlas
Added Date:
28/11/2023 - 13:46:50
Last Changed By:
Last Changed Date:
Cancel Changes
Save Changes


Payroll Managers...
Payroll Managers
Johny Atlas
Add Manager
Stacy Atlas
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Last Changed By:
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Cancel Changes
Save Changes

## 7

Press **Save Changes** to complete the process.

## 8

