Using Wurk Groups

These instructions guide Administrators in working with Groups to grant people access to employee records, on systems upgraded the latest Wurk release.

The steps in this section require Administrator access and familiarity with Admin Settings, security profiles, and Manager designations.

Understanding Wurk Groups

As an Administrator, you can use groups in Wurk to set up Managers and their Employee subordinates so that the managers have view and/or read access to their employee's information (such as base compensation and paystubs, performance reviews, time entries and schedules, and to give bonuses and other extra pay or deductions). For example:

- Another manager needs to review and approve an employee's time off requests and timesheets.

- Someone in HR needs to update an employee's personal information and benefits.

- Someone needs to cover for an employee's primary manager for a vacation period and review time entries, time off requests, and add a holiday bonus to their paychecks.

Understanding the Pre-Installed Groups in Wurk

Wurk comes with two "Manager" type groups already set up, plus a group for your entire organization:

- Manager 1

- Manager 2

- All Company Employees

The Manager type groups enable you to quickly assign hierarchy in Wurk. These are just slots you can use to assign a manager to employees quickly. You can change the person slotted as the manager of each of these groups. Shown below is the process for using these groups.

We recommend that you do not edit the Manager 1 and Manager 2 groups. If your management changes and you need to switch out who is the manager of one of these groups, simply assign the new manager to each employee (or Mass Edit employee profiles). **See**: Assigning Managers to Employees

The All Company Employees group is designed to include any new employees automatically; this is a filter-based group, meaning that it simply filters in any new users added to the system (typically as part of the New Hire process).

Setting Up Your Own Custom Groups

As an Administrator, you can also set up your own custom groups to help you organize people in Wurk, get better oversight of the organization and report on different kinds of data. Sometimes, you may want to set up groups that include more people than just members of a manager's team.

Examples of Customized Wurk Groups

- Groups for each Cost Center in the company

- Groups for everyone under a VP, including people who do not directly report to him or her

- Groups for people across multiple EINs under your company

- Groups of people you want to send special notifications

- Groups you want to be able to report on for costs and expenditures, attrition, job types, headcount, demographics, performance, etc.

What Controls What Users Can See About Each Other in Wurk?

Several factors affect what a Wurk user can see about an Employee record, in descending order:

- Security Profile

- Predefined Admin Settings for Managers

- Group membership.

For example, a user who has a security profile enabling them to see all employees' base compensation will be able to see their pay even if they are part of a Group that cannot see that information. If a user can view employee records even after you have assigned him or her to a group, their user security profile is probably overriding settings from the Group.

Group Managers are different than organizational Managers; these can be anyone in Wurk who needs access to employee records (not necessarily people who are Managers by title). More than one manager can oversee a Wurk group. Once group managers are designated for a group, only those people can edit the members of the group.