## Objective

In addition to the subscriber who has created access to the file and who has all the rights, **Payroll Mauritius** authorises you to create one or more other privileged user accesses to the Payroll calculation platform (which is different from the Employee **Staff Connect** access).
But you may also need these privileged users to see only some of the Employees or to access the payroll calculation of only some of the Employees, the others then being invisible to them.

How to do this ?

To do this, you need to use the user access levels when creating your access.

When you create a user by going to the 'Employer' section, clicking on the **[Admin][v]** button and choosing the '**Users**' option, you can invite the user to manage all or part of the **Payroll Mauritius** platform.
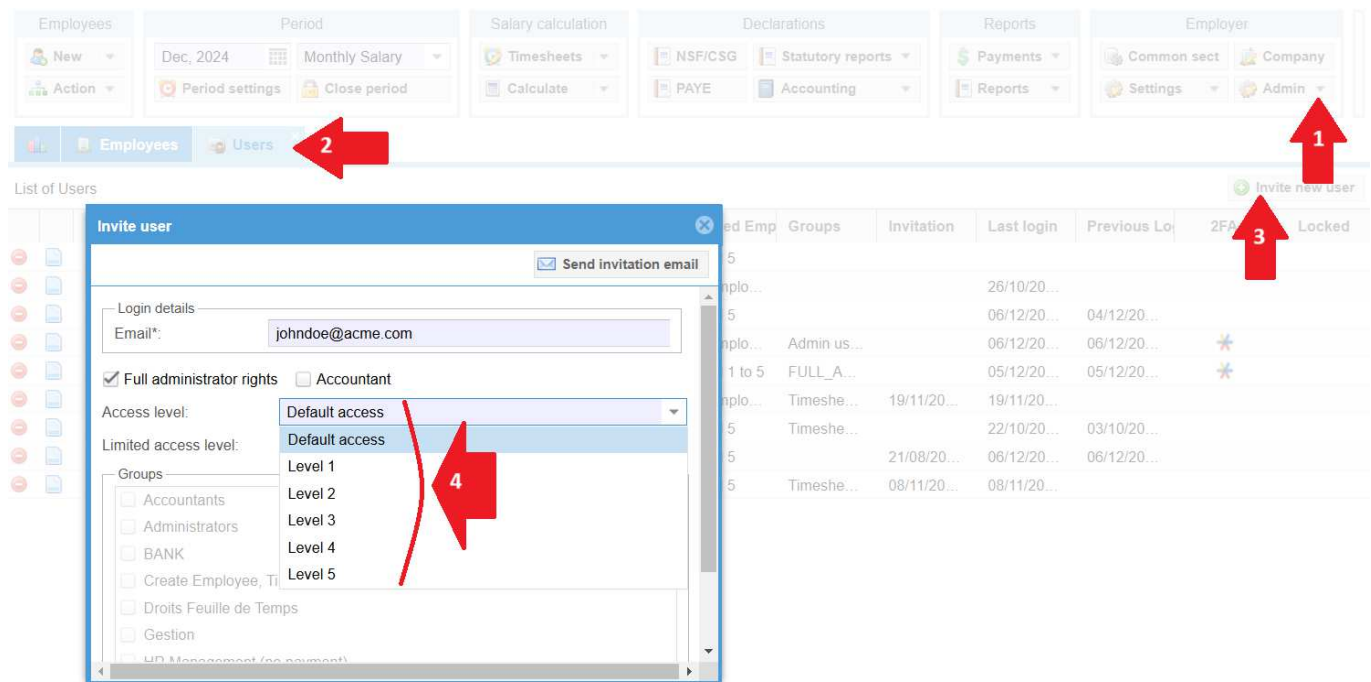
You can then, for the given user's email, give him (if you have the rights yourself) Administrator and/or Accountant rights (so that you can retrieve the subscription invoices issued by **Payroll Mauritius** in your Subscriber area) but also a limited level of access to **Payroll Mauritius** functionalities (for this, refer to the FAQEN103 Users group/profile management).

But you also have two additional options:
- Access level (Payroll)
- Limited access level

Access level (Payroll)

This option offers 6 access levels from 0 (0=default access) to 5, with 0 being the highest in terms of rights.

By giving this user an access level, he or she will be able to **view the payrolls of employees at all levels equal to or higher than his or her own**.

For example, a user with level 3 access will be able to view and calculate the payrolls of Employees with employee levels 3, 4 and 5, but not the payrolls of Employees with employee levels 0, 1 and 2.

These employee levels are entered in each employee's profile in the 'Employment' tab:

Limited access level

This option also offers 6 access levels from 0 to 5, with 0 (default = see All Employees) being the highest in terms of rights.

So by giving this user an access level, he or she will be able to see in Payroll Mauritius **all aspects of the Employees of all Employee levels above than his or her own.**

This includes profile records, payroll calculations, reports and all e-declarations.

So, for example, a user with an access level limited to 2 would not even see the existence of all the Employees at levels 0 and 1 throughout the software.

Note that you can mix these 2 accesses.

For example, you could give an Administrator access level (Payroll) of 3, which would give you access to the payroll of Employees from level 3 to 5,

but at the same time you can have access limited to level 5, so he would see all the Employees BUT would not have access to the Payroll of Employees 0, 1 and 2.

In all cases, it does not see level 0 Employees because it does not have access.

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