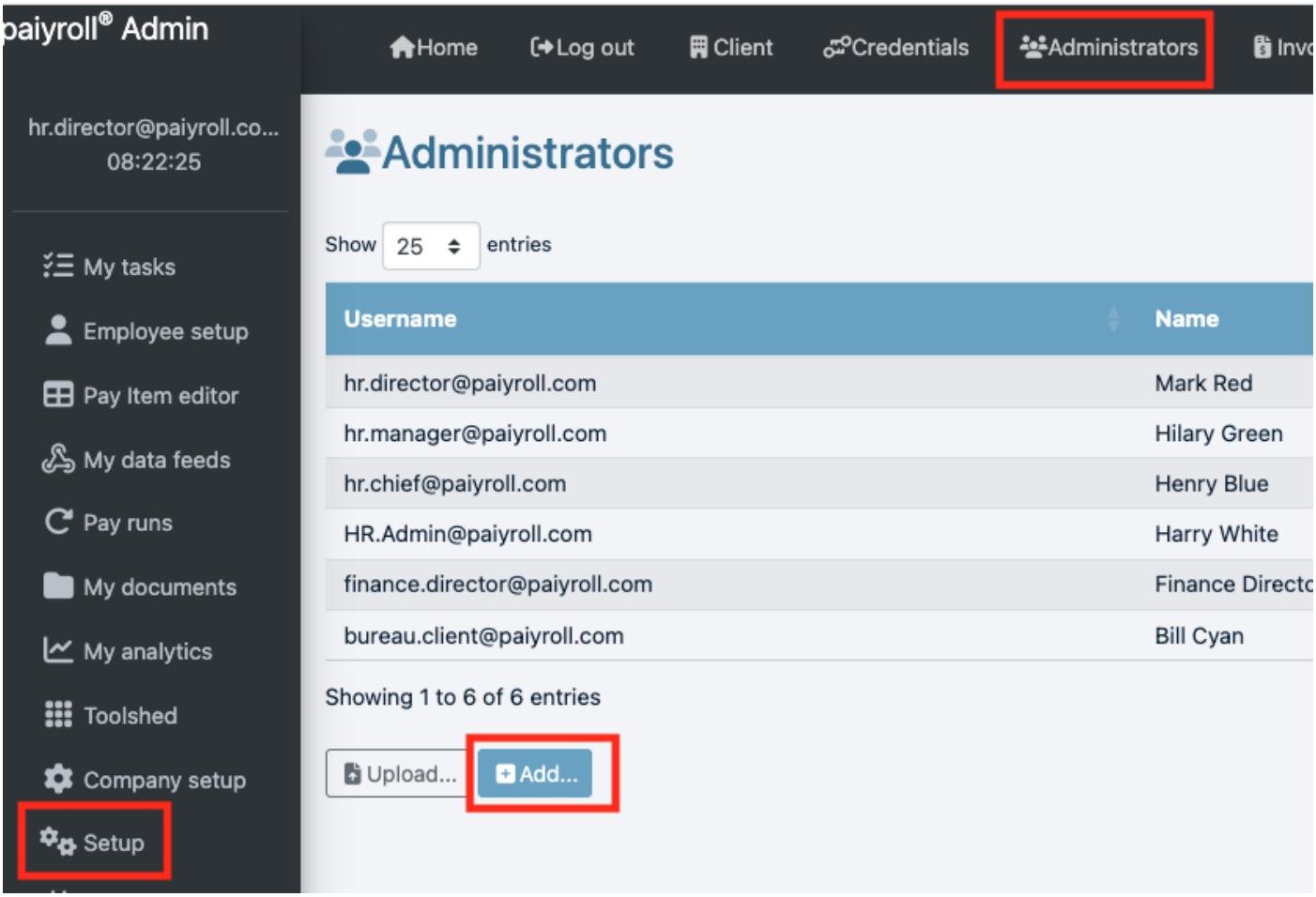
Add a new Administrator

General · https://paiyroll.com/kb/add-a-new-administrator/

Home > **Setup** > **Administrators** > **Add**...



Complete the fields on the Create Administrator view

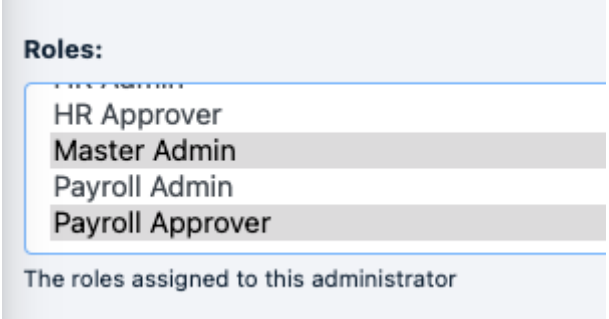
Email

We recommend that you do **not** use an email address for a username for someone who may need to be an employee! For that reason, we recommend you use a fake up a username.

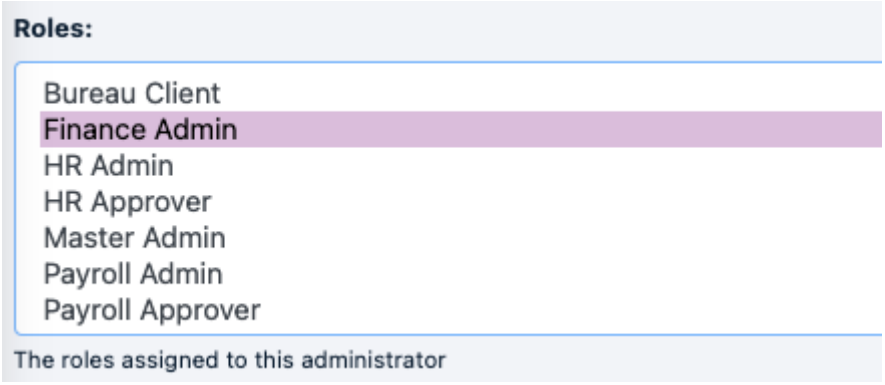
Roles

The recommended roles are **Master Admin** and **HR Approver**.

Add these roles (use Ctrl-click on PC and Command-click on Mac to select 2 different roles) for an Admin payroll approver:



Or for a finance user, for example, to view reports or invoices:



Click **Add**