Understanding Partner Permissions

Access to the Partner Hub

Hub Admin

The Hub Admin can see and do everything. This user can create accounts, allocate users to manage accounts, and be the client admin. They can see the invoices.

Hub Invoice Receiver

This user can only see invoices within the Partner Hub. This permission is designed to be handed to your finance team.

Hub User

This user can only access accounts the hub admin/s have permitted them to see. They will then log in as an HR user to the account. (Please see below)

Access to Clients' accounts

Client Admin

This user must be a **Hub Admin**. The Client Admin of a Breathe account has total access to each employee's personal and financial information on the system. They are also the only user who has access to the following:

- ✓ Plan and billing section – To cancel and change plan
- ✓ Purge employee data
- ✓ API Key
- ✓ Change the holiday year
- ✓ Switching on the payroll export
- ✓ Enabling/disabling email notifications

The Client Support Contact

The Client's Support Contact details can be found by logging into the Breathe account and heading to *Help > My HR Consultant*. The following details will be available:

- ✔ Name
- ✔ Email
- ✔ Phone number

HR User

All Hub Users and non-client Admin users will log in with this permission.

HR users can access all employee information such as holiday, sickness and personal information.

HR users have full access to all employee information, including salary information. They can access everything the admin can, excluding cancel plans, purge employee data, API Keys, and change holiday year.