



This PDF is generated from authoritative online content, and is provided for convenience only. This PDF cannot be used for legal purposes. For authoritative understanding of what is and is not supported, always use the online content. To copy code samples, always use the online content.

Workforce Management Web for Supervisors Help

[Policies](#) [Role](#) [Privileges](#)

12/18/2025

Policies Role Privileges

Most of the items under **Policies** are all WFM Supervisor views in the **Policies** module (**Read** and **Add/Edit/Delete** are not). Select the check box next to each privilege to give selected users access to configure items related to that privilege.

The role privileges under **Policies** provide the following user access:

- **Read**—Controls user access to view all panes within the **Policies** module. If unchecked, all other privileges under **Policies** are also unchecked.
- **Add/Edit/Delete**—Controls whether this user can add, edit, and delete items in all views and panes within the **Policies** module.
 - Time-Off Rules
 - Contracts
 - Shifts
 - Exception Types
 - Meetings
 - **Read**—Controls user access to view all panes within the **Meetings** views. If unchecked, all other privileges under **Meetings** are also unchecked.
 - **Add/Edit/Delete**—Controls whether this user can add, edit, and delete items in all views and panes within the **Meetings** view.
 - Rotating Patterns
 - Marked Times
 - Time-Off Types

To have this user receive email notifications when there are time-off requests that require manual review, select **Get Notified About Time-Off Request Status Changes**, which appears under **Notifications**.