

Login As Employee

The option to log in as another user or employee has been deployed to allow approved users to log in to a different account using their own login credentials. This feature enables authorized users to assist with troubleshooting system operations and view the security features associated with assigning new security profiles and group memberships/manager access.

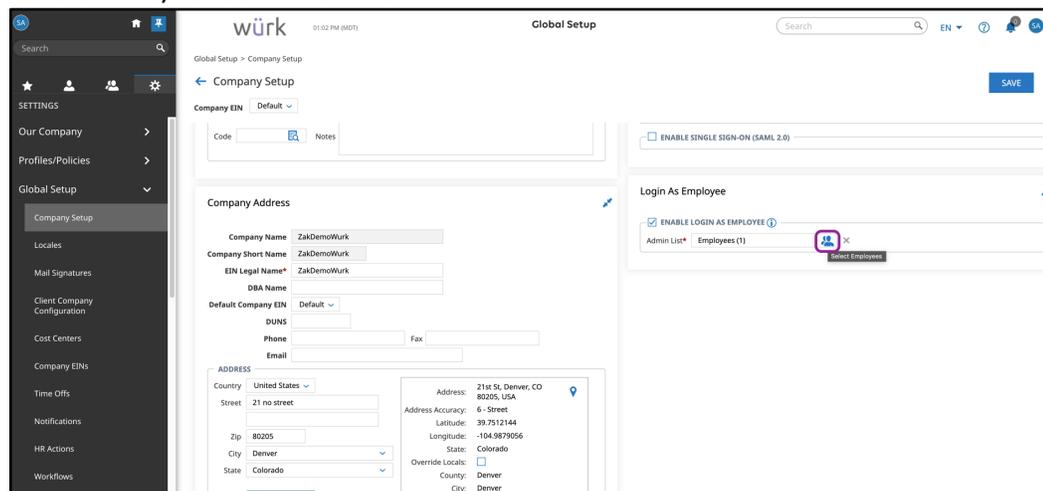
Opting in

Due to the sensitive nature of this development, we do not want to make any assumptions regarding the users who should have access to this feature. Therefore, an admin must submit a request to enable this feature for your company.

1. Please utilize the below smartsheet link to opt in. Please only submit this request if you are an Admin within your company. Non-admin requests will slow this process down as we will need to follow-up with one of your Admins for approval.
2. enjoywurk.com/product/loginasoptin

Next Steps

1. Once Login As Employee has been turned on for your company, your admin profile will be configured to allow access to this feature.
 - a. As an additional security measure, you will need to configure which users should have the ability to use this feature.



- b. This can be done by entering Company Setup and then adding the authorized users to the list. ****Please note that if you want this feature enabled for any additional security profiles, Würk will need to be informed to update the additional profiles. Even after the security profile has been setup, you still need to add authorized users to the Company Setup List as a final step.***

- After you have setup the authorized user list, you will have access to the Login As Employee feature. To login as an employee, you choose either the Employee Information report or the employee Quick Links.

Employee Information

Employee Id	Badge	Username
1000		Test221 DD
1001		TEconsent34
1002		TTester12
1003		Fjeremiah12
111195		epoe
123	imtheadminyoutant	Testadmin
123456		Testmanager
654321		Testemployee

Employee Quick Links and Actions

Test Econsent (Default)
Employee ID: 1001

Links

- Account Audit Trail
- Edit Schedule
- Pay Statement Records History
- Current Timesheet
- Pay Statement History

Actions

- Login As Employee
- Request Time Off

Additional Information

Since this feature allows authorized users to log in and perform actions as employees, an additional audit feature has been added. This feature allows you to determine whether changes in the system were made by the actual user or someone using the Login as Employee feature. By default, a new column, Shadow Session, has been added to the audit history within the employee audit trail. If a shadow session is present, you can identify the user who was logged in and made the change.

Account Info

Empl...	First ...	Last N...	Empl...	Time	Change	Object	Field ...	New V...	Old Va...	User F...	User L...	# User IP...	Shado...	Shado...	Shado...
1000	Test DD	Employee2	Default	05/30/2023 13:15:30:270 MDT	Changed	Contact Information	Cell Phone	2143321988		Test DD	Employee2	0	Testadmin	Test	Admin