



AVIONTÉ

BOLD



Talent Tax Tab - Access Control For EEO Details

Avionte Bold > Account Settings & Configuration > Account Settings & Configuration

Overview

This feature benefits an Administrator because it enables them to restrict who sees EEO information. Administrators are concerned that EEO information is too easily accessed by too many people in roles that do not have a compelling need to know it, and this vulnerability places their staffing companies at risk for EEO lawsuits. Administrators want to prevent this from happening. They also want users to be able to view non-EEO information on

the Tax tab by default, because it is useful, but does not place them at risk of a lawsuit.

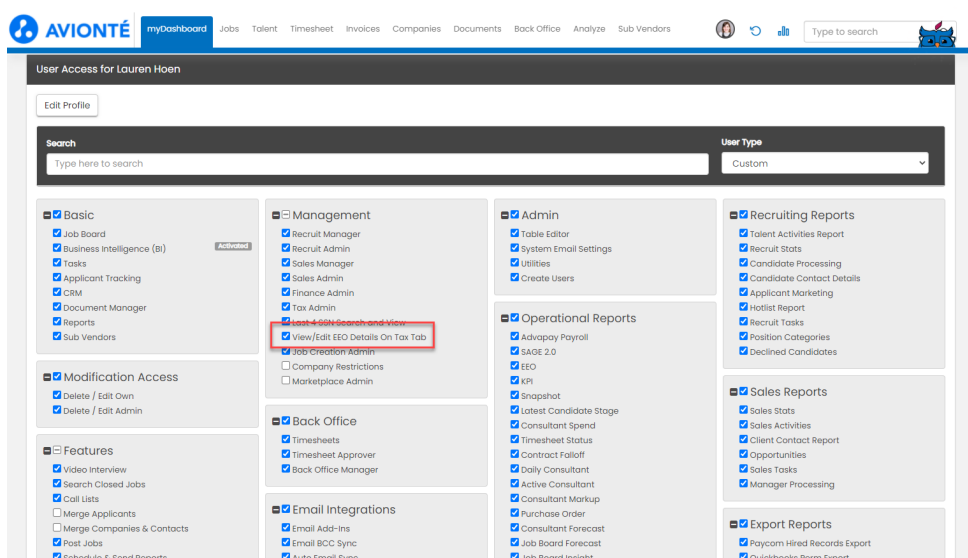
Change Log Date	Change Log Description
07/02/2021	Initial draft

Topics:

- How do Administrators configure users to view or edit EEO details on the Tax tab?
- How can Administrators grant access to the talent tax tab if users don't already have it?
- How do authorized users view or edit EEO details on the talent tax tab if they have access?
- What does talent Tax information look and feel like for a user who doesn't have access to view EEO details but does have Tax Admin permission? Demonstrate that this user can edit tax information in the Front Office since Tax Admin is still enabled.
- What does it look like for a user who doesn't have access to view EEO details and doesn't have Tax Admin permission? Demonstrate that this user can *view* tax information in the Front Office.
- What does it look and feel like for a user who has access to view EEO but does not have the Tax Admin permission? Demonstrate that this user can view see the titles of the EEO but they display as "*Disabled for Security*" and the user can only edit the birthday and/or licenses in this case.

How do Administrators grant access to the Talent EEO area?

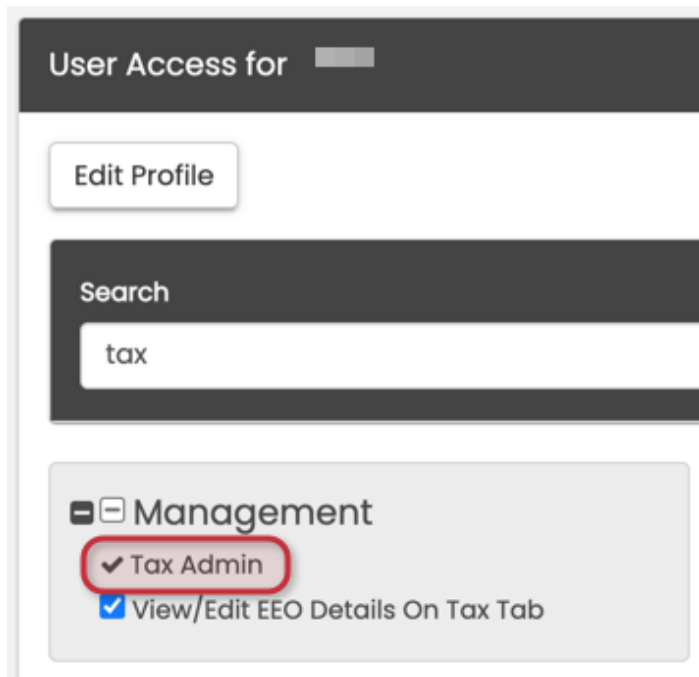
To grant access to the Talent EEO area, navigate to the HCM user record and [edit the permissions](#). Make sure "**View/Edit EEO Details on Tax Tab**" is checked within the Management box. The user can find it easily by searching for "tax" in the search bar.



Save, log off, and log back on to implement the changes.

How can Administrators grant access to the talent tax tab if users don't already have it?

In the User Access area described above, there is a "**Tax Admin**" permission. Ensure that is checked for the users you wish to have access.



The screenshot shows a user interface for managing access. At the top, there is a dark header with the text "User Access for" followed by a greyed-out name. Below this is a white button labeled "Edit Profile". Underneath is a search bar with the word "tax" entered. Below the search bar is a grey box titled "Management" containing a list of permissions: "Tax Admin" (checked and circled in red) and "View/Edit EEO Details On Tax Tab" (checked).

How do authorized users view or edit EEO details on the talent tax tab if they have access?

Authorized users can view EEO details by searching for the related talent, then clicking the **Tax** tab at the top of the talent screen.

AVIONTE myDashboard Jobs **Talent** Timesheet Invoices Companies Documents Back Office Analyze Sub Vendors

Search Add New Talent Import Text Import Resume Spotlight

Tax Res... Edu... Wa... Do... Co... Ref... Tags EEO Scr... Acti... Tim... Tas... On... Res... Pla... Res...

General Tax Info

Federal Allowances: 0	State Allowances: 0	Additional Withholding: \$0.00
Status:	Exempt: Not Exempt	State / Region Worked: Minnesota
W2 Electronic Consent: No Response	Tax Credit Status: Not Started	

Personal Information



SSN: <i>Disabled for Security</i>	Birth Date:	
Gender: Female	Race: White (Not Hispanic or Latino)	Disability: Individual without Disabilities
Veteran Status: Non Veteran		
Work Authorization: Citizen	Work Authorization Expiration: Never	I9 Validation Date: Never
Bypass Everify Requirement: Not Bypassed	Everify Case Number:	Everify Date: Never

EEO details are shown in the *Personal Information* section.

Personal Information

SSN: <i>Disabled for Security</i>	Birth Date:	
Gender: Female	Race: White (Not Hispanic or Latino)	Disability: Individual without Disabilities
Veteran Status: Non Veteran		
Work Authorization: Citizen	Work Authorization Expiration: Never	I9 Validation Date: Never
Bypass Everify Requirement: Not Bypassed	Everify Case Number:	Everify Date: Never

To edit EEO details, click the *edit* button in the upper-right-hand corner of the section. The fields will become editable.

Personal Information  

SSN: Birth Date:

Gender: Race: Disability:


Veteran Status:

Work Authorization: Work Authorization Expiration: I9 Validation Date:

Bypass Everify Requirement: Everify Case Number: Everify Date:

To save changes, click the *save* button for the section.

What does Talent Tax information look and feel like for a user who doesn't have access to view EEO details but does have Tax Admin permission?

Personal Information 

SSN: *Disabled for Security* Birth Date:

Work Authorization: Citizen Work Authorization Expiration: Never I9 Validation Date: Never

Bypass Everify Requirement: Not Bypassed Everify Case Number: Everify Date: Never

The personal information is displayed, but the EEO information is not.

To edit talent personal information, click the *edit* button in the upper-right-hand corner of the section. The fields will become editable.

Personal Information

SSN: 000-00-5252 Birth Date: MMM dd, yyyy

Work Authorization: [dropdown] Work Authorization Expiration: [text] I9 Validation Date: [text]

Bypass Everify Requirement: No Everify Case Number: [text] Everify Date: [text]

Click the *Save* button to save the changes.

The user can also view and edit General Tax Information in this case.

General Tax Info

Federal Allowances: 0 State Allowances: 0 Additional Withholding: 0

Status: [dropdown] Exempt: No State / Region Worked: Minnesota

W2 Electronic Consent: No Response Tax Credit Status: Not Started

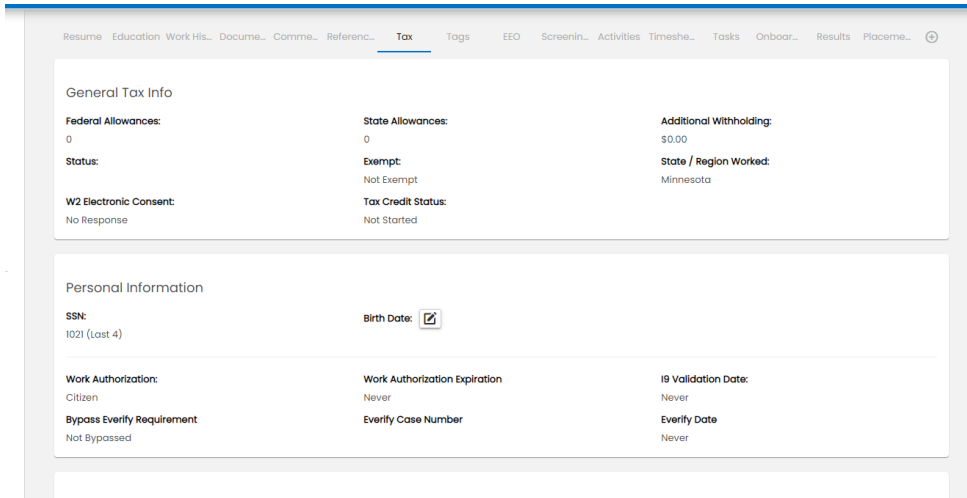
Personal Information

SSN: Disabled for Security Birth Date:

Work Authorization: Citizen Work Authorization Expiration: Never I9 Validation Date: Never

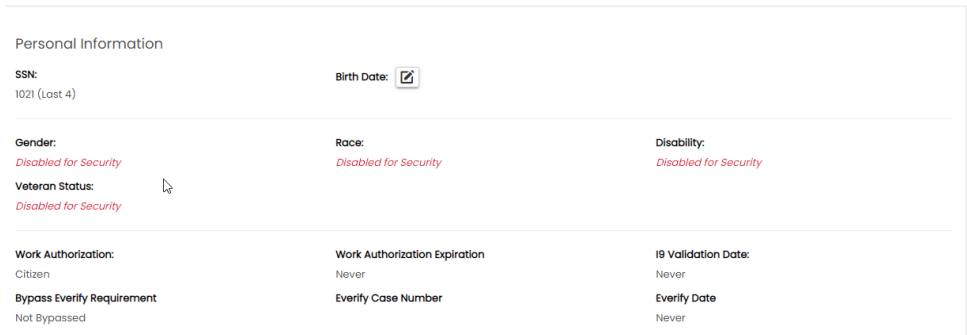
Bypass Everify Requirement: Not Bypassed Everify Case Number: Everify Date: Never

What does it look like for a user who doesn't have access to view EEO details and doesn't have Tax Admin permission?



The user can see the tax information input by a different person. They cannot make any changes.

What does it look like for a user who has access to view EEO but does not have the Tax Admin permission?



The user can see the titles of the EEO but no details; "Disabled for Security" is displayed. The user can edit the Birthday and/or Licenses.

Comments

0 comments



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Article Topics



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