
miPayOnline – Supervisor & Payroll Approvals

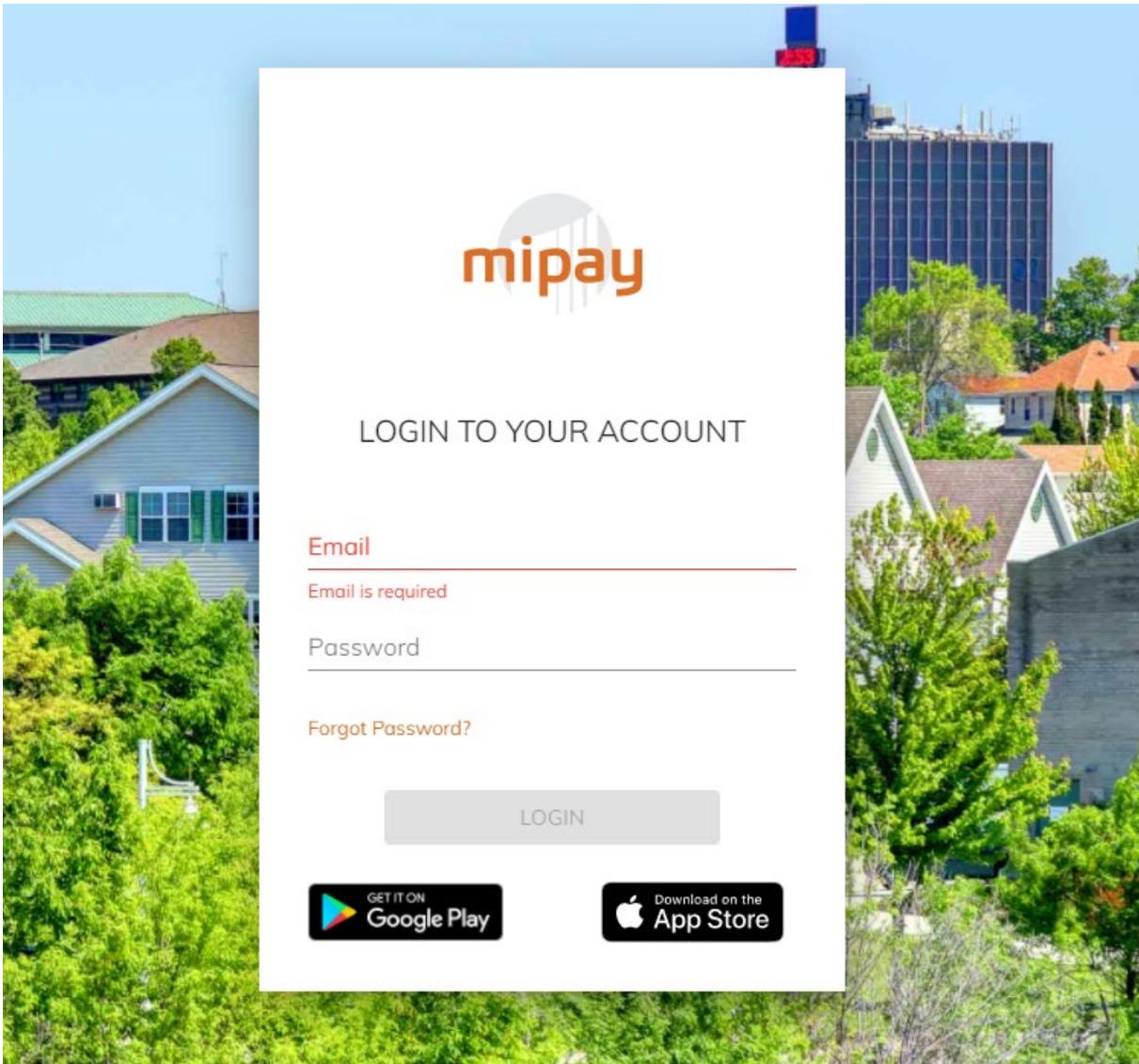
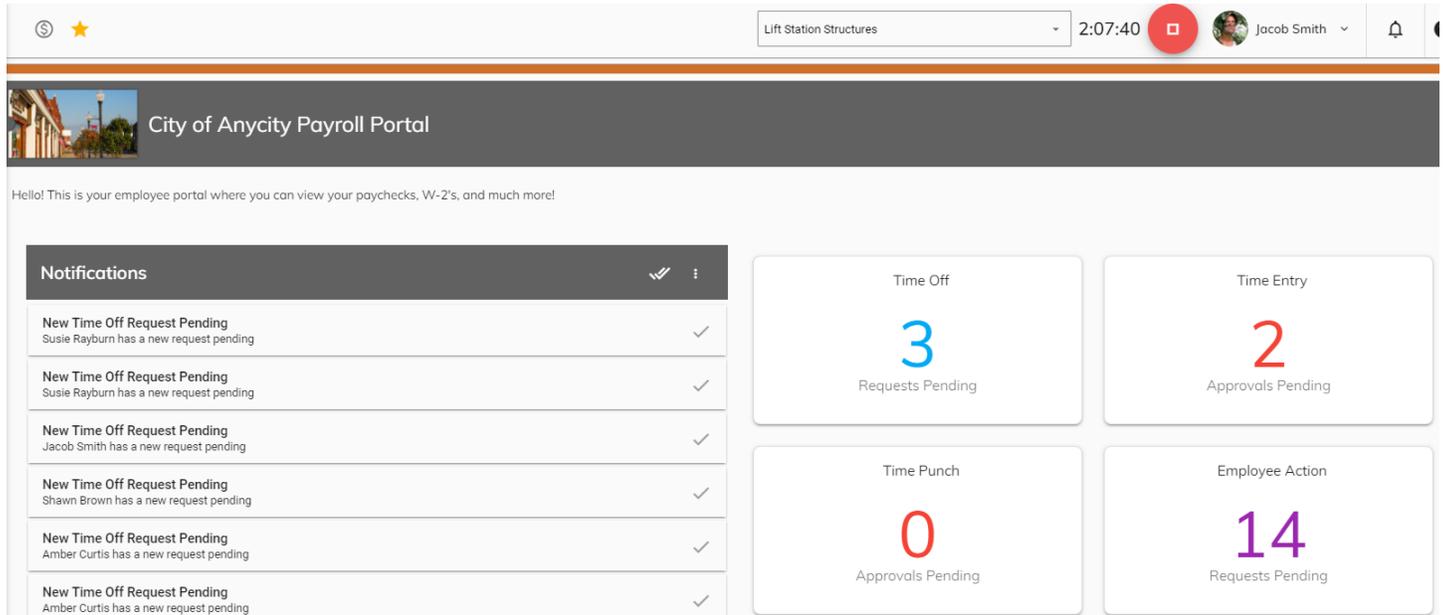


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Home Screen

Supervisors and/or Payroll personnel will have notifications on the Home Screen depending on whether they are included in a workflow process to approve time off, time entry, time punch, or employee action changes. Requests will come into the notification tiles once the employee has submitted their requests.



The screenshot shows the City of Anycity Payroll Portal Home Screen. At the top, there is a navigation bar with a search dropdown set to "Lift Station Structures", the time "2:07:40", and a user profile for "Jacob Smith". Below the navigation bar is a header for "City of Anycity Payroll Portal" with a greeting: "Hello! This is your employee portal where you can view your paychecks, W-2's, and much more!".

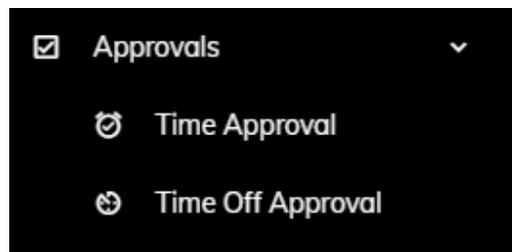
The main content area is divided into two sections. On the left is a "Notifications" list with six items, each titled "New Time Off Request Pending" and followed by the employee name and a checkmark icon. On the right are four summary tiles:

- Time Off:** 3 Requests Pending
- Time Entry:** 2 Approvals Pending
- Time Punch:** 0 Approvals Pending
- Employee Action:** 14 Requests Pending

Approvals

Time Approval

From the Supervisor's Home screen, the "Time Entry Approval Pending" tile will show the number of time entries pending their approval. Supervisors can select the box, which opens the Approvals>Time Approval menu. From this menu, the supervisor can click on the employee and see the detail of the time submitted. The user Type will default in as Time Approver.



The screenshot shows a dark-themed menu with the following items:

- Approvals
- Time Approval
- Time Off Approval

Employees

User Type
Time Approver

Template Name ↑ ⇅ Step Name ↑ ⇅ ✕  

⇅	First Name ⇅	Employee Numb... ⇅	Last Name ⇅	Position Title ⇅
🔍	🔍	🔍	🔍	🔍
∨	Template Name: Jason Harrison Time Entry Admin			
∨	Step Name: Jason Harrison Approval			
	Jason	130	Harrison	Water Plant Opera...
∨	Template Name: Public Works			
∨	Step Name: Jacob Smith			
	Amber	65	Curtis	Maintenance
	Susie	70	Rayburn	Maintenance

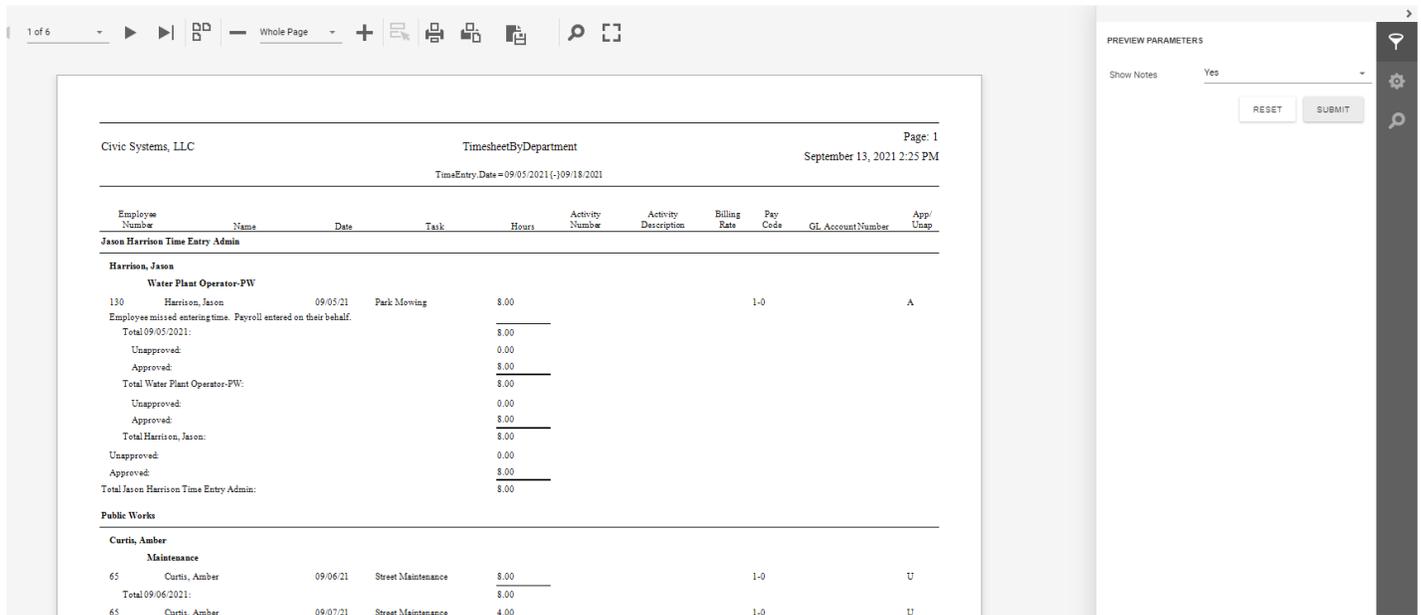
From this screen supervisors and payroll personnel have menu options in the top right corner of the employee's timesheet. Each option is explained below:

☰ ⌚ Time Approval (Susie Rayburn - Maintenance) ✔ Show All Time

 PRINT TIMESHEETS
  EXPAND/COLLAPSE
  ADD TIME
  APPROVE
 

 DOWNLOAD TIME
  UNAPPROVE
 

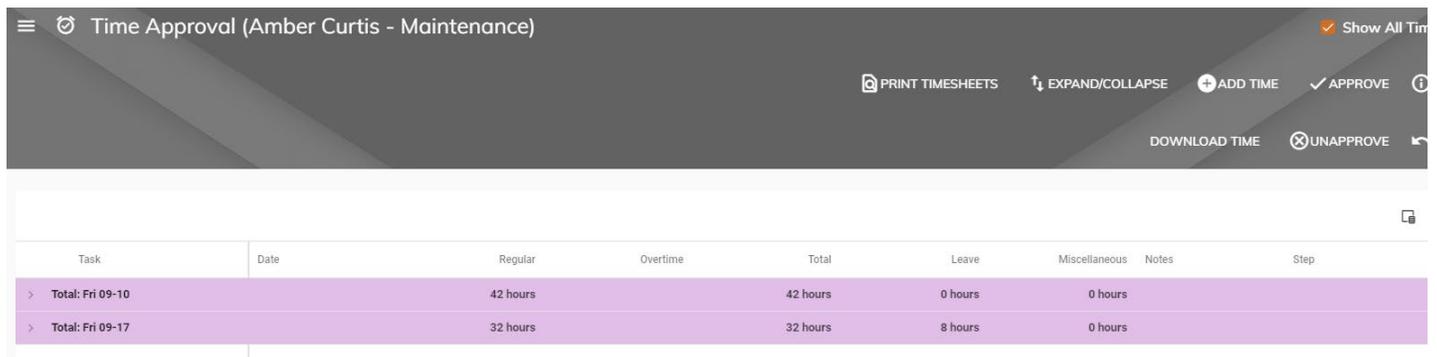
1. Print Timesheets - The Timesheet By Department report will show the daily detail, along with the notes if selected, for each employee in the department and whether the time is approved or unapproved.



TimesheetByDepartment
 Page: 1
 September 13, 2021 2:25 PM
 TimeEntry.Date = 09/05/2021 (-)09/18/2021

Employee Number	Name	Date	Task	Hours	Activity Number	Activity Description	Billing Rate	Pay Code	GL Account Number	App/Unapp
Jason Harrison Time Entry Admin										
Harrison, Jason										
Water Plant Operator-PW										
130	Harrison, Jason	09/05/21	Park Mowing	8.00				1-0		A
Employee missed entering time. Payroll entered on their behalf:										
Total 09/05/2021:				8.00						
Unapproved:				0.00						
Approved:				8.00						
Total Water Plant Operator-PW:				8.00						
Unapproved:				0.00						
Approved:				8.00						
Total Harrison, Jason:				8.00						
Unapproved:				0.00						
Approved:				8.00						
Total Jason Harrison Time Entry Admin:				8.00						
Public Works										
Curtis, Amber										
Maintenance										
65	Curtis, Amber	09/06/21	Street Maintenance	8.00				1-0		U
Total 09/06/2021:				8.00						
65	Curtis, Amber	09/07/21	Street Maintenance	4.00				1-0		U

2. Expand/Collapse – This option expands/collapses the detail and summarizes total hours by week



Task	Date	Regular	Overtime	Total	Leave	Miscellaneous	Notes	Step
> Total: Fri 09-10		42 hours		42 hours	0 hours	0 hours		
> Total: Fri 09-17		32 hours		32 hours	8 hours	0 hours		

3. Add time (or adjust) - Complete all fields in the pop-up window to add and/or remove time. NOTE: You can use negative hours to remove hours that an employee entered as well.

a. To add time

Add Time ✕

Employee ✕

Position ✕

Date

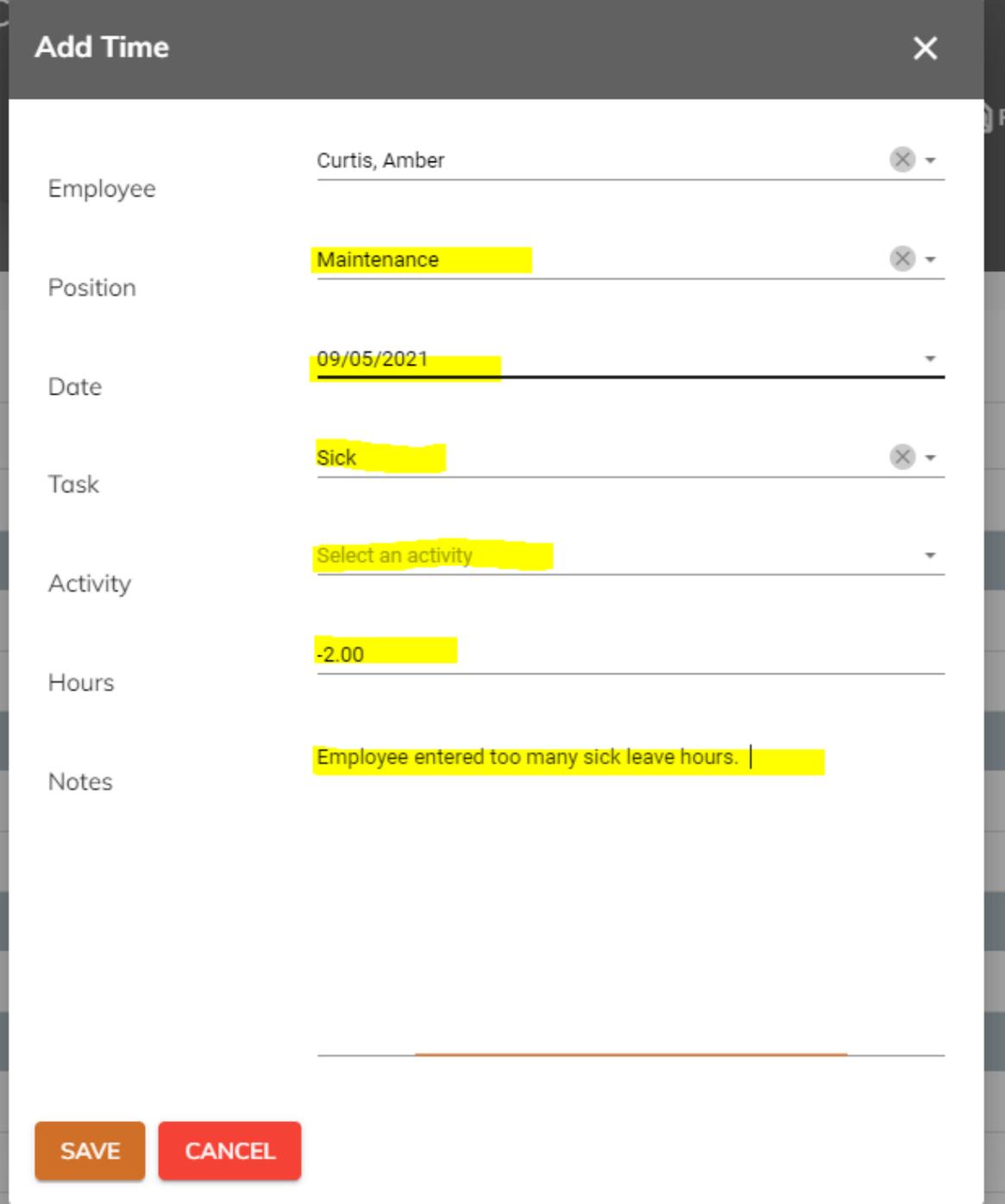
Task ✕

Activity

Hours

Notes

b. To remove time



Add Time [X]

Employee: Curtis, Amber [X]

Position: Maintenance [X]

Date: 09/05/2021 [v]

Task: Sick [X]

Activity: Select an activity [v]

Hours: -2.00

Notes: Employee entered too many sick leave hours. |

[SAVE] [CANCEL]

4. Approve Time - To approve the entire timesheet, select  button from the menu.

5. View Employee Leave Balances – to view employees leave balances, select . Balances will include anything that is in the pending status in time off approvals.

Leave Time

✕ 📄 📄

Description	As Of 02/08/2020	Pending	Future
Vacation Pay	93.45	80	13.45
Sick Leave	34.31	0	34.31
Holiday Pay	80	0	80

6. Unapprove Time - The  button will allow the supervisor to unapprove time that an employee had approved, allowing the employee to edit and resubmit time as long as the pay period is still open.

7. Reject unapproved time – The  button will allow the supervisor to reject all unapproved time prior to and including the date selected in the popup box.

Reject Unapproved Time ✕

Select a date to reject unapproved time prior to and including

9/13/2020 ▼

OK

CANCEL

8. Supervisors can reject specific time entry lines, edit notes, and/or add/edit an activity by right clicking on the hours submitted and choose one of those 3 options

Task	Date	Regular	
Street Maintenance	Mon 09-06	8.00	
Total: Mon 09-06		8 hours	<ul style="list-style-type: none"> Reject Edit Note Add/Edit Activity
Street Maintenance	Tue 09-07	4.00	

If Reject is selected, a text field is provided to explain the reason for rejection.

Time Punch Approval

From the Supervisor's Home screen, the "Time Punch Approval Pending" tile will show the number of time punch entries pending their approval. Supervisors can select the box, which opens the Approvals>Time Punch Approval menu. From this menu, the supervisor can click on the employee and see the detail of the time submitted. The user Type will default in as Time Approver

Approvals ▼

Time Approval

Time Punch Approval

Employees

User Type
Time Approver

Hide Approved Employees

Hide Employees with No Time

Template Name ↑ ▾ Step Name ↑ ▾ ✕ 📄 📄

Employee Number	First Name	Last Name	Position Title
▼ Template Name: Water			
▼ Step Name: Jacob Smith			
 50	Marvin	Gilson	Maintenance
▼ Step Name: No Time			
 91	Chad	Jarvi	Utility Worker
▼ Step Name: Unapproved by Employee			
 5	Jacob	Smith	City Manager

To view specific time punch details, select the  next to the time out for any given day/punch.

Time Punches

				Mon 09-13 	
	Out	In	Out		
		8:54 PM	9:53 PM		

Details appear as below. From this view you can not edit a time punch. See below on how to edit.

Time Punch Details

Time Punches




<input type="checkbox"/>	Entry Date	In/Out	Task	Estimated Address	Latitude	Longitude	IP Address
<input type="checkbox"/>	9/13/2021, 8:54 PM	In	Pumping Operation	9225 Four Lakes Rd, ...	45.2892351	-87.8088241	
<input type="checkbox"/>	9/13/2021, 9:53 PM	Out	Pumping Operation	9225 Four Lakes Rd, ...	45.2892351	-87.8088241	184.63.

Time Punch Activities




<input type="checkbox"/>	Entered By Employ...	Entry Date ↓	Time In	Time Out	Note
<input type="checkbox"/>	Gilson, Marvin	9/13/2021, 9:54 PM	9/13/2021, 8:54 PM	9/13/2021, 9:53 PM	
<input type="checkbox"/>	Gilson, Marvin	9/13/2021, 9:53 PM	9/13/2021, 8:54 PM	9/13/2021, 9:53 PM	
<input type="checkbox"/>	Gilson, Marvin	9/13/2021, 9:53 PM	9/13/2021, 8:54 PM	9/13/2021, 9:53 PM	

CLOSE

If the time template allows editing of time punches by supervisors, those entries can be modified before approving if needed.

To edit an employee's times in/out either thru time entry or thru time punch approval select the day and manually enter the times in/out. You can delete by clearing the fields out.

Time Punch Approval (Marvin Gilson)

Time Punches

	Sun 09-05	Mon 09-06	Tue 09-07	Wed 09-08
	In	Out	In	Out
		8:00 AM	4:00 PM	

NOTE: if you edit the times in/out manually, you MUST also complete the task section and select the tasks they would charge the time towards for those hours.

	Sun 09-05	Mon 09-06	Tue 09-07	Wed 09-08
Total: 0:00 Leave: 0:00 Miscellaneous: 0:00 Subtotal: 0:00 Overtime: 0:00 Regular: 0:00	Total: 8:00 Leave: 0:00 Miscellaneous: 0:00 Subtotal: 8:00 Overtime: 0:00 Regular: 8:00	Total: 0:00 Leave: 0:00 Miscellaneous: 0:00 Subtotal: 0:00 Overtime: 0:00 Regular: 0:00	Total: 0:00 Leave: 0:00 Miscellaneous: 0:00 Subtotal: 0:00 Overtime: 0:00 Regular: 0:00	Total: 31:20 Leave: 0:00 Miscellaneous: 0:00 Subtotal: 31:20 Overtime: 0:00 Regular: 31:20
GWh Station Equip GWh Station Structures Filter Structures Pumping Operation Lake Intake Disinfection Disinfection		1:00 1:00		
Task	Sun 09-05	Mon 09-06	Tue 09-07	Wed 09-08

Time Off Approval

From the Supervisor's Home screen, the "Time Off Approval Pending" tile will show the number of time off entries pending their approval. Supervisors can select the box, which opens the Approvals>Time Off Approval menu. From this menu, the supervisor can click on the employee and see the detail of the time off submitted. From the detail screen, supervisors can "Approve" or "Reject." They can also view the employees leave balances. Once approved, the time off goes onto the time off calendar and populates the employee's timesheet. Time off requests can be rejected after it has already been approved. This can be done by selecting the employee's approved time off from the time off calendar and selecting the reject option.

Template Name	Step Name	First Name	Last Name	Task Name
Template Name: Public Works Time Off Request	Step Name: Supervisor	Shawn	Brown	Public Works Sick
		Shawn	Brown	Public Works Va...

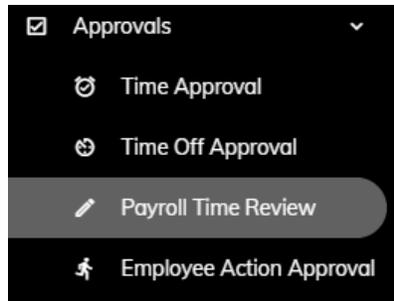
Finding Yeti

Employee Shawn Brown (75)	Employee Position * Lineman
Subject * Finding Yeti	
Start Time * 9/30/2021, 8:00 AM	End Time * 9/30/2021, 5:00 PM
<input type="checkbox"/> Repeat	
Description 	
Task * Public Works Vacation	
Lunch Hours 1	Hours Per Day 8
Status Pending	APPROVE REJECT CANCEL LEAVE TIME BALANCE

Approvals – Payroll

Payroll Time Review

Once timesheets have been approved by employee & manager/supervisor, they are available for the payroll personnel to review, edit, and download time into the payroll module in Caselle, where payroll will get calculated. Employees with Payroll rights to the site will be able to review all employee time through the Payroll Time Review menu. Payroll employees can approve or deny time that is still in the approval process from this screen.



Payroll Time Review									
Pay Period 04/07/2019-04/20/2019									
Drag a column header here to group by that column									
Date	Employee	Task	Hours	Status	Notes	Activity Title	Status	Approve	Deny
4/7/2019	George Austin (30)	Public Works Overtime	2.00	Jacob Smith	Missed entering this time.		Jacob Smith	Approve	Deny
4/8/2019	Maurice Hobson (45)	Park Mowing	8.00	Pending			Pending	Approve	Deny
4/8/2019	Maurice Hobson (45)	Public Works Overtime	2.00	Pending			Pending	Approve	Deny
4/8/2019	Benjamin Granger (95)	Public Works Regular Pay	8.00	Pending			Pending	Approve	Deny
4/8/2019	Benjamin Granger (95)	Garage	8.00	Pending			Pending	Approve	Deny
4/8/2019	George Austin (30)	Garage	1.00	Jacob Smith			Jacob Smith	Approve	Deny
4/8/2019	Shawn Brown (75)	Garage	2.00	Jacob Smith		Capital Projects (10)	Jacob Smith	Approve	Deny

Statuses:

Pending: Time has been entered and saved by employee but not yet approved by employee

Approved: Time has been fully approved by manager/supervisor according to workflow steps

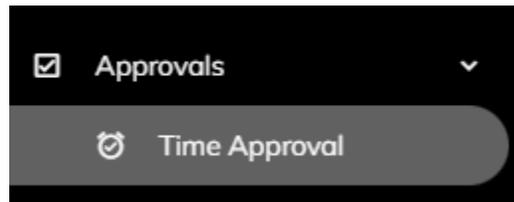
Denied: Time was rejected/denied

Step Name (i.e. Department approval) Time is awaiting approval in manager/supervisor step.

Time Approval – Payroll Approval

If the supervisors have not approved their employees time, the payroll personnel can approve on their behalf.

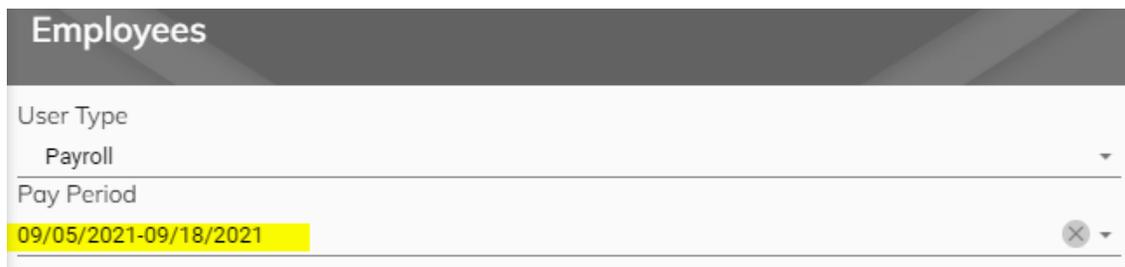
Payroll administrators can also enter and/or edit an employee's timesheet by using the Approvals>Time Approvals



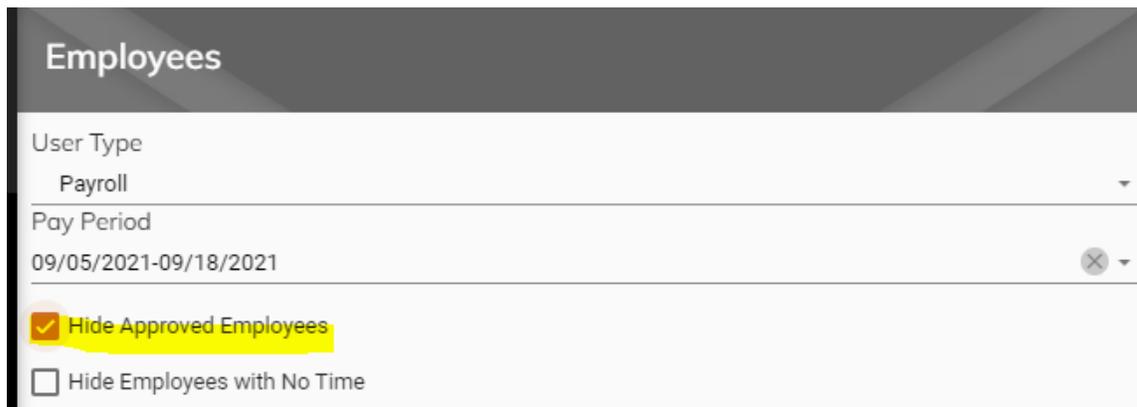
Select Payroll under the User Type



Choose the Pay Period



Unselect "Hide Approved Employees" if the supervisor has already approved the timesheet and payroll is editing an already approved timesheet, otherwise select employee from list:

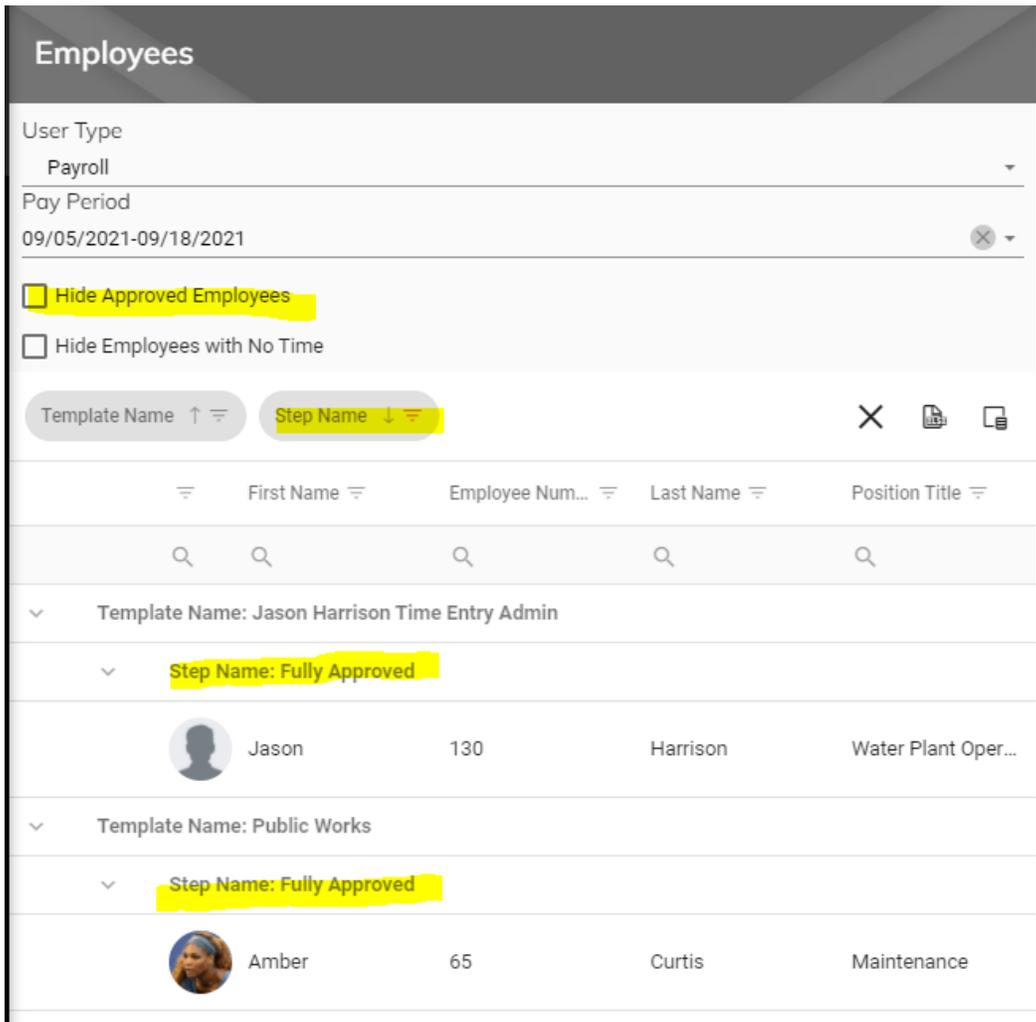


Payroll personnel will have the same options that a supervisor has, print timesheets, expand/collapse, add time, approve timesheet, review leave balances, unapproved time, and reject time. See detailed instructions listed under section above for Time Approval – Time Approver

Downloading Time

One additional option that the payroll personnel will have that the supervisors will not is the download time option on the time entry approval screen. For those employees who have been fully approved, the payroll personnel can download their time into Caselle, after they have reviewed. The download process can be done by a number of various criteria if not done all at once. Once in Caselle the hours appear in the “Enter Payroll Checks” screen and ready for payroll to be calculated.

To review those templates/employees who have been fully approved, select the Time approval option for payroll user type. Uncheck hide approved employees and select from the step name = Fully Approved. This will show the employees hours that will be downloaded. To review specific reports go to the reports menu.



Employees

User Type
Payroll

Pay Period
09/05/2021-09/18/2021

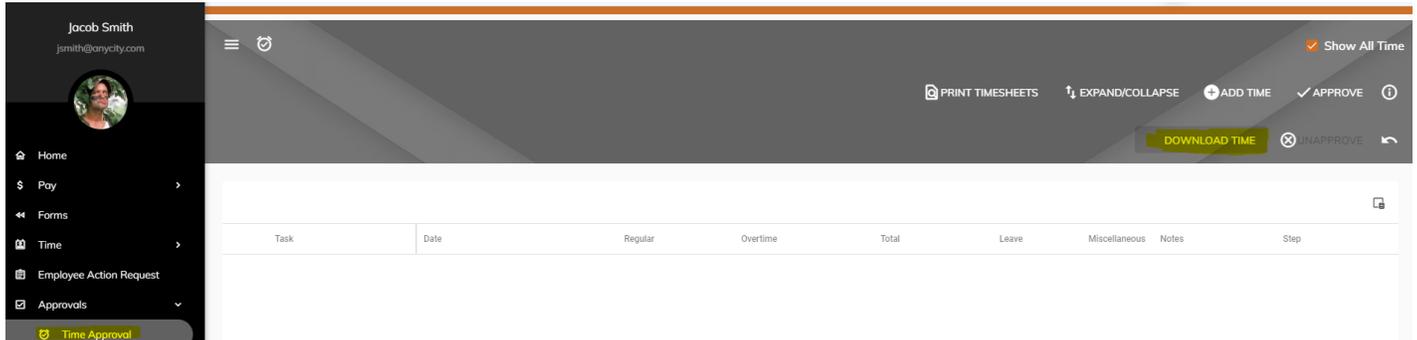
Hide Approved Employees

Hide Employees with No Time

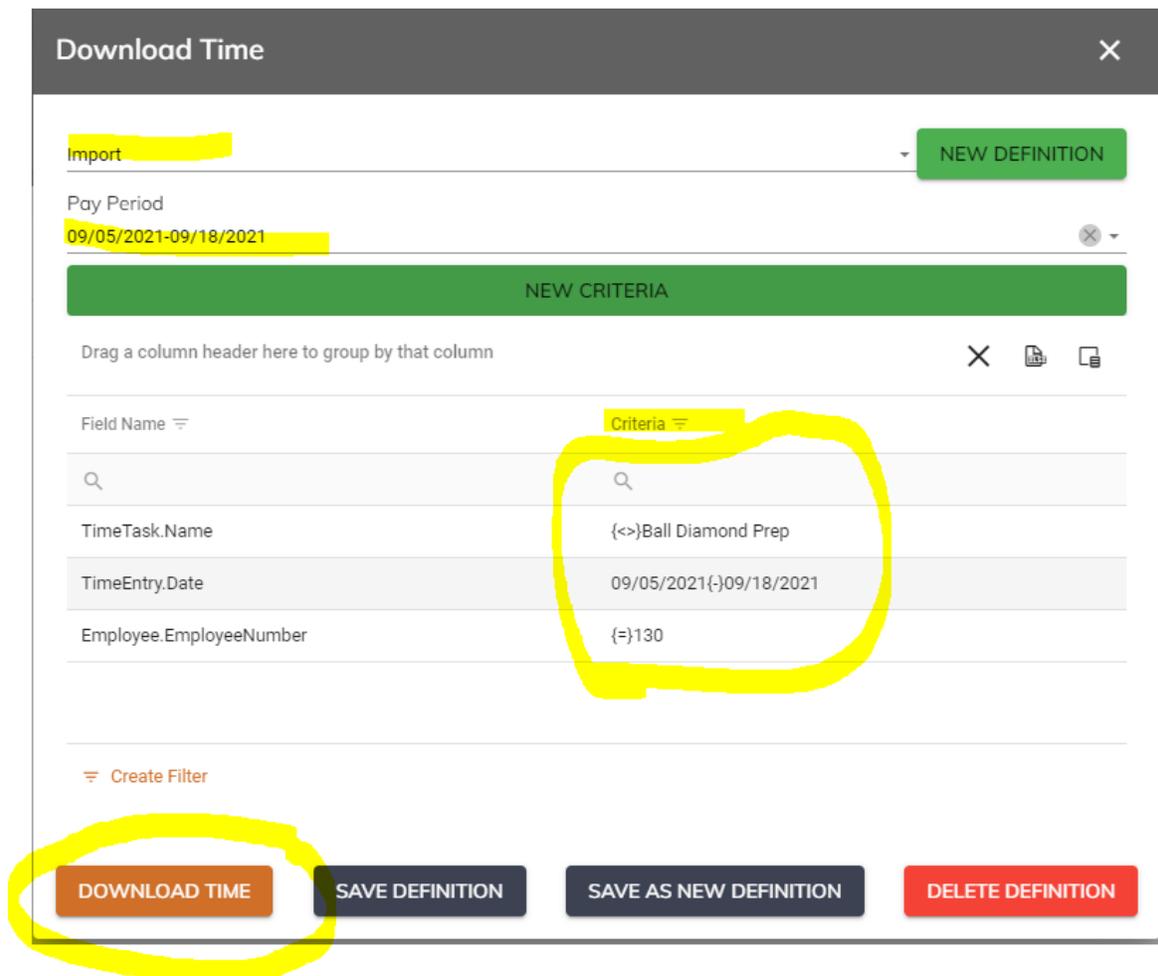
Template Name ↑ ▾ Step Name ↓ ▾

First Name	Employee Num...	Last Name	Position Title
Template Name: Jason Harrison Time Entry Admin			
Step Name: Fully Approved			
Jason	130	Harrison	Water Plant Oper...
Template Name: Public Works			
Step Name: Fully Approved			
Amber	65	Curtis	Maintenance

To download the time, Choose Approvals>Time Approval and select Download Time

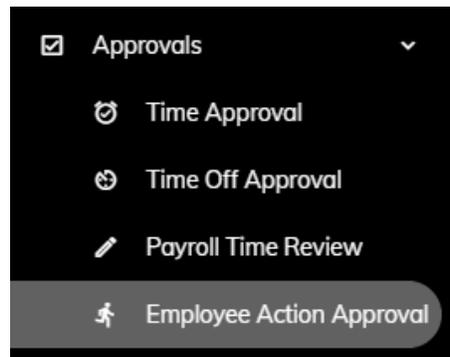


The download popup box will appear. Select the import definition (if using), Pay period, and in the new criteria option, select any additional criteria you need to narrow down employee records wanting to be downloaded. Note: you can use operators such as, equals or does not equal etc. if needed. If you are downloading time for everyone's time you will only need the pay period in the criteria section. Only fully approved hours will get downloaded. Be careful that you do not select the download option more than once as this will allow you to duplicate download. Select the "Download Time" option.



Employee Action Approval

Employees who have submitted Name, Address, Contact, or Direct Deposit changes to their profile will show on the Employee Action Approval tab. Users that are assigned to a Group for approving Action Templates (Administration>Action Templates) will have the Employee Action tile on their home screen or can go to the Approvals menu under Employee Action Approval. Click on the employee to see the detail of their submission, and then press the “Approve” or “Reject” button. Approved entries will push the change to the employee record in Payroll module in Caselle. Rejection entries will send back to the employee with reason for the rejection. Employee will need to make corrections and resubmit changes. You can contact your site administrator to make changes to the approval routing.

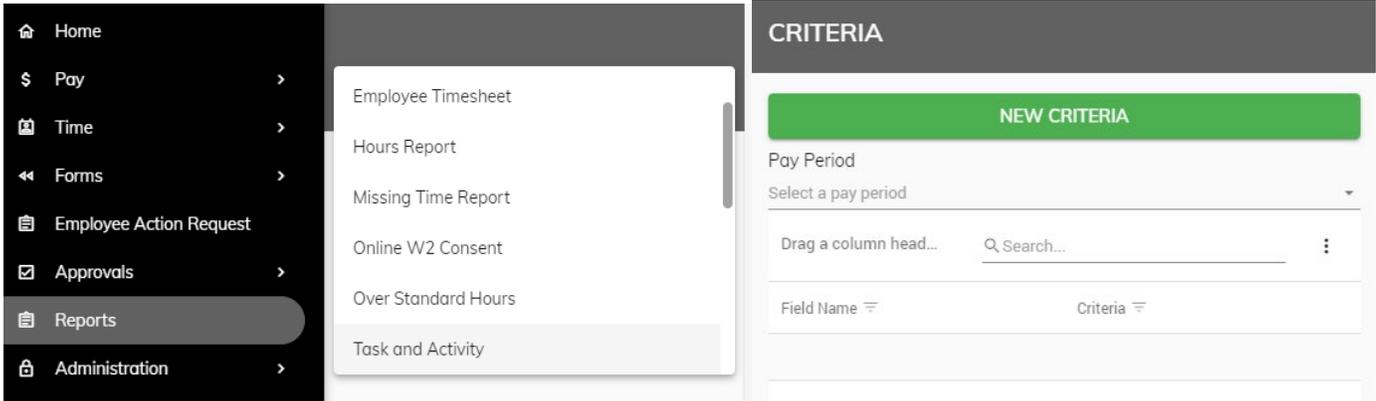


Template Name	Step Name	Employee Action Type
<input type="text" value="Amy"/>	<input type="text" value="Dickens"/>	(All)
> Template Name: Address Change		
> Template Name: Contact Change		
< Template Name: Direct Deposit <ul style="list-style-type: none"> < Step Name: Approval <ul style="list-style-type: none">  Amy Dickens > Step Name: Approved > Step Name: Denied 		

Employee Action Approval (Amy Dickens)						
<input type="button" value="APPROVE"/> <input type="button" value="REJECT"/>						
Change Type	Routing Number	Account Number	Bank Name	Type	Transaction Type	Amount
Add	999999999	999999	My Bank	Amount	Checking Deposit	0

Reports

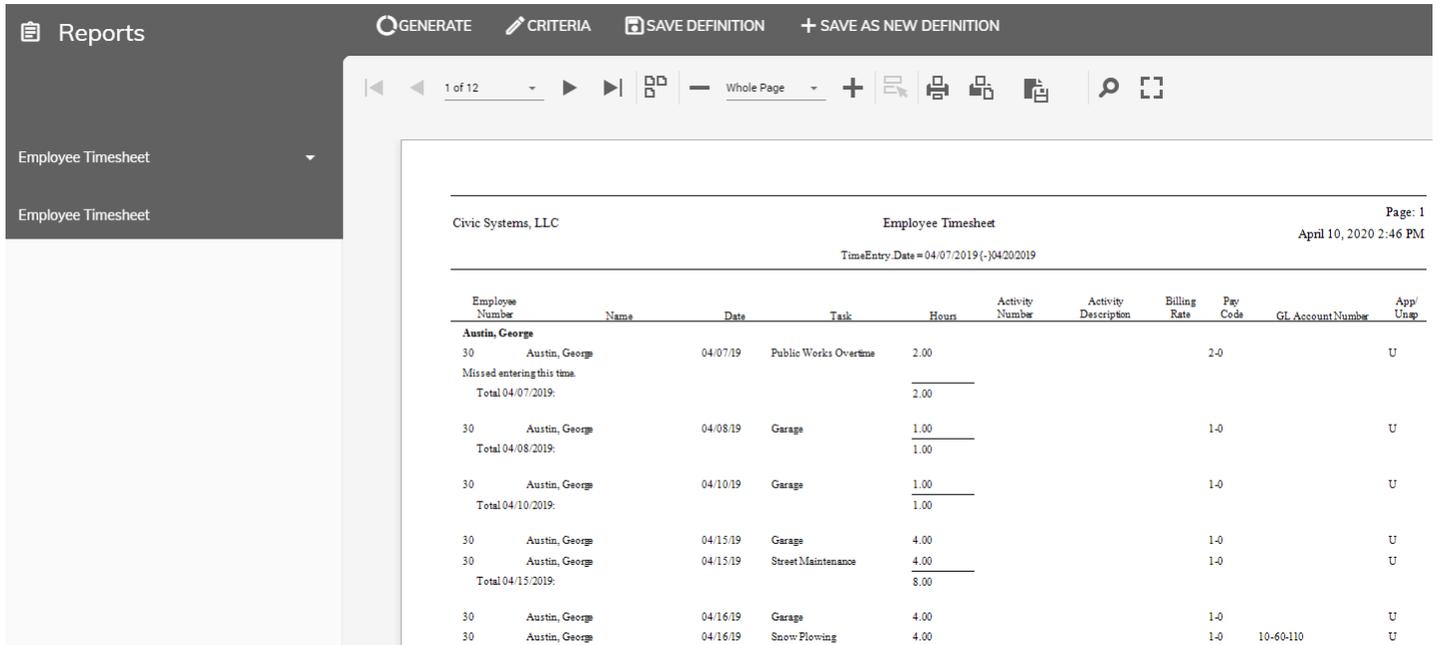
From the Reports menu, Supervisors can view multiple reports showing employee time. After selecting a report, supervisors will need to click Criteria and then select a pay period. Select the Generate button to preview the report.



The screenshot shows the 'Reports' menu on the left with 'Reports' selected. A dropdown menu lists several report types, with 'Employee Timesheet' at the top. To the right, the 'CRITERIA' configuration screen is visible, featuring a green 'NEW CRITERIA' button, a 'Pay Period' dropdown menu, and a table with columns for 'Field Name' and 'Criteria'.

Employee Timesheet

The Employee Timesheet will show the detail for each day for each employee for the pay period selected. The last column of the report shows whether the time has been approved or not.

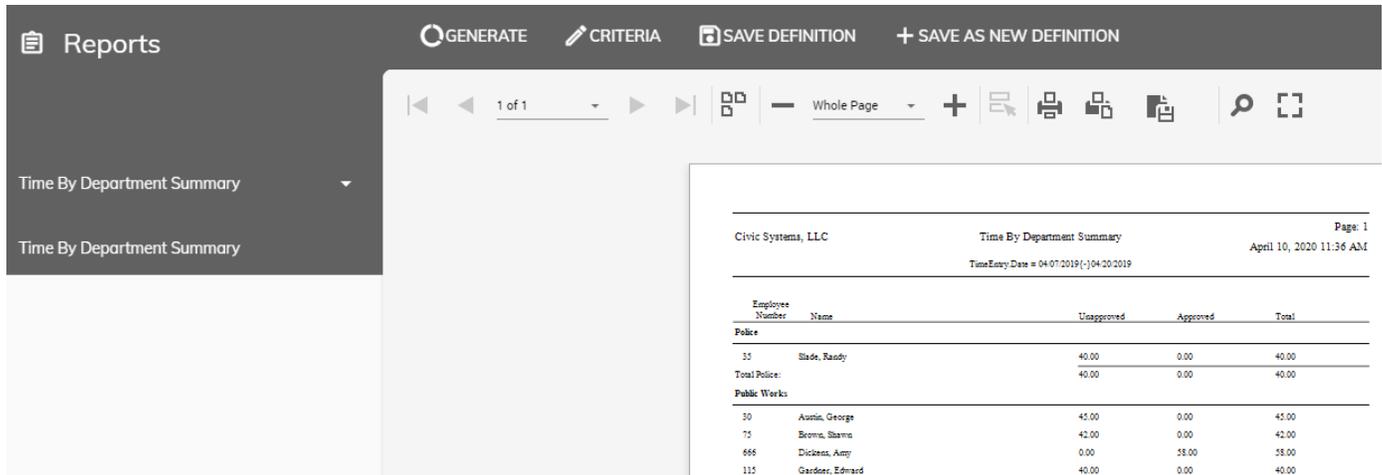


The screenshot displays the 'Employee Timesheet' report interface. At the top, there are buttons for 'GENERATE', 'CRITERIA', 'SAVE DEFINITION', and 'SAVE AS NEW DEFINITION'. Below these is a navigation bar with '1 of 12' and various icons. The main content area shows a table with the following data:

Employee Number	Name	Date	Task	Hours	Activity Number	Activity Description	Billing Rate	Pay Code	GL Account Number	App/Unapp	
Civic Systems, LLC											
Employee Timesheet											
Page: 1											
TimeEntry.Date = 04/07/2019 (-)04/20/2019											
30	Austin, George	04/07/19	Public Works Overtime	2.00			2.0			U	
Missed entering this time											
Total 04/07/2019:				2.00							
30	Austin, George	04/08/19	Garage	1.00			1.0			U	
Total 04/08/2019:				1.00							
30	Austin, George	04/10/19	Garage	1.00			1.0			U	
Total 04/10/2019:				1.00							
30	Austin, George	04/15/19	Garage	4.00			1.0			U	
30	Austin, George	04/15/19	Street Maintenance	4.00			1.0			U	
Total 04/15/2019:				8.00							
30	Austin, George	04/16/19	Garage	4.00			1.0			U	
30	Austin, George	04/16/19	Snow Plowing	4.00			1.0	10-60-110		U	

Time By Department Summary

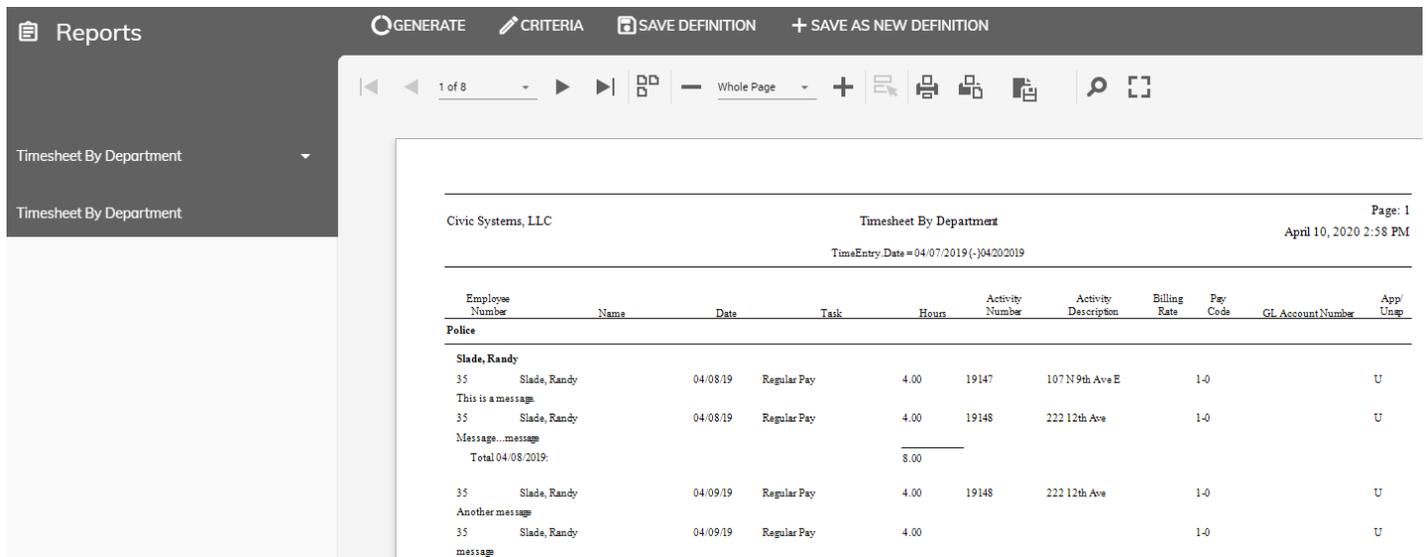
The Time By Department Summary will show the one line for each employee in the department with the approved, unapproved and total time entered.



Employee Number	Name	Unapproved	Approved	Total
Police				
35	Slade, Randy	40.00	0.00	40.00
Total Police:		40.00	0.00	40.00
Public Works:				
30	Austin, George	45.00	0.00	45.00
75	Brown, Shanae	42.00	0.00	42.00
666	Dickens, Amy	0.00	58.00	58.00
115	Gardner, Edward	40.00	0.00	40.00

Timesheet By Department

The Timesheet By Department will show the daily detail for each employee in the department and whether the time is approved or unapproved.



Employee Number	Name	Date	Task	Hours	Activity Number	Activity Description	Billing Rate	Pay Code	GL Account Number	App/Unap
Police										
Slade, Randy										
35	Slade, Randy	04/08/19	Regular Pay	4.00	19147	107 N 9th Ave E	1-0			U
This is a message.										
35	Slade, Randy	04/08/19	Regular Pay	4.00	19148	222 12th Ave	1-0			U
Message...message										
				8.00						
35	Slade, Randy	04/09/19	Regular Pay	4.00	19148	222 12th Ave	1-0			U
Another message										
35	Slade, Randy	04/09/19	Regular Pay	4.00			1-0			U
message										