
miPayOnline – Mobile App

miPayOnline offers a mobile app and can be downloaded from Google Play for those with an Android device or from the App Store by Apple for those with an IOS device. The links to the download of the apps is located on the login page of the miPayOnline website.

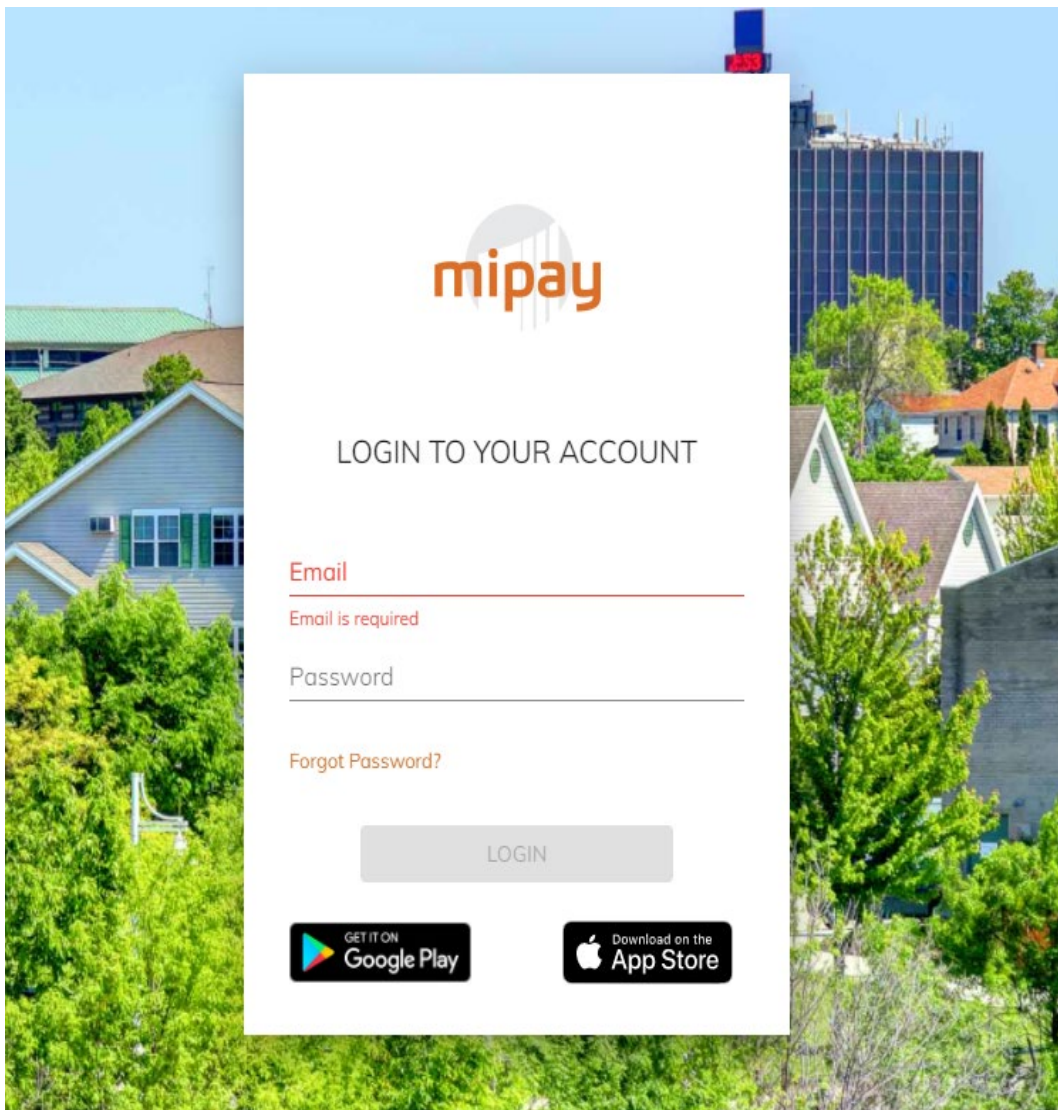

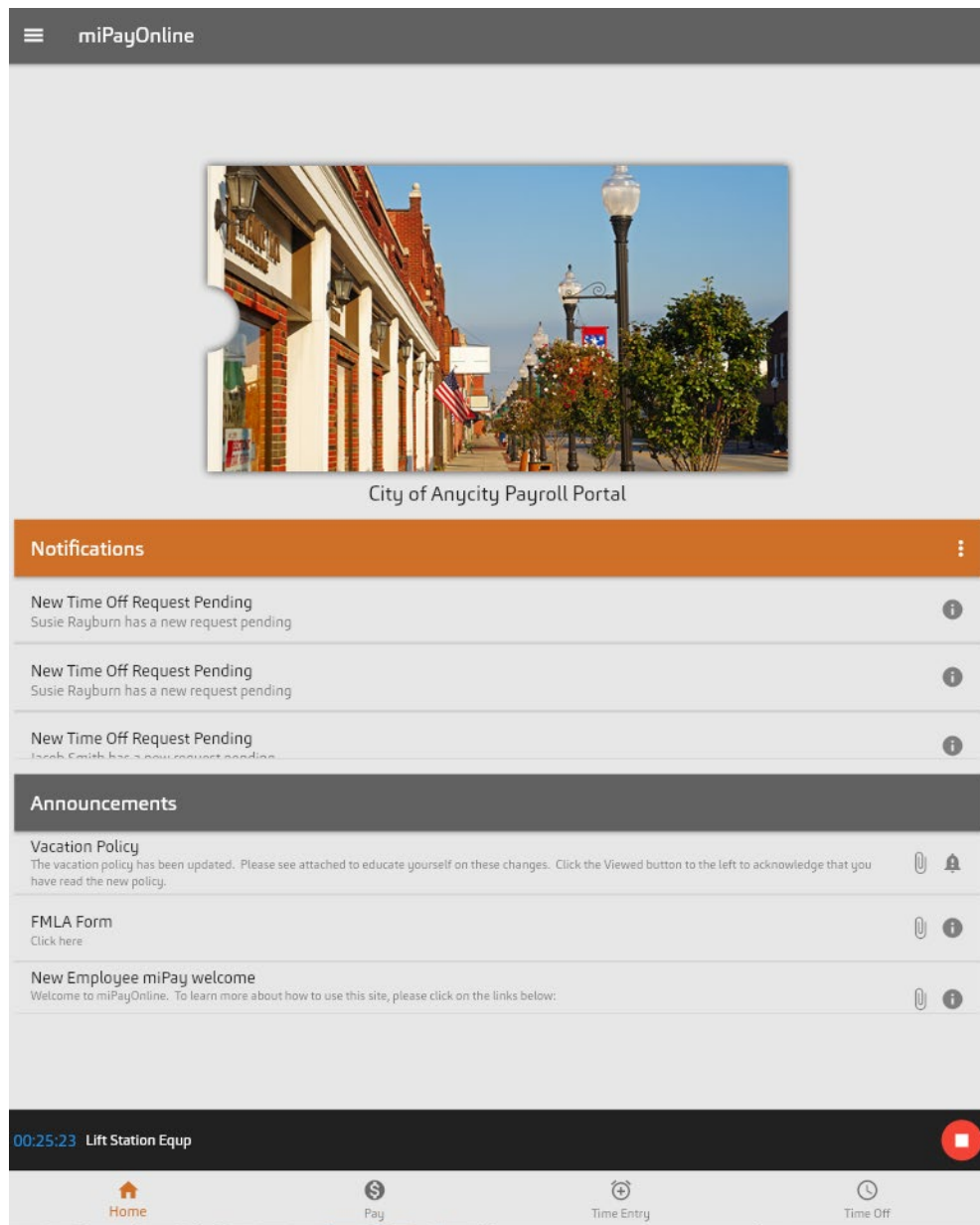


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
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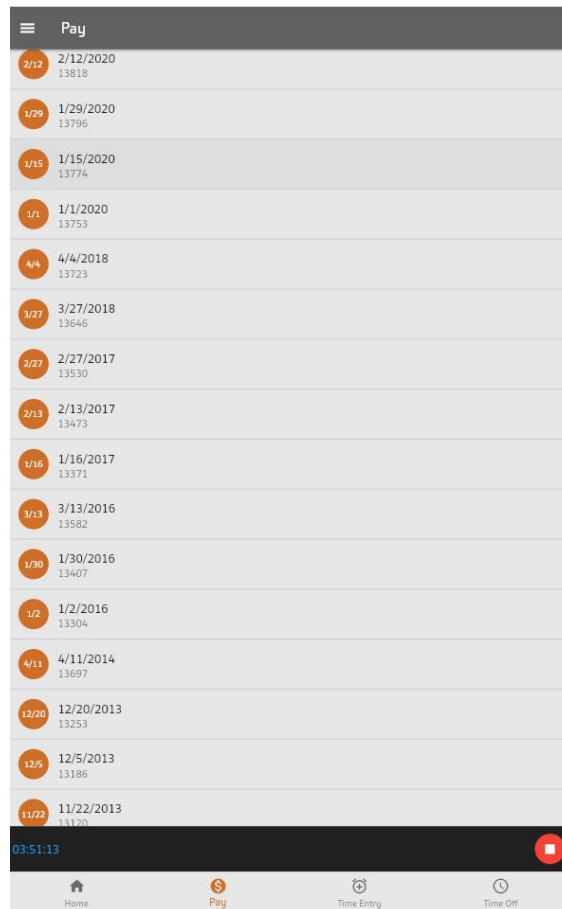
Home Screen

Employees will see the home screen when they log in and can select the  in the lower portion of the app. They will see notifications and announcements here. They can select an announcement for more details or to see the attachment of an announcement (indicated by the paper clip). If there is an attachment on an announcement, the document can be viewed in a different window when the paper clip is selected. Employees can swipe to the left to clear notifications or select the three dots in the header of the Notifications header to view archived messages.




Pay Screen

Employees will be able to view their pay stubs from the Pay tab by selecting the  in the lower portion of the app. The most current paycheck will appear at the top. Tap the date/check number to view a specific paycheck.



The summary screen appears first.

← 1/15/2020 (13774) ↓	
Summary	
Net Amount	\$1,083.18
Check Issue Date	1/15/2020
Pay Period Begin Date	12/29/2019
Pay Period End Date	1/11/2020
Married - Federal Withholding	7
Married - Utah State Withholding	7
Earnings	\$1,538.46 ▾
Deductions	\$294.62 ▾
Taxes	\$160.66 ▾
Benefits	\$286.46 ▾
Leave	▾

To view and print the paycheck stub, choose the  option in the header of the summary. The image of the pay stub will appear. You can download or print stub based on your mobile device permissions/settings.

☰
1 / 1
− +
🔄
📄
🖨️
⋮

EMPLOYEE NAME: Smith, Jacob S		CHECK ISSUE DATE: 1/15/2020		13774
EMPLOYEE NO: 5		Pay Period Begin Date: 12/29/2019		
Federal Status:	Married - Federal Withholding	Exempts	7	Pay Period End Date: 1/11/2020
State Status:	Married - Utah State Withholding	Exempts	7	

EARNINGS				
TITLE	HOURS	RATE	CUR AMT	YTD AMT
Regular Pay	80.00	19.2308	1,538.46	3,076.92
TOTAL EARNINGS			1,538.46	3,076.92
LESS DEDUCTIONS & TAXES			455.28	910.56
NET PAY			1,083.18	2,166.36

TAXES		
TITLE	CUR AMT	YTD AMT
Social Security Tax	95.38	190.76
Medicare Tax	22.31	44.62
Federal Withholding Tax	8.46	16.92
State Withholding Tax	34.51	69.02
DEDUCTIONS		
TITLE	CUR AMT	YTD AMT
WRS - General	84.62	169.24
Union Dues	10.00	20.00
Credit Union	200.00	400.00
TOTAL DEDS & TAXES		
	455.28	910.56

LEAVE TIME			
TITLE	EARNED	USED	REMAINING
Vacation Pay			184.50
Sick Leave	1.54		47.42
Holiday Pay			80.00
Comp Time Pay			31.50

EMPLOYER PAID BENEFITS		
TITLE	CUR AMT	YTD AMT
WRS - General	153.85	307.70
Social Security Tax	95.38	190.76
Medicare Tax	22.31	44.62
Health Insurance		500.00
Long Term Disability Insurance	9.23	18.46
SUTA - State Unemployment Tax	5.69	11.38
TOTAL BENEFITS	286.46	1,072.92

CHECK DATE
1/15/2020

**** VOID ****

Pay One Thousand Eighty-Three Dollars And Eighteen Cents

To **Smith, Jacob S**
the **100 Main Street**
order **Anycity, WI 88888**
of

Total Check / Deposit **\$1,083.18**

NON-NEGOTIABLE

W-2's

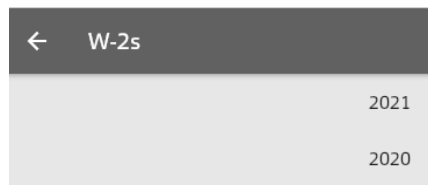
Employees will be able to view their W-2's tapping the  from the miPayOnline Header



Tap on the  W-2s link.



The most current W-2 will appear at the top. Tap the year to view a specific W-2.



The image of the W-2 will appear. You can download or print stub based on your mobile device permissions/settings.

✕
2014 W-2


Copy C - For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)						OMB No. 1545-0008	
a Employee's soc. sec. no. 555-88-3878		1 Wages, tips, other comp. 38247.40	2 Federal income tax withheld 1919.58				
b Employer ID number (EIN) 87-0302950		3 Social security wages 38247.40	4 Social security tax withheld 2371.37				
		5 Medicare wages and tips 38247.40	6 Medicare tax withheld 554.53				
c Employer's name, address, and ZIP code ANYCITY CORPORATION 10 N COMMERCE AVE PO BOX 123 ANYCITY UT 88888							
d Control number 5							
e Employee's name, address, and ZIP code JACOB S SMITH 475 15TH ST ANYCITY UT 88888							
7 Social security tips .00	8 Allocated tips .00	9 .00					
10 Dependent care benefits .00	11 Nonqualified plans .00	12a Code See inst for box 12					
13 Statutory employee		12b Code					
Retirement plan		12c Code					
Third-party sick pay		12d Code					
UT 05-785694		38247.40		1416.13			
15 State Employer's state ID number		16 State wages, tips, etc.		17 State income tax			
18 Local wages, tips, etc.		19 Local income tax		20 Locality name			

Form W-2 Wage and Tax Statement 2014
This information is being furnished to the IRS. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

Form W-2 Wage and Tax Statement 2014
This information is being furnished to the Internal Revenue Service.

Time Entry Screens

If your organization is utilizing the **Time Entry** capabilities through this site, you have the ability

to enter the amount of time worked for the pay period by selecting the  in the lower portion of the app. Once you have entered and approved your time, it will be routed to your supervisor for his/her approval.

There are three (3) ways to enter your time depending upon your organization's setup:

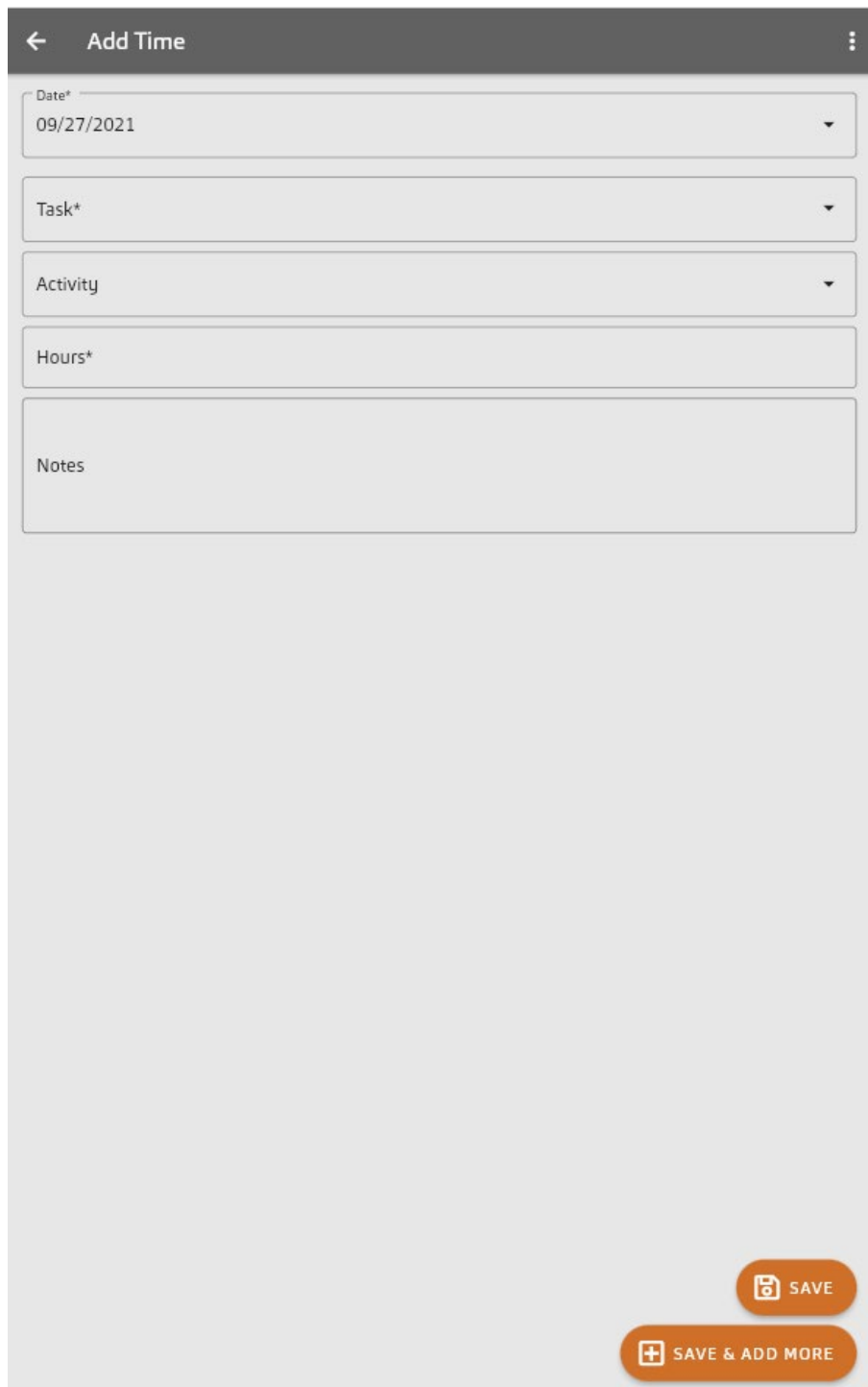
Enter Time Tasks Only

With this option, simply specify the **Task** you were working on and the corresponding number of hours.

Select the day of the week to enter time towards by tapping to create a new entry.

Sep 26 - Oct 9		
SUN 26 0.00	No entries. Tap to create	>
MON 27 0.00	No entries. Tap to create	>
TUE 28 0.00	No entries. Tap to create	>
WED 29 0.00	No entries. Tap to create	>
THU 30 0.00	Public Works Vacation	8.00 >
FRI 1 0.00	No entries. Tap to create	>
SAT 2 0.00	No entries. Tap to create	>
SUN 3 0.00	No entries. Tap to create	>
MON 4 0.00	No entries. Tap to create	>
TUE 5 0.00	No entries. Tap to create	>
WED 6 0.00	No entries. Tap to create	>
THU 7 0.00	No entries. Tap to create	>
FRI 8 0.00	No entries. Tap to create	>
SAT 9 0.00	No entries. Tap to create	>

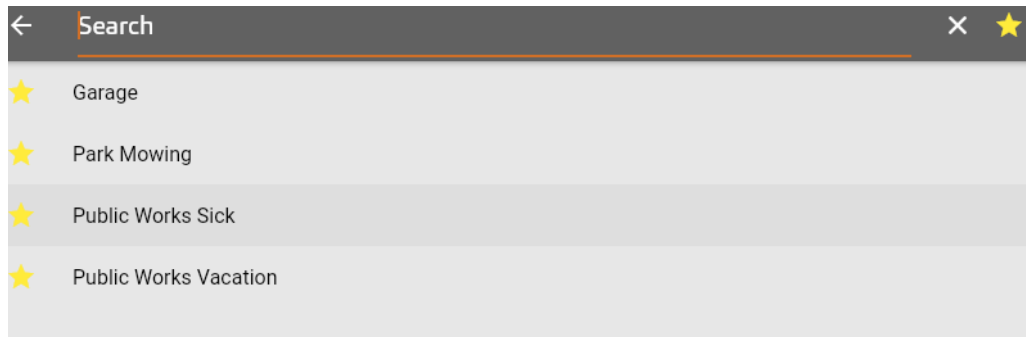
To add time, complete the fields for Date, Task, Activity (if applicable), Hours, and Notes (if applicable). When completed, choose the “SAVE” option or “SAVE AND ADD MORE” to enter additional time entry data.



The screenshot shows a mobile application interface for adding time. At the top, there is a dark header bar with a back arrow on the left and a menu icon on the right, with the text "Add Time" in the center. Below the header, there are five input fields stacked vertically: "Date*" with the value "09/27/2021", "Task*", "Activity", "Hours*", and "Notes". Each of the first four fields has a dropdown arrow on the right. At the bottom right of the screen, there are two orange buttons: "SAVE" with a document icon and "SAVE & ADD MORE" with a plus icon.

When selecting the Task the following pane will appear:

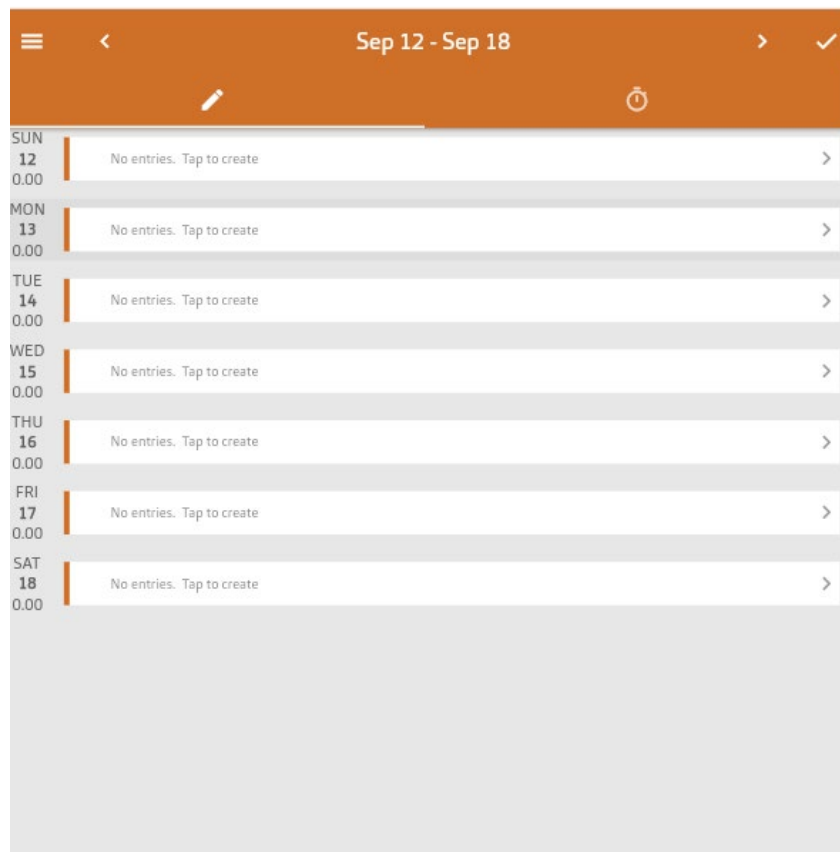
Select the task performed by tapping on it



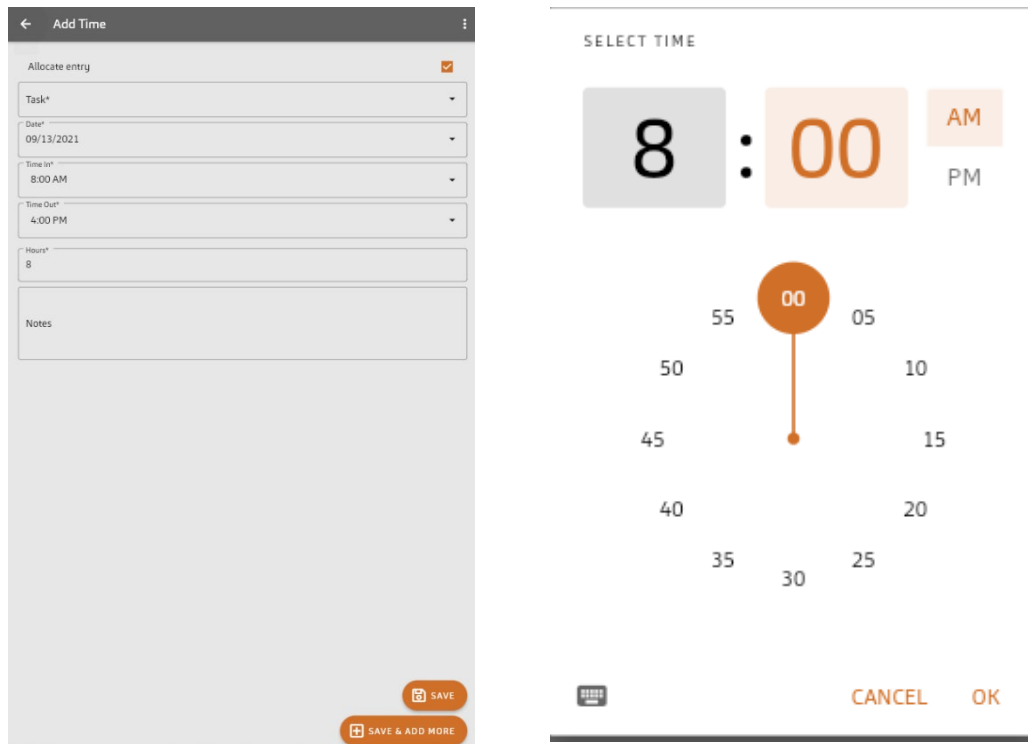
Enter Time Tasks Along With In and Out Times

With this option, specify the Task you were working on and the corresponding number of hours along with the times in which you were in and out throughout the day.

Select the day of the week to enter time towards by tapping to create a new entry



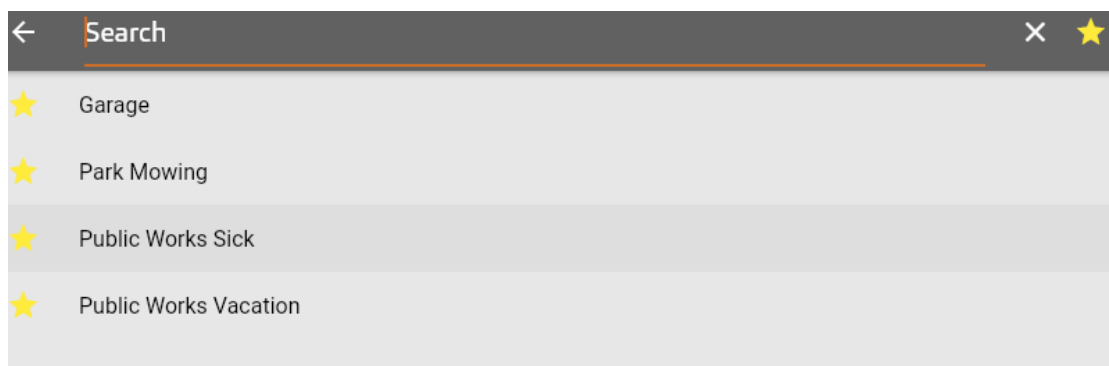
To add time, complete the fields for Task, Date, Time In, Time Out, and any Notes (if applicable). The Hours will automatically calculate for you based on your in/out time entered. NOTE: when entering times, use the clock by rotating the hands on the clock to the appropriate times and select Ok when finished. When completed, choose the “SAVE” option or “SAVE AND ADD MORE” to enter additional time entry data.



The image shows two parts of the application interface. On the left is the 'Add Time' form, which includes fields for 'Task*', 'Date*' (09/13/2021), 'Time In*' (8:00 AM), 'Time Out*' (4:00 PM), 'Hours*' (8), and a 'Notes' section. At the bottom are 'SAVE' and 'SAVE & ADD MORE' buttons. On the right is a 'SELECT TIME' dialog. It features a digital display showing '8 : 00' with 'AM' and 'PM' options. Below this is an analog clock face with a hand pointing to '00'. The clock face has numbers from 05 to 55 in increments of 5. At the bottom of the dialog are 'CANCEL' and 'OK' buttons.

When selecting the Task the following pane will appear:


Select the task performed by tapping on it

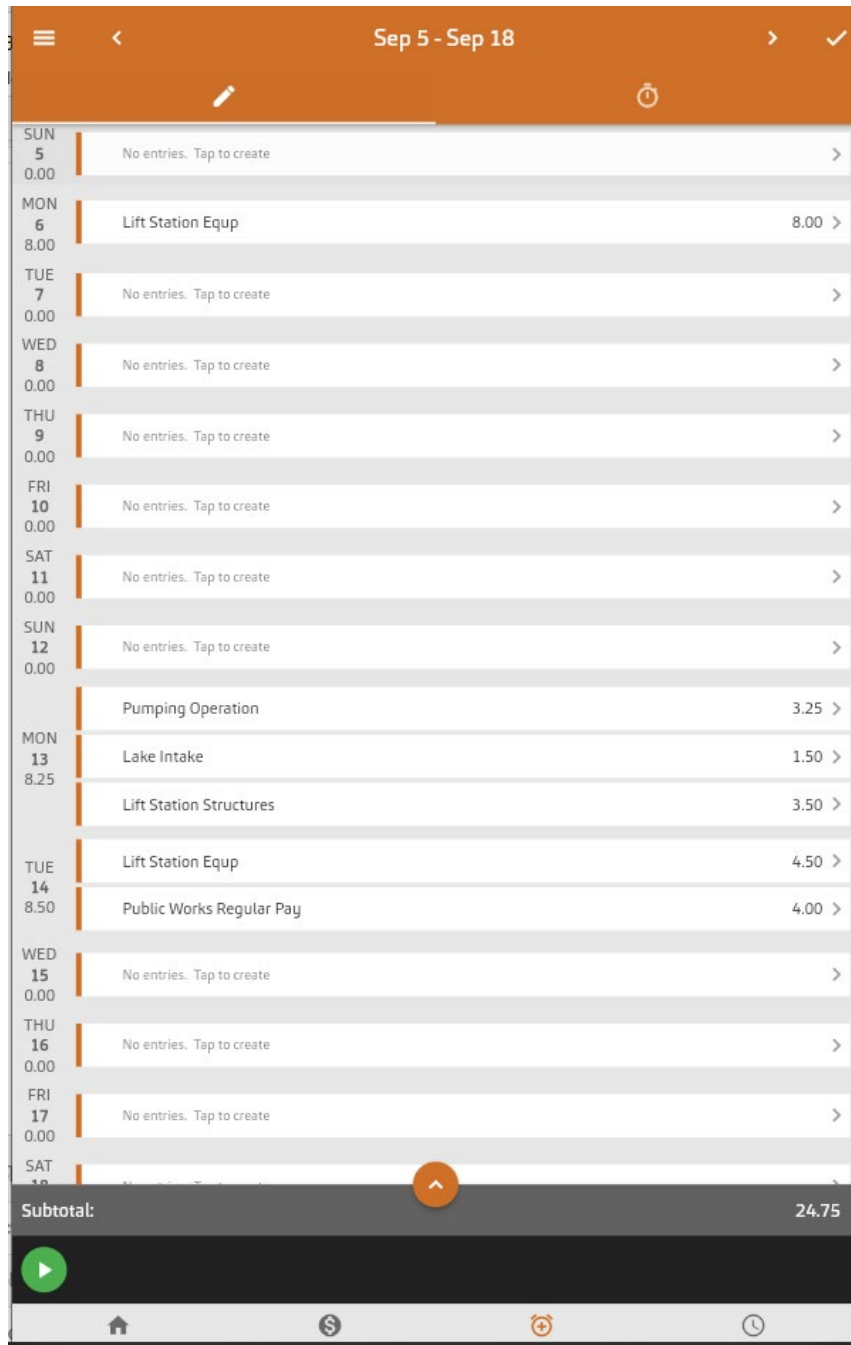


The image shows a task selection pane with a search bar at the top. Below the search bar is a list of tasks, each preceded by a yellow star icon. The tasks listed are: 'Garage', 'Park Mowing', 'Public Works Sick', and 'Public Works Vacation'.

Enter Time Using Time Punch In and Out

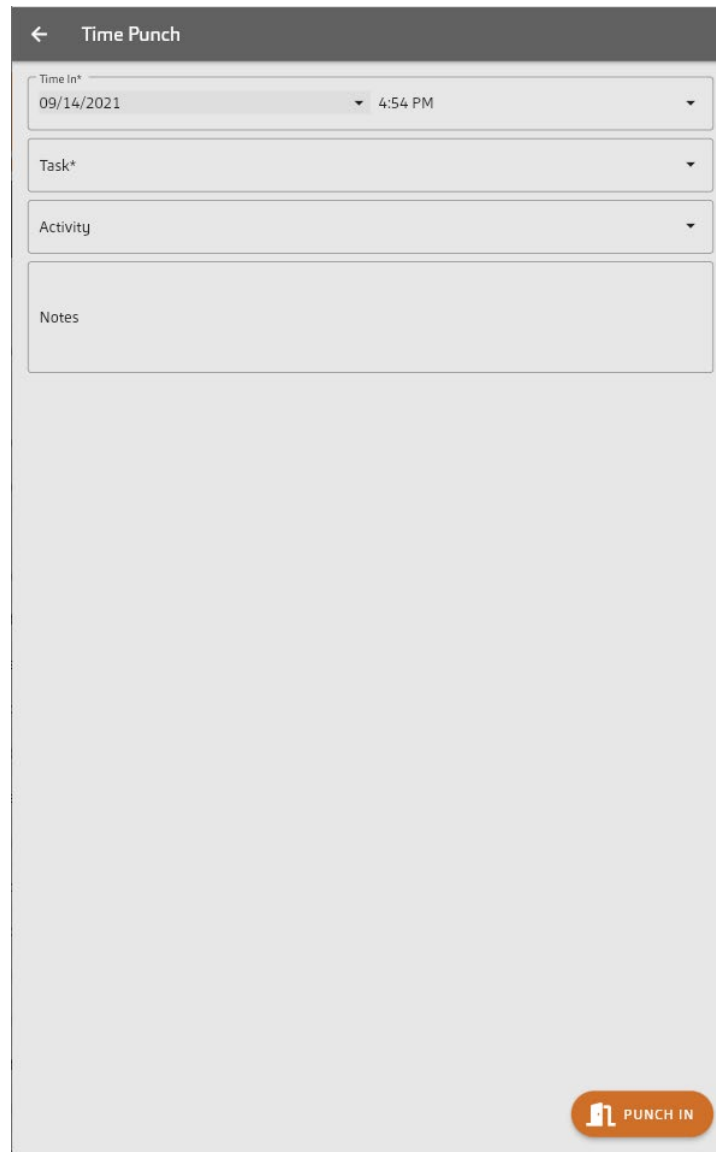
With this option, use the time punch in/out, which records your start and end times throughout the day while also allowing the Task to be selected at the same time.

To add time using the time punch in and out option, select the  button in the lower left corner.



Day	Task	Time
SUN 5	No entries. Tap to create	0.00
MON 6	Lift Station Equip	8.00
TUE 7	No entries. Tap to create	0.00
WED 8	No entries. Tap to create	0.00
THU 9	No entries. Tap to create	0.00
FRI 10	No entries. Tap to create	0.00
SAT 11	No entries. Tap to create	0.00
SUN 12	No entries. Tap to create	0.00
MON 13	Pumping Operation	3.25
	Lake Intake	1.50
	Lift Station Structures	3.50
TUE 14	Lift Station Equip	4.50
	Public Works Regular Pay	4.00
WED 15	No entries. Tap to create	0.00
THU 16	No entries. Tap to create	0.00
FRI 17	No entries. Tap to create	0.00
SAT 18	No entries. Tap to create	0.00
Subtotal:		24.75

Complete the fields for Task, Activity (if applicable) and any Notes (if applicable). When completed, choose the “Punch In” option to start recording the time.



The image shows a mobile application screen titled "Time Punch". At the top, there is a back arrow and the title. Below the title, there are four input fields: "Time In*" with a date and time selector (09/14/2021, 4:54 PM), "Task*" with a dropdown arrow, "Activity" with a dropdown arrow, and "Notes" with a text area. At the bottom right, there is an orange button with a clock icon and the text "PUNCH IN".

When selecting the Task the following pane will appear:

Select the task performed by tapping on it




The image shows a mobile application screen titled "Search". At the top, there is a back arrow, the title "Search", a close button (X), and a star icon. Below the title, there is a list of tasks, each preceded by a yellow star icon: "Garage", "Park Mowing", "Public Works Sick", and "Public Works Vacation".




To stop recording the time select the  button. Note: the time clock continues recording even if you are not logged into the app or website.

00:04:09 Lake Intake



Viewing or editing time punches

To view or edit the time punch details, Select the  and tap on the time punch desired. Note: Allowing to edit a time punch is a setting that is set on the time template. Refer to your organization's settings for clarification.

Sep 5 - Sep 18	
	 
0	
FRI 10 0	No entries. Tap to create >
SAT 11 0	No entries. Tap to create >
SUN 12 0	No entries. Tap to create >
MON 13 8.25	8:00 AM - 11:08 AM > 11:09 AM - 12:47 PM > 1:01 PM - 4:23 PM >
TUE 14 8.5	7:50 AM - 12:12 PM > 12:13 PM - 4:14 PM >
WED 15 2	7:43 AM - 9:39 AM >
THU 16 0	No entries. Tap to create >
FRI 17 0	No entries. Tap to create >
SAT 18 0	No entries. Tap to create >
Subtotal:	26.75
	
Home	Pay
Time Entry	
Time Off	

You can edit time punches by making changes directly in the screen and selecting the “Save” or “Save & Add More.” To delete the time punch, you can select the “Delete” option. If your organization is tracking time punch coordinates you will see the punch map. Time punch activities shows the details of when/who punched in/out.

←

View/Edit Punch

⋮

In*

09/13/2021

▼

8:00 AM

▼

Out*

09/13/2021

▼

11:08 AM


▼

Activity

▼

Notes

Punch Map



+

−

SAVE

Punch Activities

Activity Date: 09/13/2021 11:09:54 AM

Activity By: Smith, Jacob S

Time In: 09/13/2021 8:00:00 AM

Time Out: 09/13/2021 11:08:00 AM


+

SAVE & ADD MORE

🗑

DELETE

Viewing available leave time


An employee can view their available leave time balances by selecting the  in the menu when in the Add Time screen.

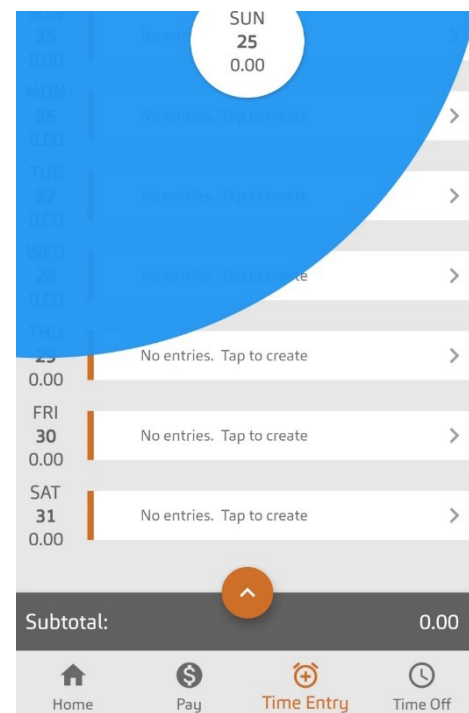


Below is an example of their available leave balances.

← Leave Time	
Balances as of - 2/8/2020	
Vacation Pay	100.12
Beg: 189.12	Pend: 89.00
Sick Leave	-1.50
Beg: 50.50	Pend: 52.00
Holiday Pay	98.50
Beg: 80.00	Pend: -18.50
Comp Time Pay	31.50
Beg: 31.50	Pend: 0.00

Viewing summary of hours


To view a summary of the pay period hours entered tap .



The summary section appears and summarizes hours by Regular, Overtime, Miscellaneous and Leave times. A check figure will also appear if your organization is using time entry with times in/out requirements. This means that your times in/out do not match with the total number of hours allocated to specific tasks. This should be fixed prior to approving time.

Regular:	24.75
Overtime:	0.00
Subtotal:	24.75
Miscellaneous:	0.00
Leave:	32.00
Total:	56.75
Check:	-8.00

Approving timesheet – Employee

Once timesheets are ready at the end of the payroll period to be sent to the supervisor for approval, the employee should tap the  in the top of the time entry screen.



Time off

If your organization is utilizing the Time Off capabilities through this site, you can view and/or request

Time off. Tap the  option from the menu.



A calendar of your pending and approved Time Off requests will appear for the current month. Requests will appear with a dot on each date a request has been made.

To view more information regarding any Time Off request, tap the date and at the bottom of the screen a summary of the request will appear.

Time Off

Show All Template Members

<

>

September 2021

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

TUE

7

Vacation

09:00 AM - 06:00 PM

To view additional information regarding any Time Off request, tap on the summary information and the details of the request will appear as below:

Add Time Off

Subject*

Vacation

Description

Relaxing in the sun!

Start Time*

09/07/2021 8:00 AM

End Time*

09/07/2021 5:00 PM

Repeat

Repeat*

Daily

Repeat Every

1 day(s)

End repeat*

On 09/07/2021

After 3 occurrence(s)

Lunch Hours

1

Hours Per Day

8

Task*

Public Works Vacation

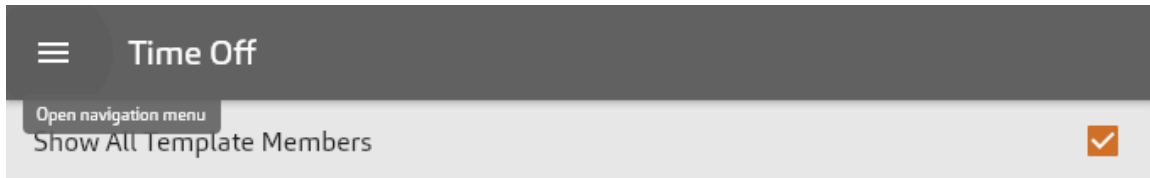
Status

Approved

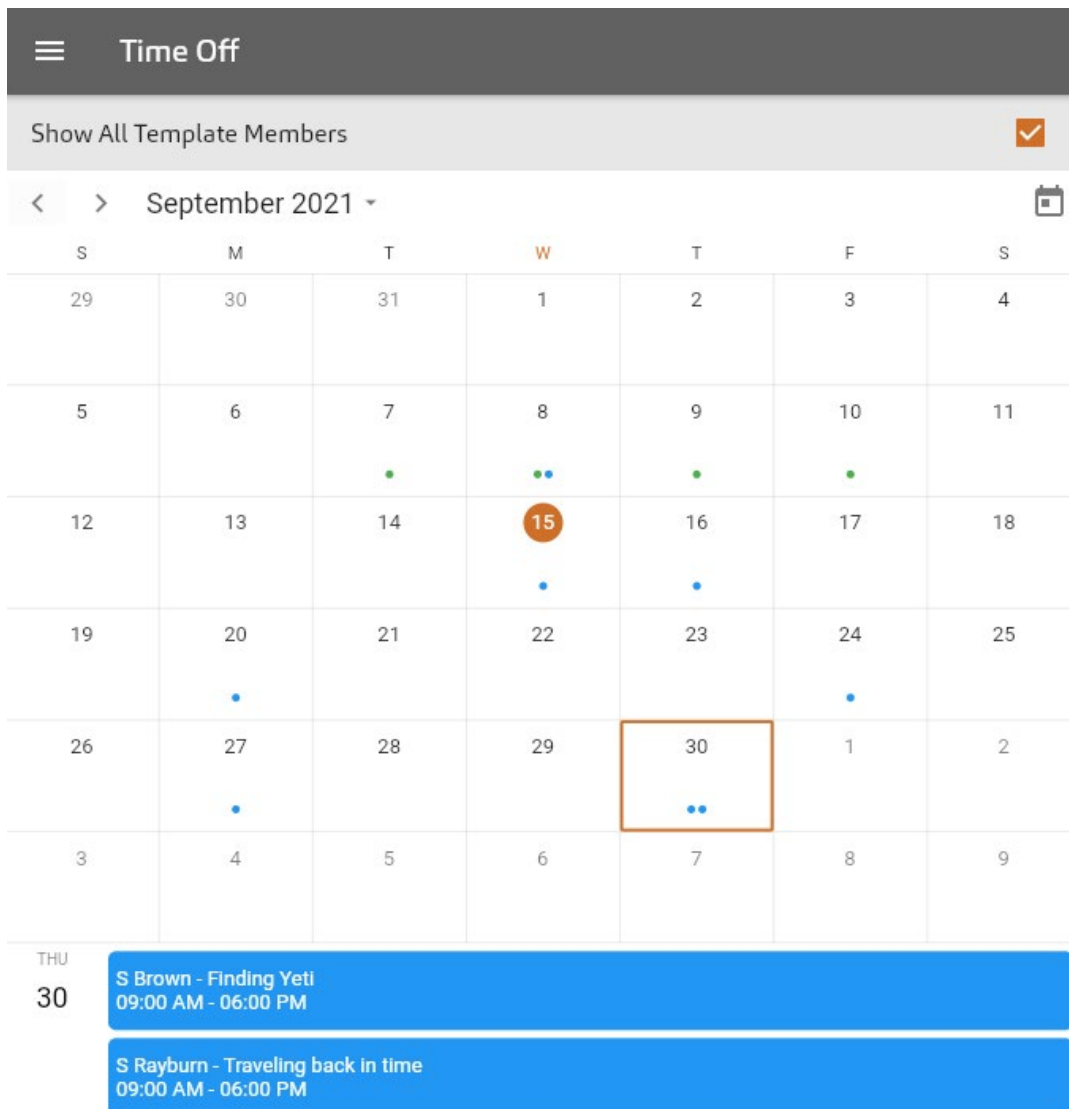
Date Entered: 09/15/2021 7:50:29 AM

Date Approved: 09/15/2021 7:53:56 AM

To view Time Off requests for others within your department, tap the “Show All Template Members” check box to activate.




The calendar will now show everyone’s Time Off requests within your department.



Time off requests

To request Time Off, select the date and tap the





Time Off

Show All Template Members
☐

< > September 2021 ▾
TODAY

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

No selected date



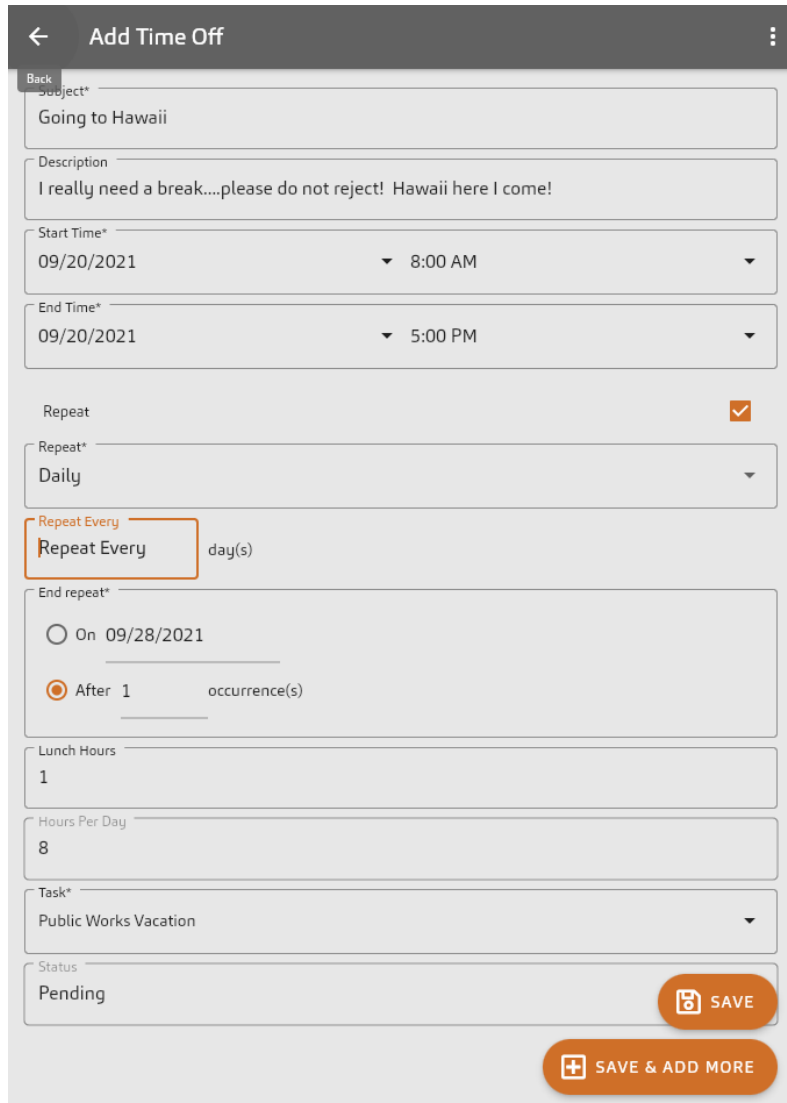
Home

Pay

Time Entry

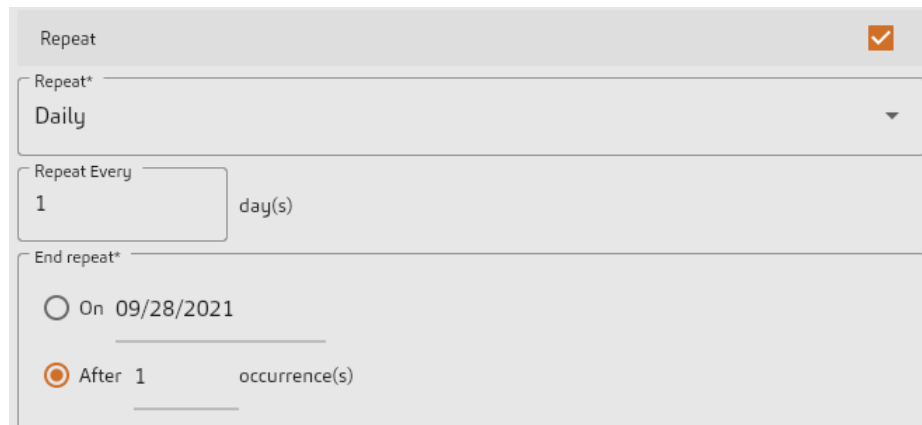
Time Off

The Add Time Off pop-up window will appear




1. Enter a **Subject** for your request.
2. Enter a **Description** to provide more details regarding your request. Anything entered in this field will only be seen by you and the person approving the time off request. Other employees within your department will not see this information.
3. Specify a **Start** date. You can click the dropdown arrow to open the calendar and clock to specify the date and time.
4. Specify an **End** date. You can click the dropdown arrow to open the calendar and clock to specify the date and time.
5. **Repeat** allows you to start and end the request at specified intervals of time.
 - a. **Repeat** – allows you to select from either Daily or Weekly.

- b. **Repeat Every** – allows you to repeat for a specified # of days or at specific intervals of time based on which setting is selected.
- c. **End repeat** – allows you to specify when you want the request to end. Either choose a specific date OR after the number of occurrence(s)



The screenshot shows a 'Repeat' section with a checked checkbox. Below it is a 'Repeat*' dropdown menu set to 'Daily'. Underneath is a 'Repeat Every' field with the value '1' and the unit 'day(s)'. At the bottom is an 'End repeat*' section with two options: 'On 09/28/2021' (unselected) and 'After 1 occurrence(s)' (selected).

6. Specify the time spent at lunch or on unpaid breaks throughout the day in the **Lunch Hours** field. If you request off from 8:00 AM to 5:00 PM, you will be requesting 9 hours. If you enter a 1 hour in the **Lunch Hours** field, then you will be requesting 8 hours.
7. **Hours Per Day** will auto-calculate based on start/end date and times.
8. Select a **Task** from the drop-down.
9. **Status** appears as Pending until either Approved or Rejected.
10. Tap **Save** or **Save & Add More** to send the request to the supervisor for approval.

An employee can view their available leave time balances by selecting the  in the menu when in the Add Time screen.




An example of available leave balances:

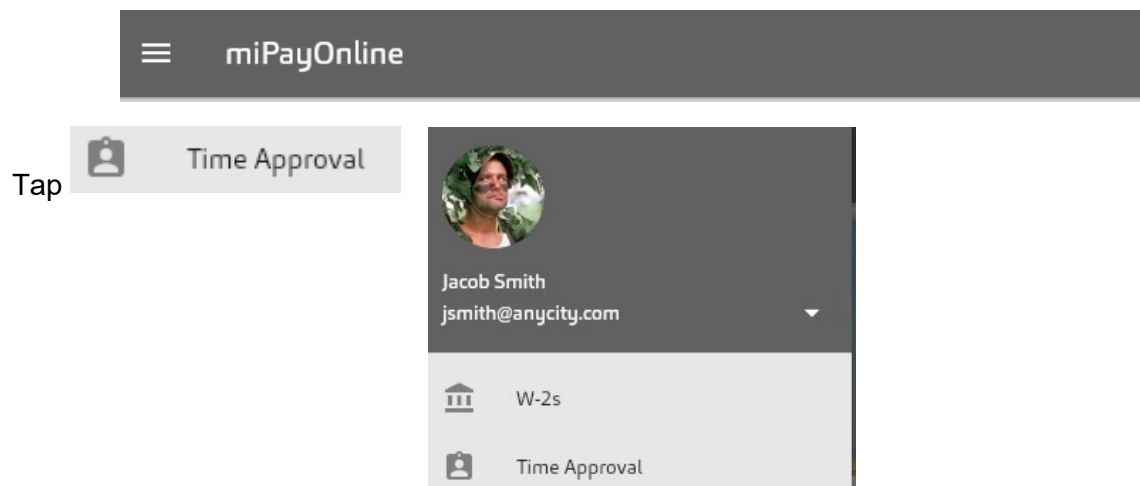
← Leave Time	
Balances as of - 2/8/2020	
Vacation Pay Beg: 189.12	100.12 Pend: 89.00
Sick Leave Beg: 50.50	-1.50 Pend: 52.00
Holiday Pay Beg: 80.00	98.50 Pend: -18.50
Comp Time Pay Beg: 31.50	31.50 Pend: 0.00

Approvals

Time Entry Approvals

If your organization is utilizing the **Time Entry** capabilities through this site, supervisors will have the ability to review time routed to them from their employees.


Supervisors will be able to view and approve their employees time submitted to them by tapping the  from the miPayOnline Header



A listing of the employees that have submitted time to them will appear. Tap on employee name to view details

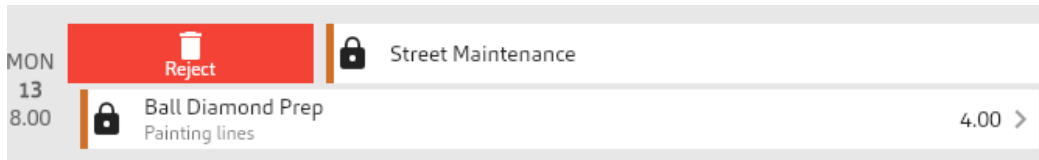


Time Entry Approvals - Time Tasks Only

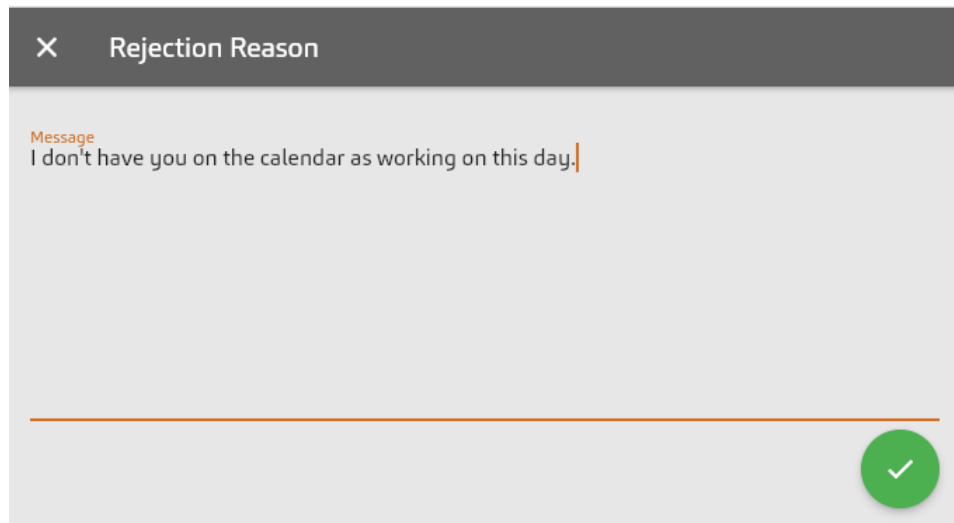
For those employees who **Enter Time Tasks Only** the below grid will appear with the task and hours totals by day. To approve the entire timesheet, select the  in the top right corner. This will approve the entire timesheet and routes to the Payroll department for processing.

← George Austin ✓		
SUN 5	No entries. Tap to create	>
0.00		
MON 6	🔒 Street Maintenance	8.00 >
8.00		
TUE 7	🔒 Street Maintenance	8.00 >
8.00		
WED 8	🔒 Street Maintenance	8.00 >
8.00		
THU 9	🔒 Street Maintenance	8.00 >
8.00		
FRI 10	🔒 Park Mowing	8.00 >
8.00		
SAT 11	No entries. Tap to create	>
0.00		
SUN 12	No entries. Tap to create	>
0.00		
MON 13	🔒 Street Maintenance	4.00 >
8.00	🔒 Ball Diamond Prep Painting lines	4.00 >
TUE 14	🔒 Street Maintenance	8.00 >
8.00		
WED 15	🔒 Street Maintenance	8.00 >
8.00		
THU 16	🔒 Street Maintenance	8.00 >
8.00		
FRI 17	🔒 Ball Diamond Prep Fixing fences	8.00 >
8.00		
SAT		
Subtotal:		80.00

To reject an individual line, swipe to the right on the line you want to reject.



Type a rejection reason and select the green check mark. This will go back to the employee, and they will need to fix and resubmit.

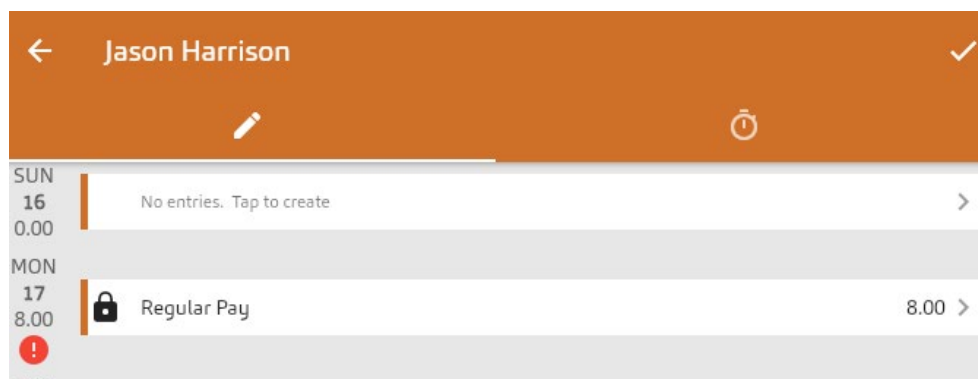


Time Entry Approvals - Time Tasks along with In and Out Times

For those employees who **Enter Time Tasks along with In and Out Times** there will be two (2) areas the supervisors should review; Time Tasks and In/Out Times.

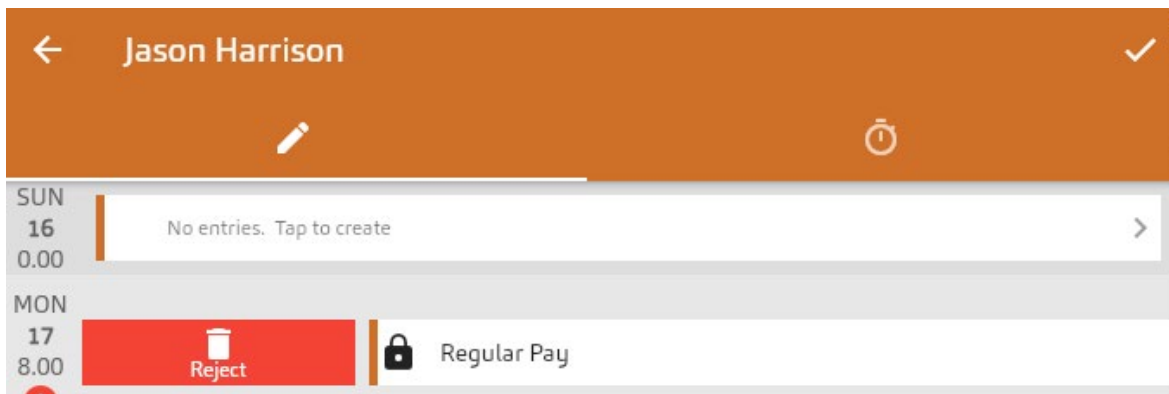
1. Time tasks

To view the details of the time task entry, tap the day for review

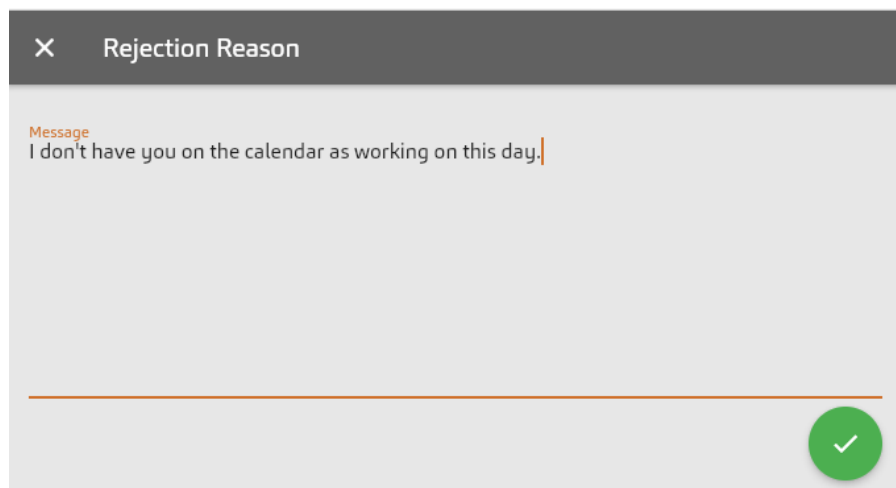




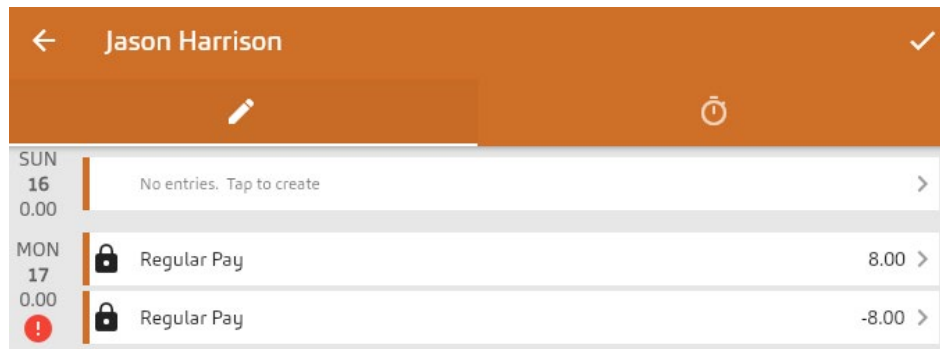
To reject an individual line, swipe to the right on the line you want to reject and select the Reject option.



Type a rejection reason and select the green check mark. This will go back to the employee, and they will need to fix and resubmit.




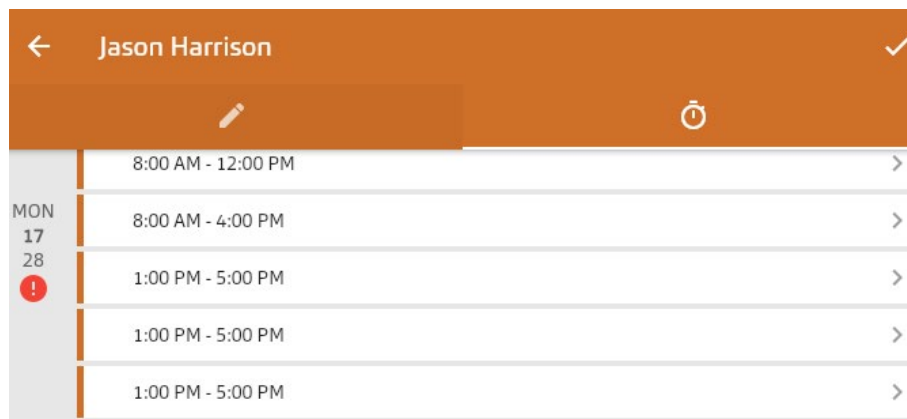
The system will have a second line on the same task with a negative amount for the rejection.




← Jason Harrison ✓		
SUN 16	No entries. Tap to create >	
MON 17	Regular Pay	8.00 >
0.00	Regular Pay	-8.00 >

2. In/Out Times

To view the details of their time in/out entries tap one of the time entries. The  means that something is missing on the time entry or that the times in/out do not match the total hours entered for allocation to tasks for the day.



← Jason Harrison ✓		
	8:00 AM - 12:00 PM	>
MON 17	8:00 AM - 4:00 PM	>
28	1:00 PM - 5:00 PM	>
	1:00 PM - 5:00 PM	>
	1:00 PM - 5:00 PM	>

A supervisor can edit times in/out by selecting the date/times and changing and then selecting “SAVE” or they can “DELETE” the time in/out.



← Edit Time

Date*
05/17/2021

Time In*
8:00 AM

Time Out*
12:00 PM


SAVE

DELETE

Time Off Approvals

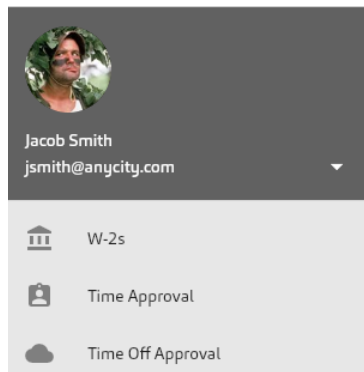
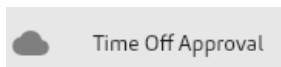
If your organization is utilizing the **Time Off Request** capabilities through this site, supervisors will have the ability to review these requests. The request can be approved or rejected.

To approve an employee's time off request:

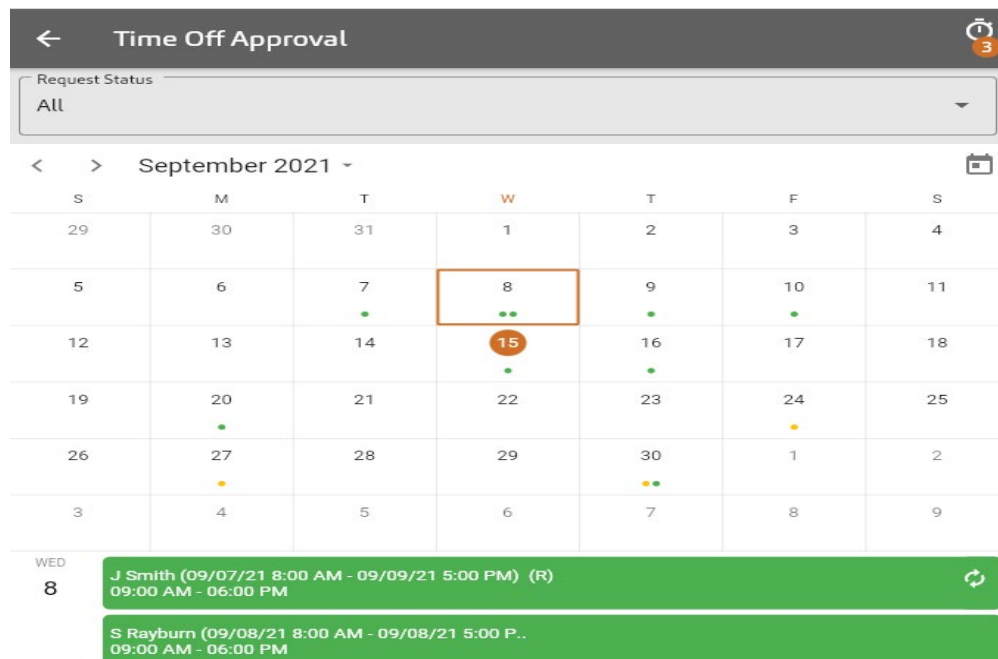
Supervisors will be able to view and approve their employees time off requests by tapping the  from the miPayOnline Header



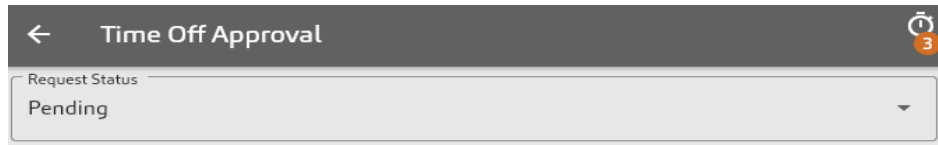
Tap the



The current month calendar will appear. From the dropdown in the Request Status, select All, Pending, or Approved.



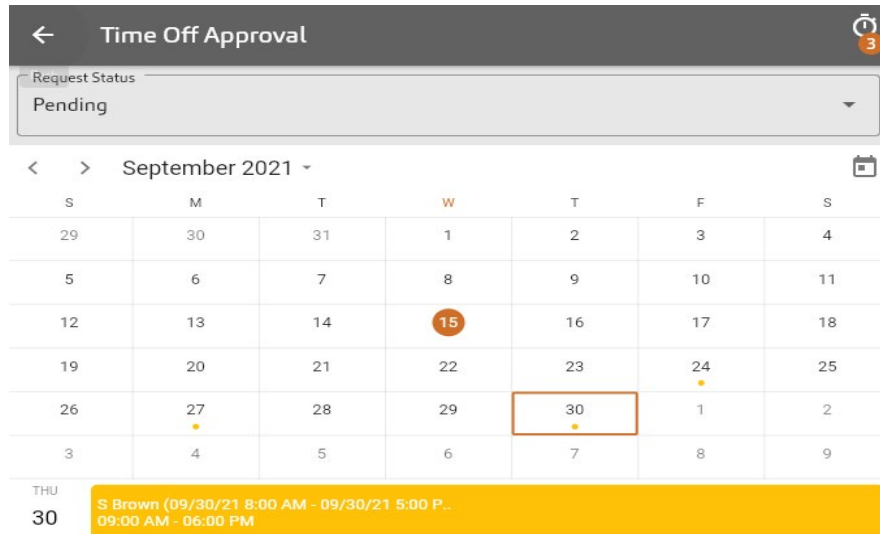
To view and approve/reject pending requests, select Pending from the Request Status



Time Off Approval

Request Status
Pending

Choose the day to review and in the lower section of the pane, tap the employee request to review.



Time Off Approval

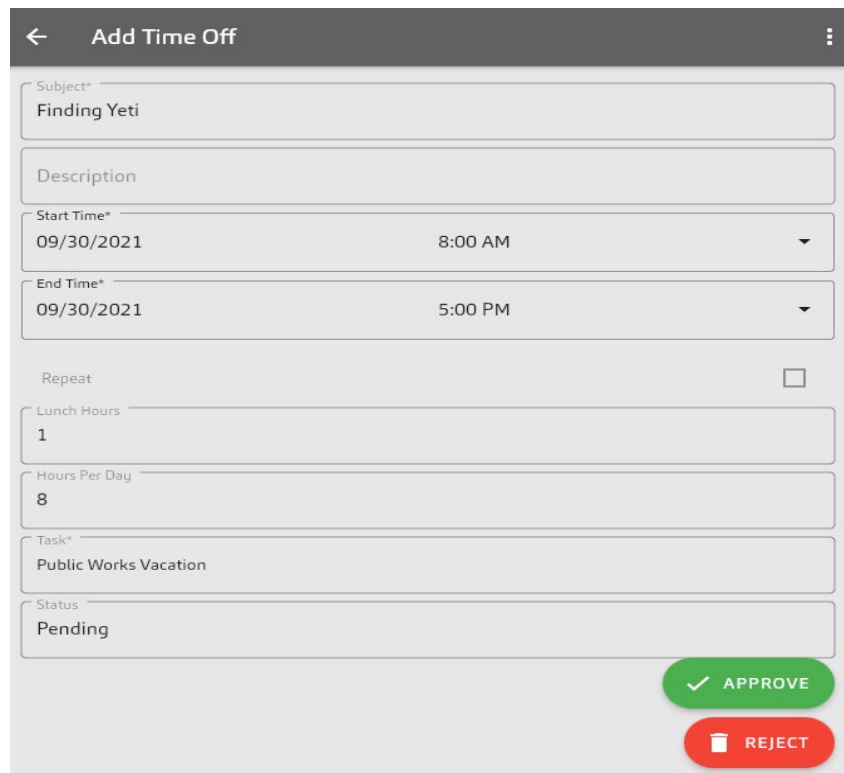
Request Status
Pending

< > September 2021

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

THU 30
S Brown (09/30/21 8:00 AM - 09/30/21 5:00 PM)
09:00 AM - 06:00 PM

The detail of the request will appear.



Add Time Off

Subject*
Finding Yeti

Description

Start Time*
09/30/2021 8:00 AM

End Time*
09/30/2021 5:00 PM

Repeat ☐

Lunch Hours
1

Hours Per Day
8

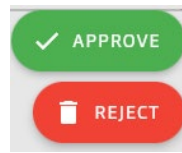
Task*
Public Works Vacation


Status
Pending

✓ APPROVE

✗ REJECT

To approve or reject, select the appropriate box.




If rejection is selected, a rejection reason needs to be entered. Select  to send back to employee.

X
Rejection Reason

Message

Yeti is nowhere to be found. Please stop searching for him and get to work!



To view an employee's leave balance, select the  in the menu when in the Add Time screen



Example of their available leave balances:

Leave Time			
Balances as of - 2/8/2020			
Vacation Pay			6.69
Beg: 102.69	Pend: 16.00	Appr: 80.00	
Sick Leave			16.00
Beg: 16.00	Pend: 0.00	Appr: 0.00	
Holiday Pay			72.00
Beg: 72.00	Pend: 0.00	Appr: 0.00	
Comp Time Pay			20.25
Beg: 20.25	Pend: 0.00	Appr: 0.00	