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.
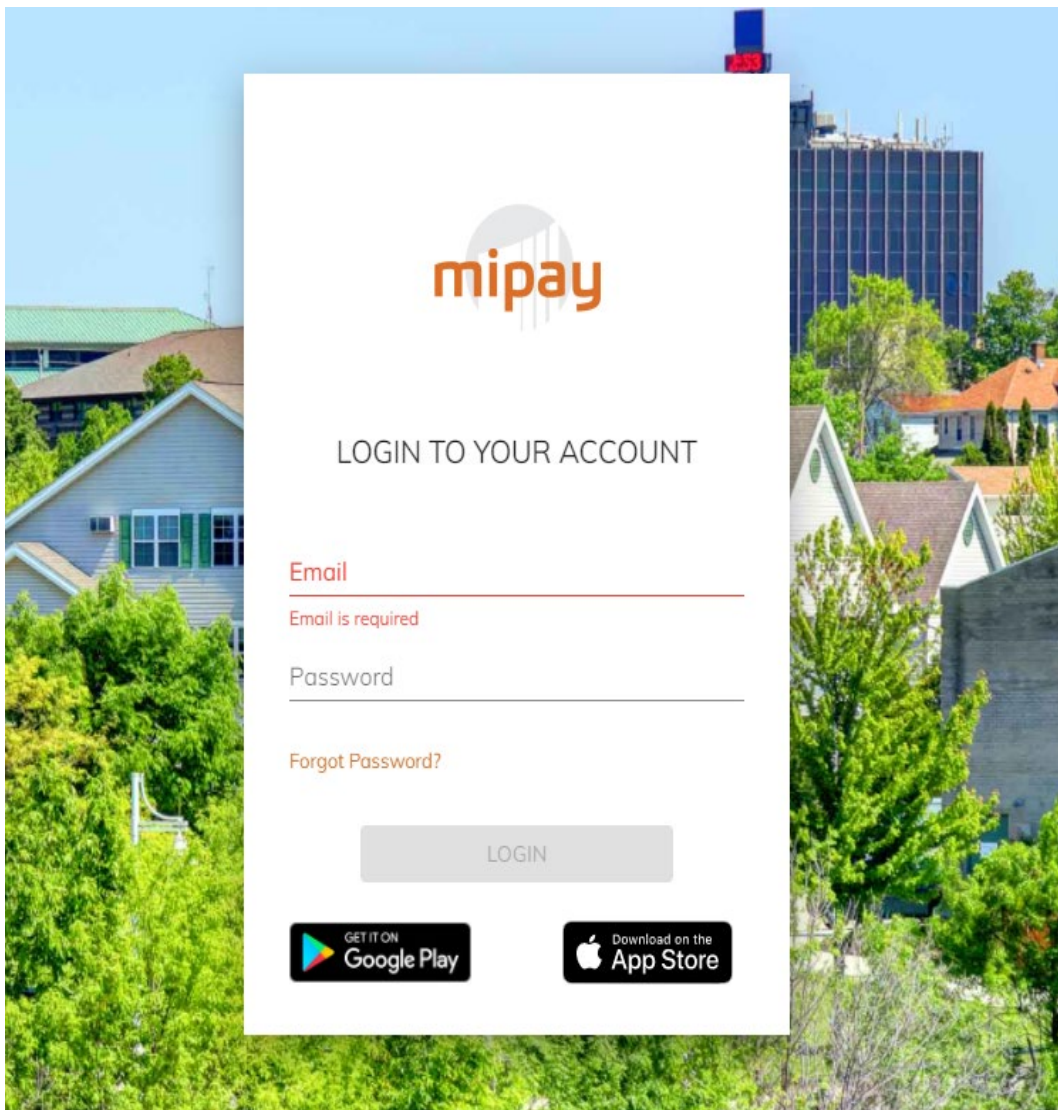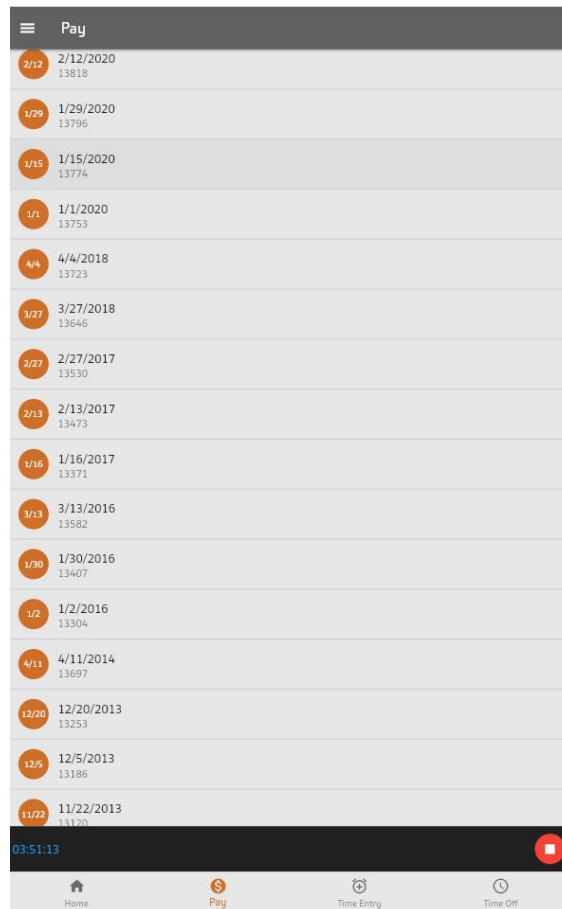
Table of Contents

Home Screen

Employees will see the home screen when they log in and can select the [Home] 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.
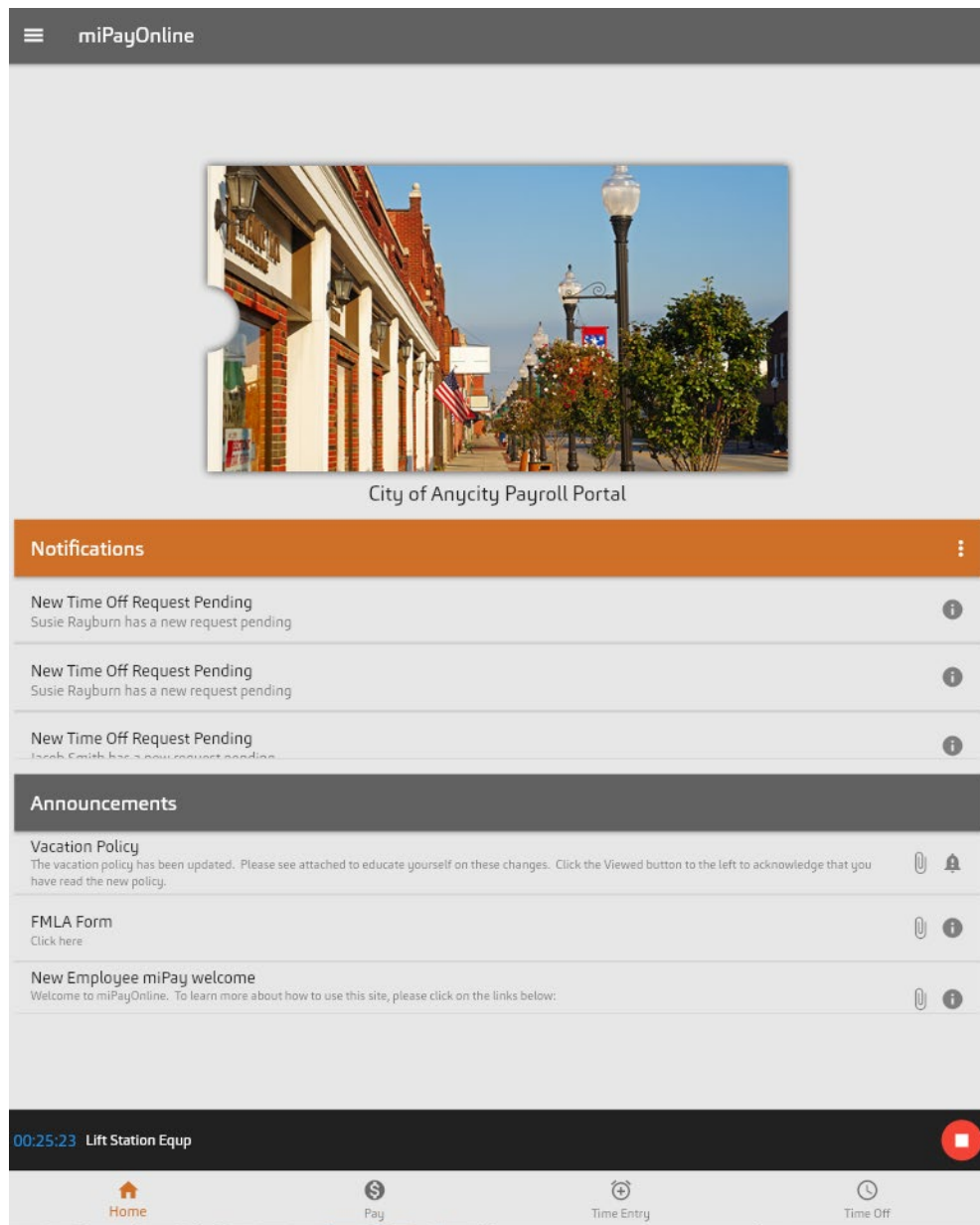
Pay Screen

Employees will be able to view their pay stubs from the Pay tab by selecting the [$ Pay] 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.

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.

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

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

	CUR AMT	YTD AMT
TOTAL EARNINGS	1,538.46	3,076.92
LESS DEDUCTIONS & TAXES	455.28	910.56
NET PAY	1,083.18	2,166.36

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

Total Check / Deposit   **$1,083.18**
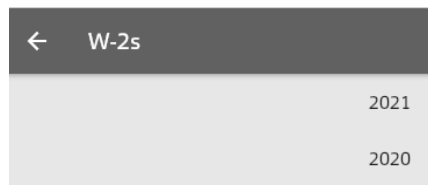
NON-NEGOTIABLE

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.

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 [Time Entry] 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.

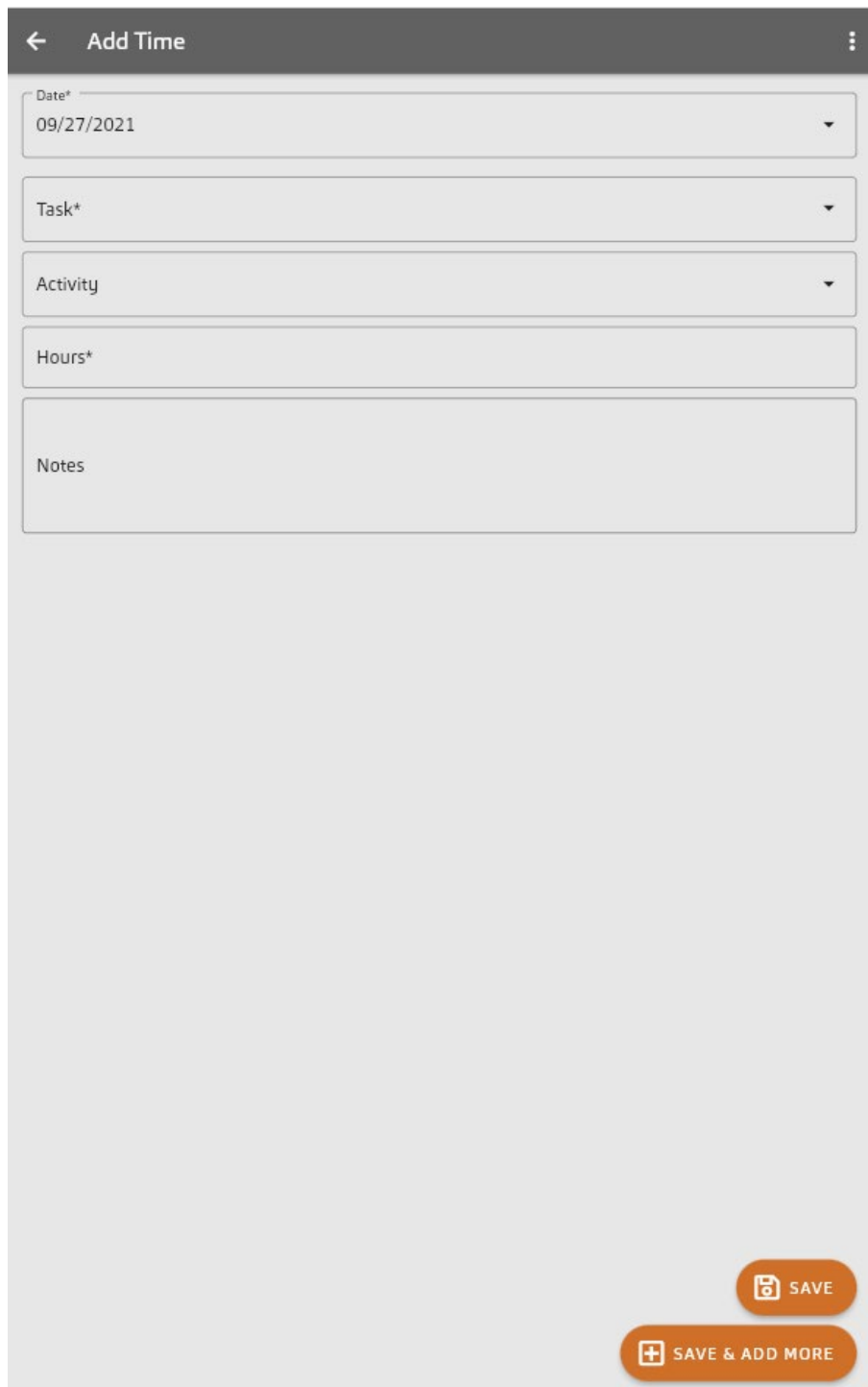There are three (3) ways to enter your time depending upon your organization's setup:

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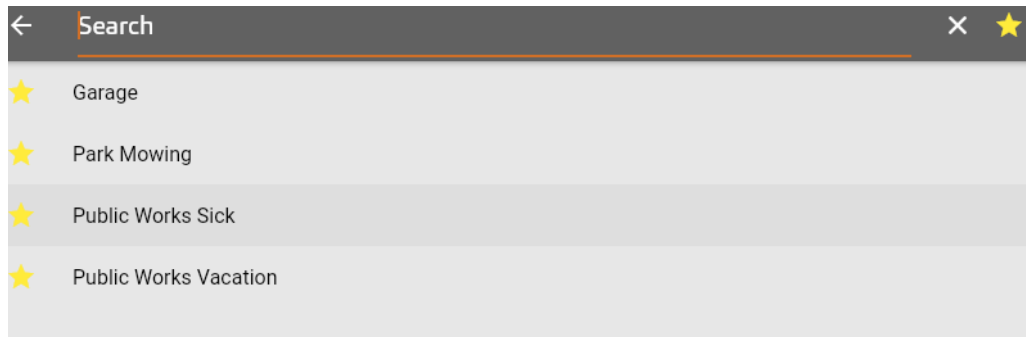
To add time, complete the fields for Date, Task, Activity (if applicable), Hours, and Notes (if applicable). When completed, choose the "SAVE" option or "SAVE AND ADD MORE" to enter additional time entry data.

When selecting the Task the following pane will appear:
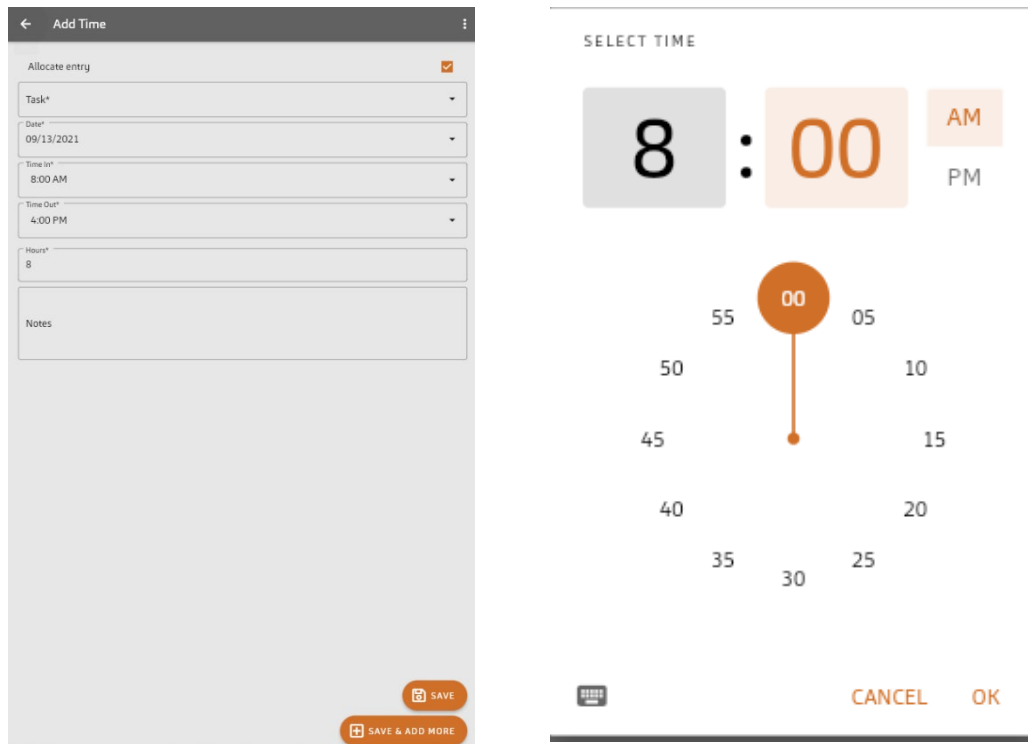
Select the task performed by tapping on it

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.

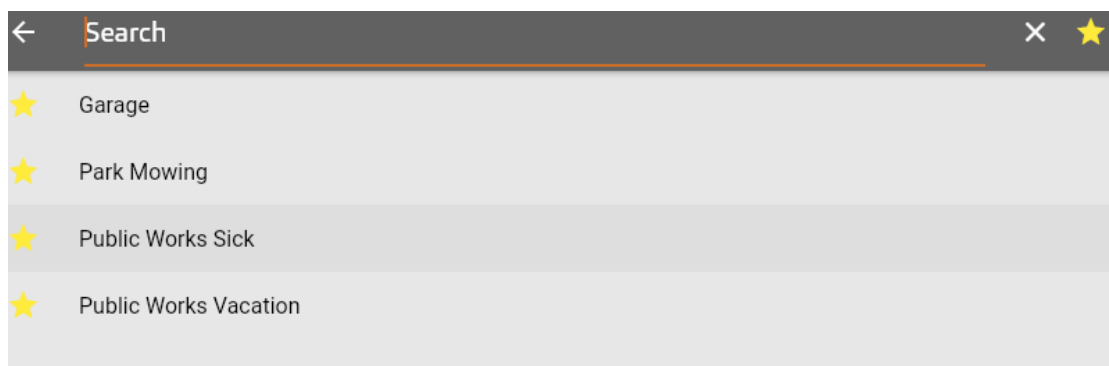Select the day of the week to enter time towards by tapping to create a new entry
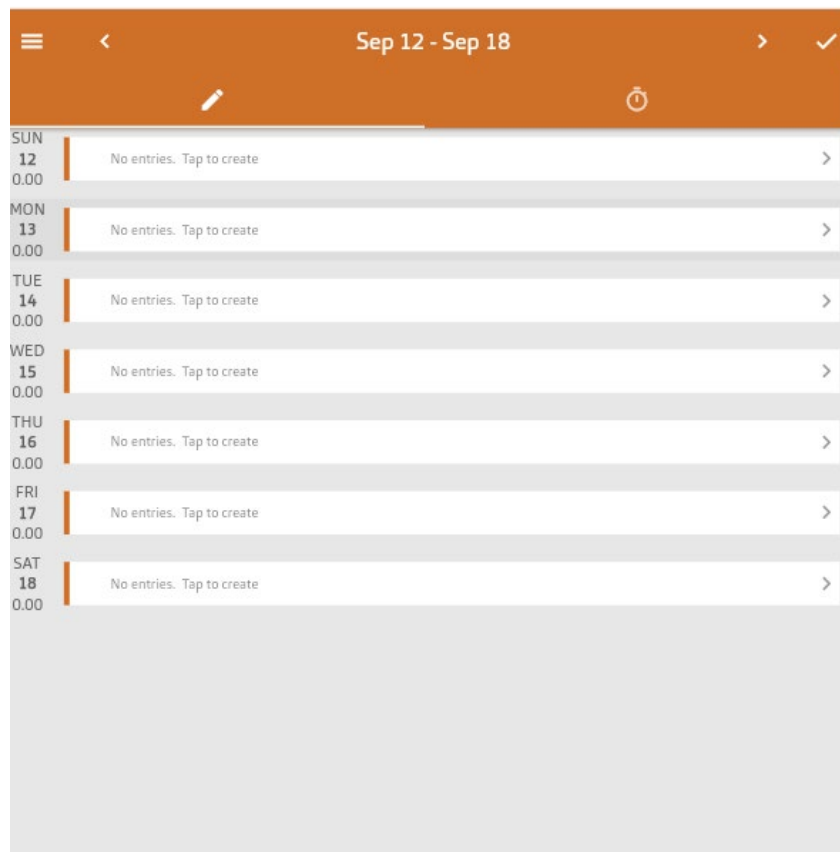
To add time, complete the fields for Task, Date, Time In, Time Out, and any Notes (if applicable). The Hours will automatically calculate for you based on your in/out time entered. NOTE: when entering times, use the clock by rotating the hands on the clock to the appropriate times and select Ok when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

When selecting the Task the following pane will appear:

Select the task performed by tapping on it

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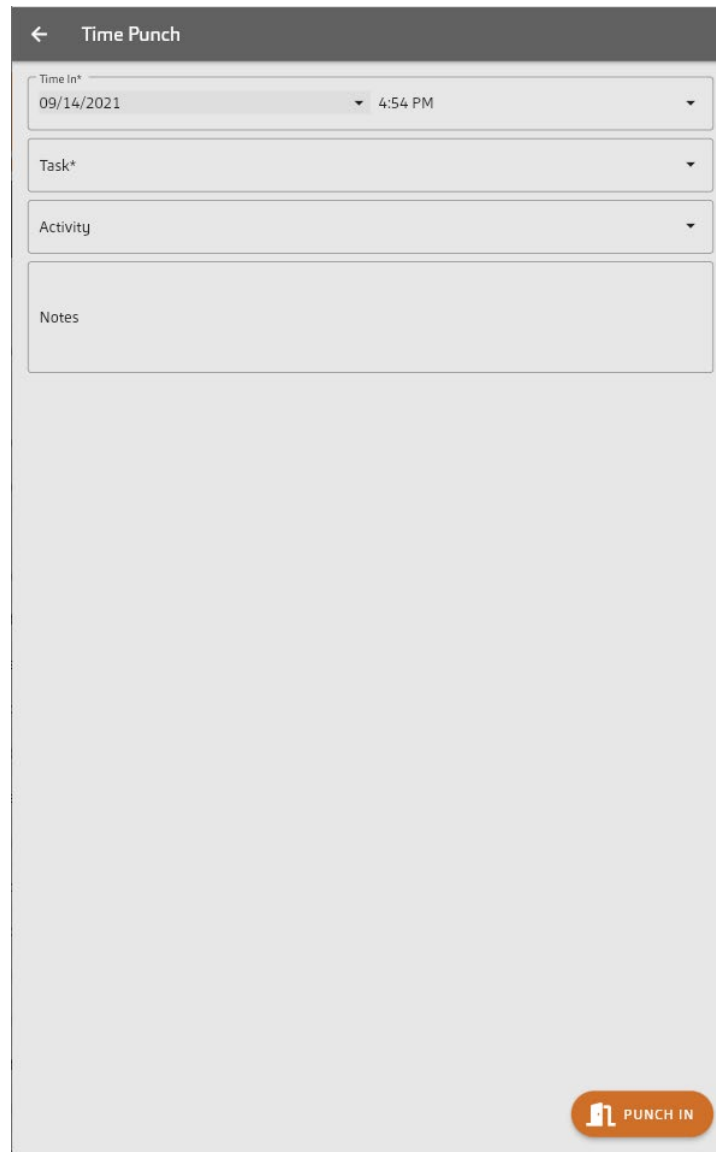
With this option, use the time punch in/out, which records your start and end times throughout the day while also allowing the Task to be selected at the same time.

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

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.

When selecting the Task the following pane will appear:

Select the task performed by tapping on it

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.

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.

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.

Viewing available leave time

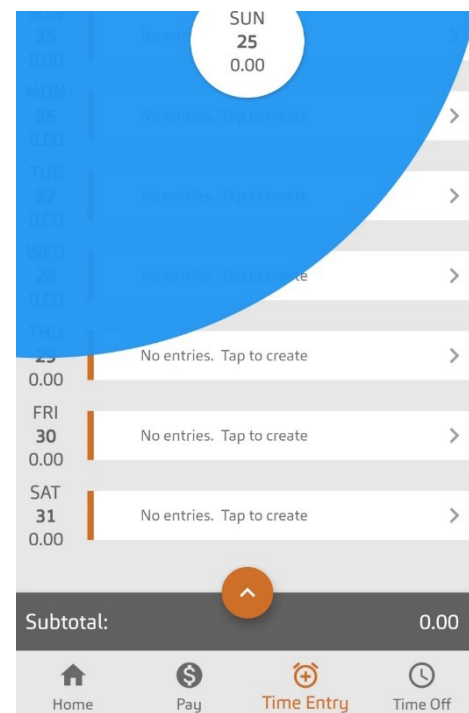An employee can view their available leave time balances by selecting the ⋮ in the menu when in the Add Time screen.

Below is an example of their available leave balances.

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.

☰	‹	Sep 5 - Sep 18	›	✓
Open navigation menu	✏		⏱	

Time off

If your organization is utilizing the Time Off capabilities through this site, you can view and/or request Time off. Tap the 🕐 Time Off option from the menu.

🏠 Home	💲 Pay	⊕ Time Entry	🕐 Time Off

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.

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

To view Time Off requests for others within your department, tap the "Show All Template Members" check box to activate.
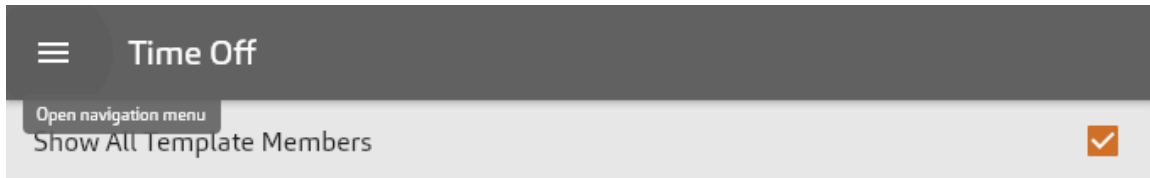
The calendar will now show everyone's Time Off requests within your department.
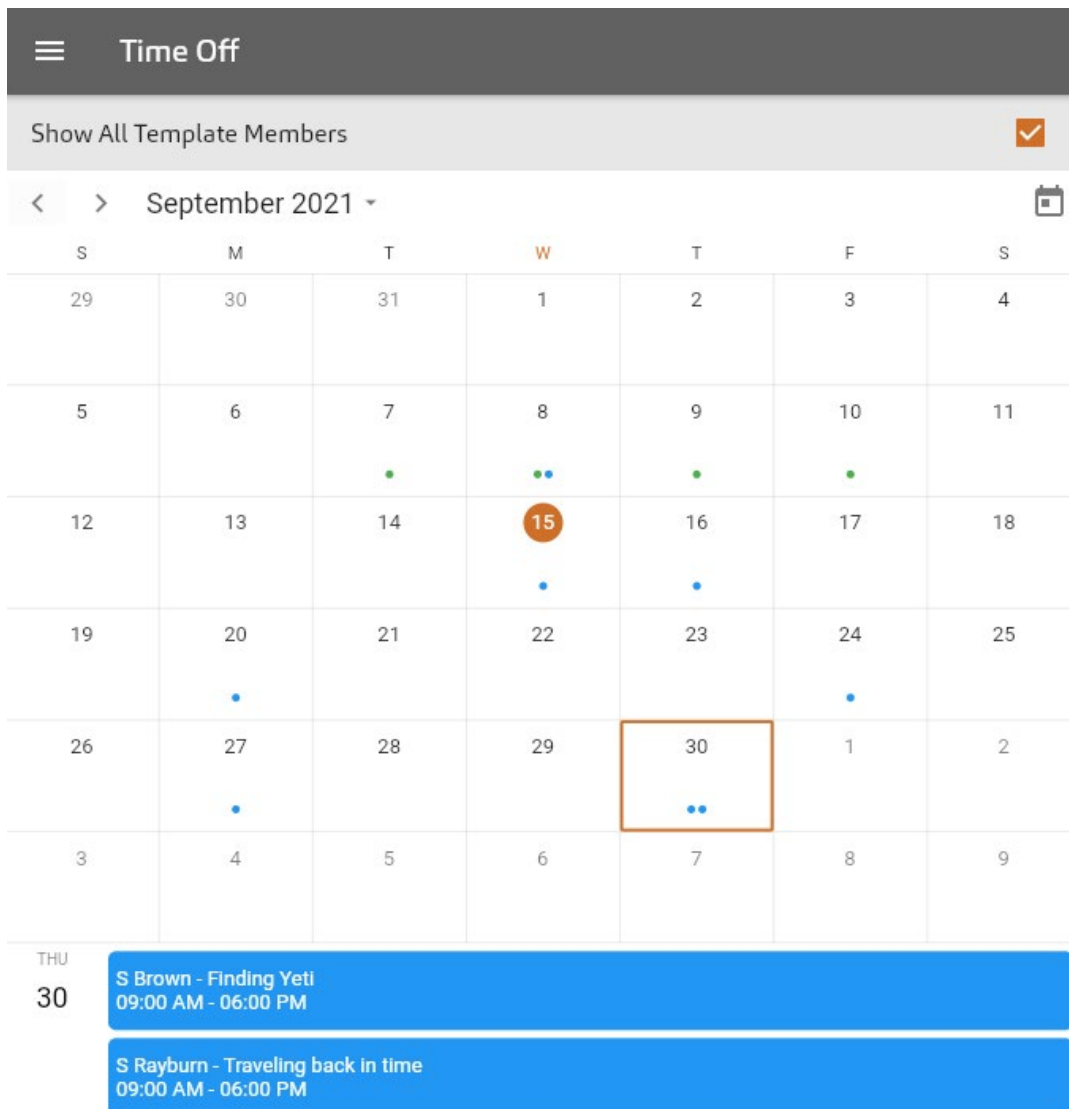
Time off requests

To request Time Off, select the date and tap the ⊕
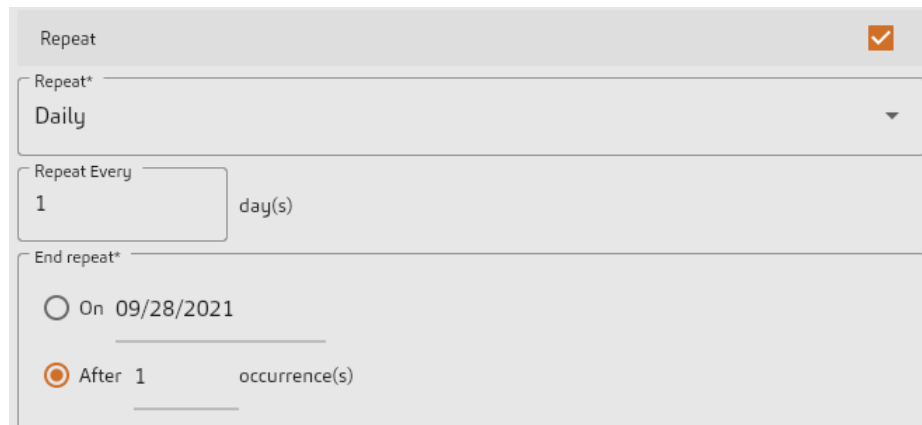
The Add Time Off pop-up window will appear

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)

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:

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

Tap
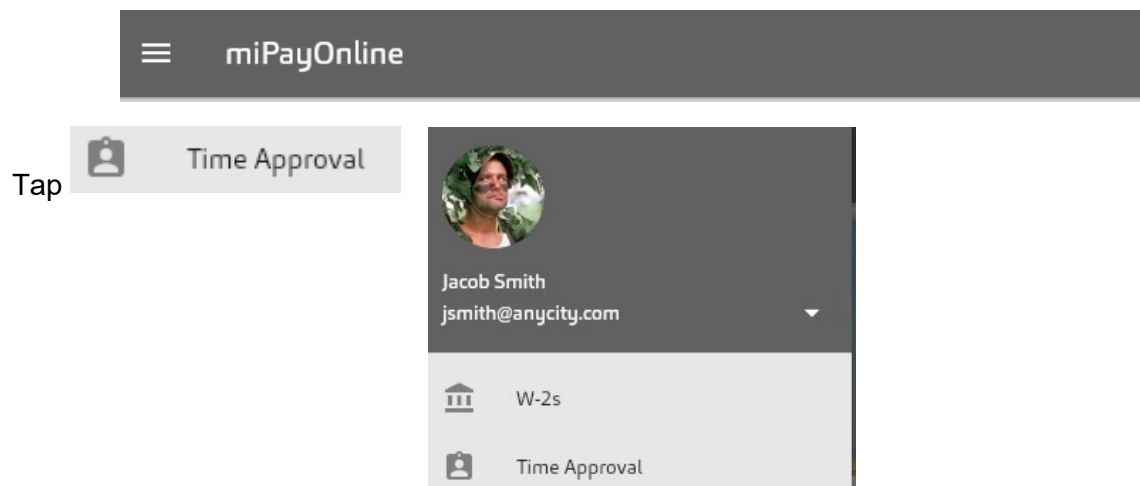
A listing of the employees that have submitted time to them will appear. Tap on employee name to view details
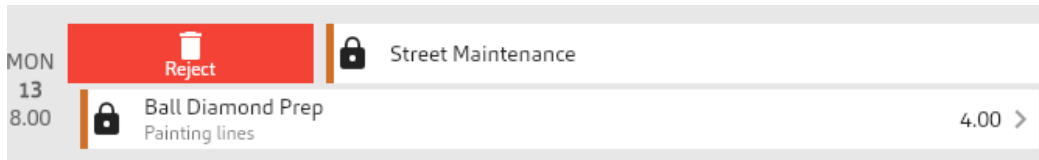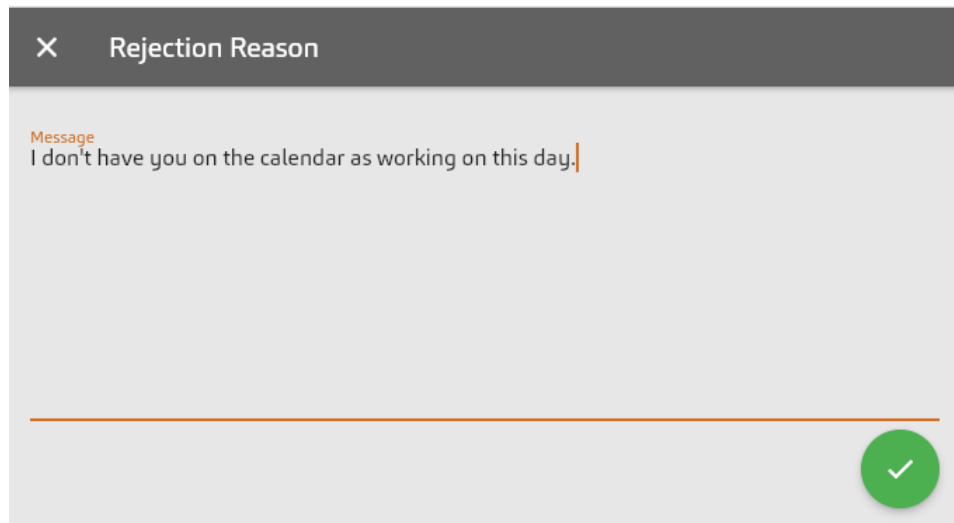
Time Entry Approvals - Time Tasks Only

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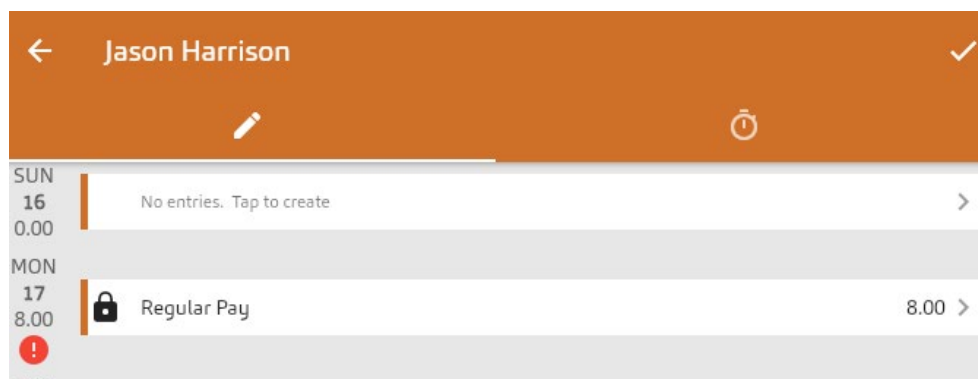

Time Entry Approvals - Time Tasks along with In and Out Times

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.
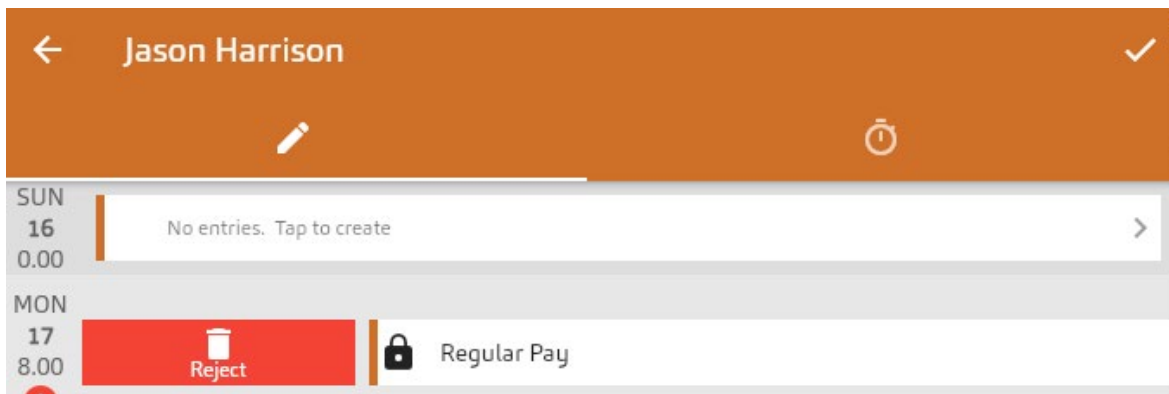
1. Time tasks

To view the details of the time task entry, tap the day for review
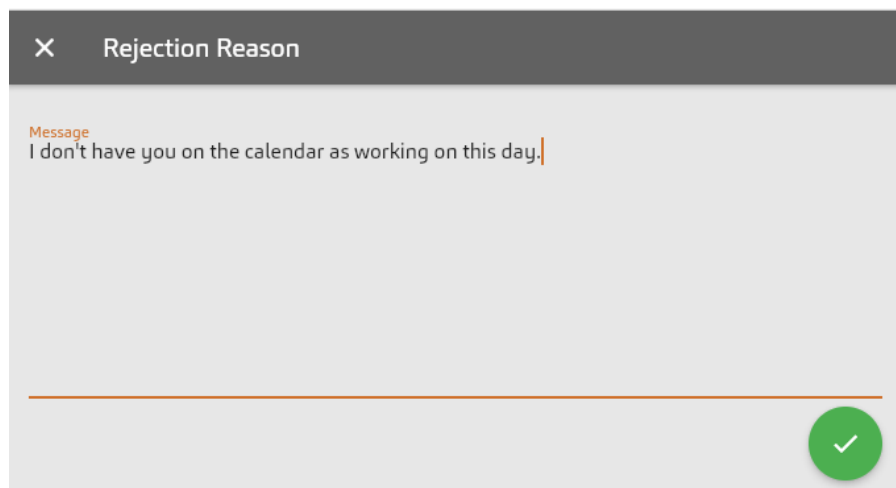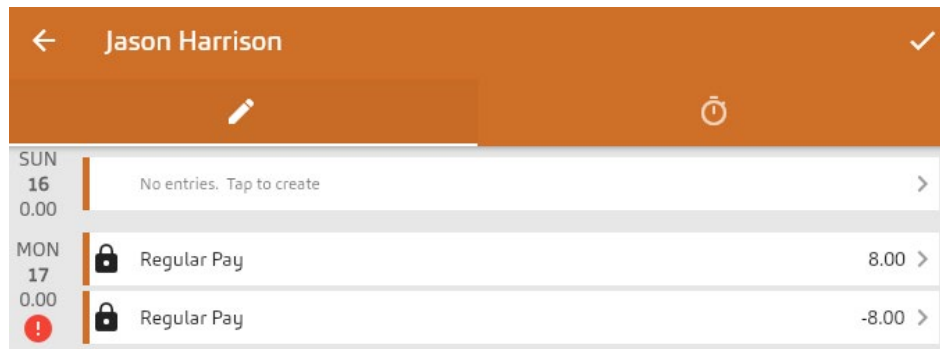
To reject an individual line, swipe to the right on the line you want to reject and select the Reject option.

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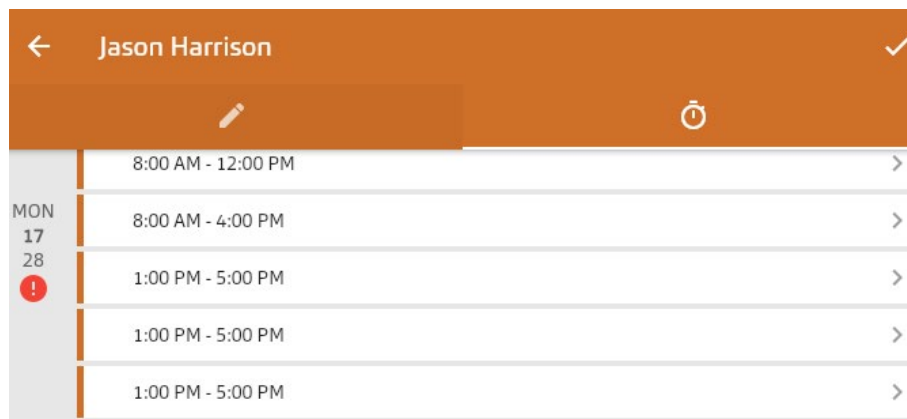
The system will have a second line on the same task with a negative amount for the rejection.

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.

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.
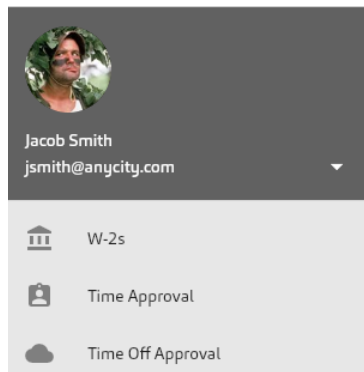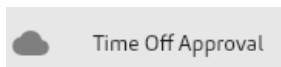
Time Off Approvals

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.
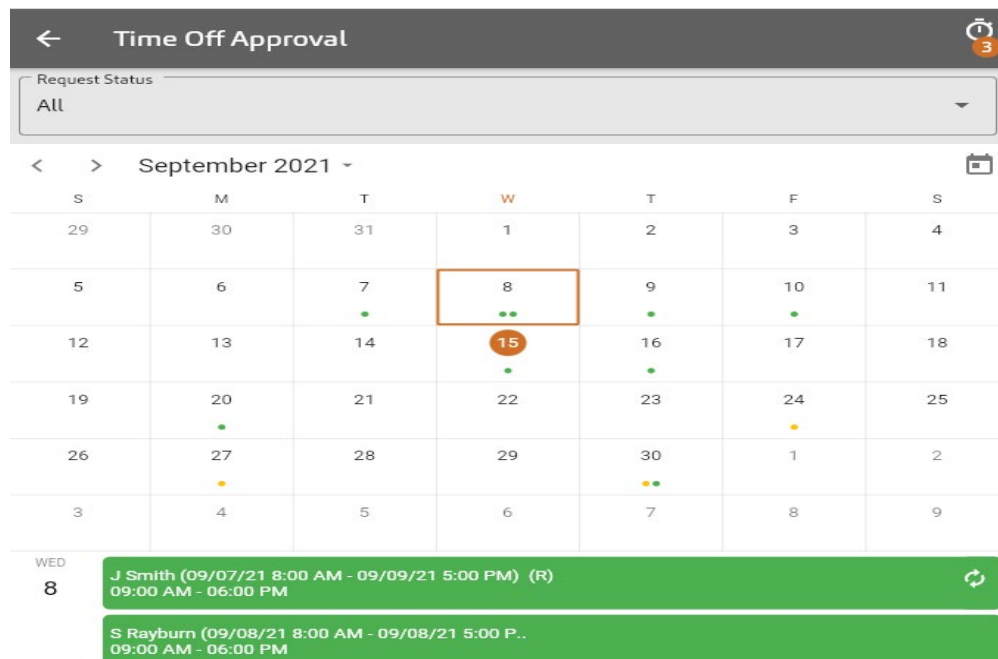
To approve an employee's time off request:

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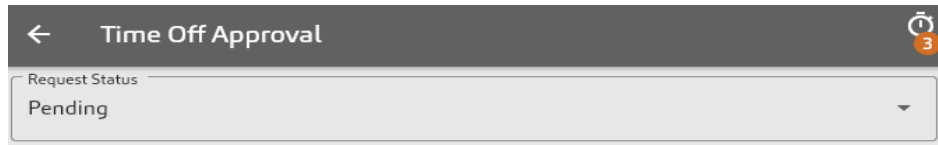

.

Tap the

The current month calendar will appear. From the dropdown in the Request Status, select All, Pending, or Approved.
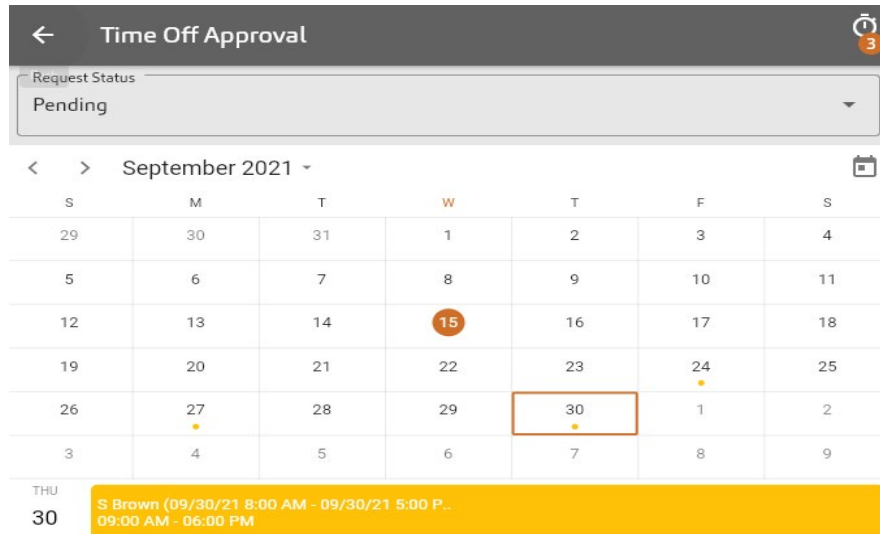
To view and approve/reject pending requests, select Pending from the Request Status

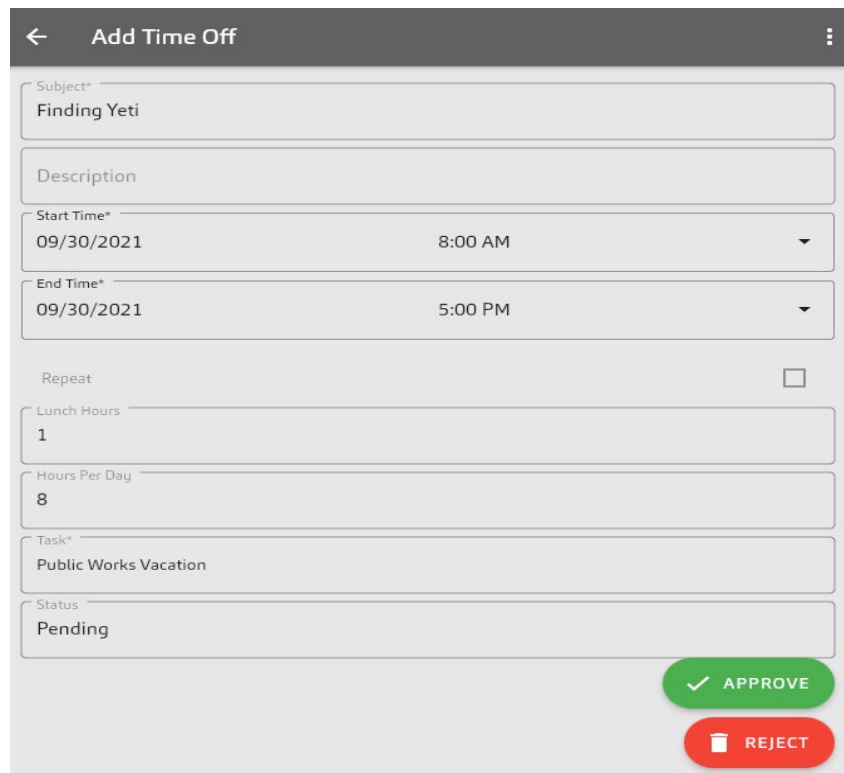Choose the day to review and in the lower section of the pane, tap the employee request to review.

The detail of the request will appear.

To approve or reject, select the appropriate box.

✓ APPROVE
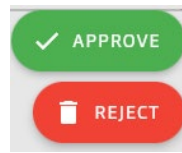
🗑 REJECT

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

✕   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

←   Add Time   ⋮

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