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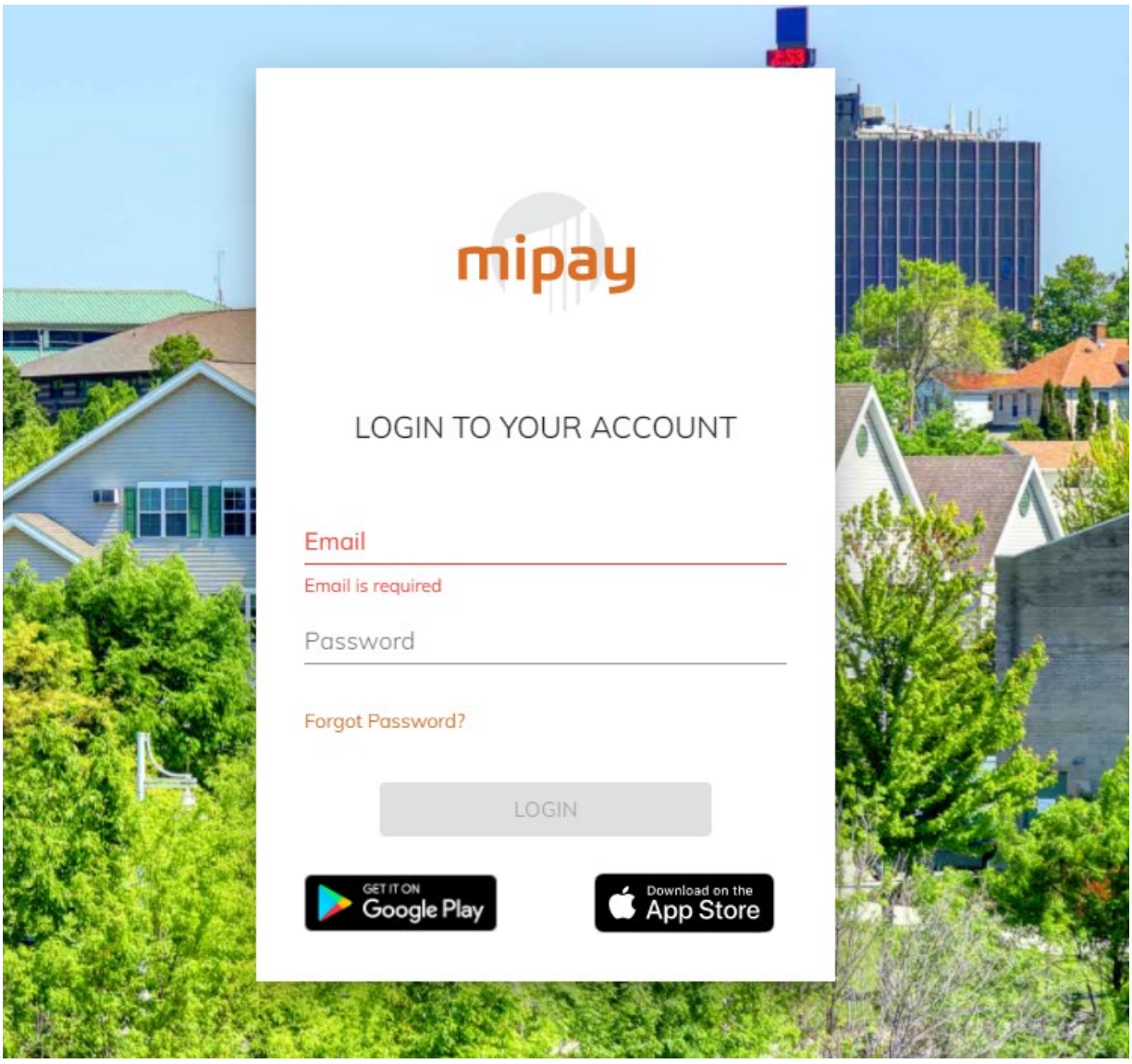
miPayOnline – Supervisor & Payroll Approvals



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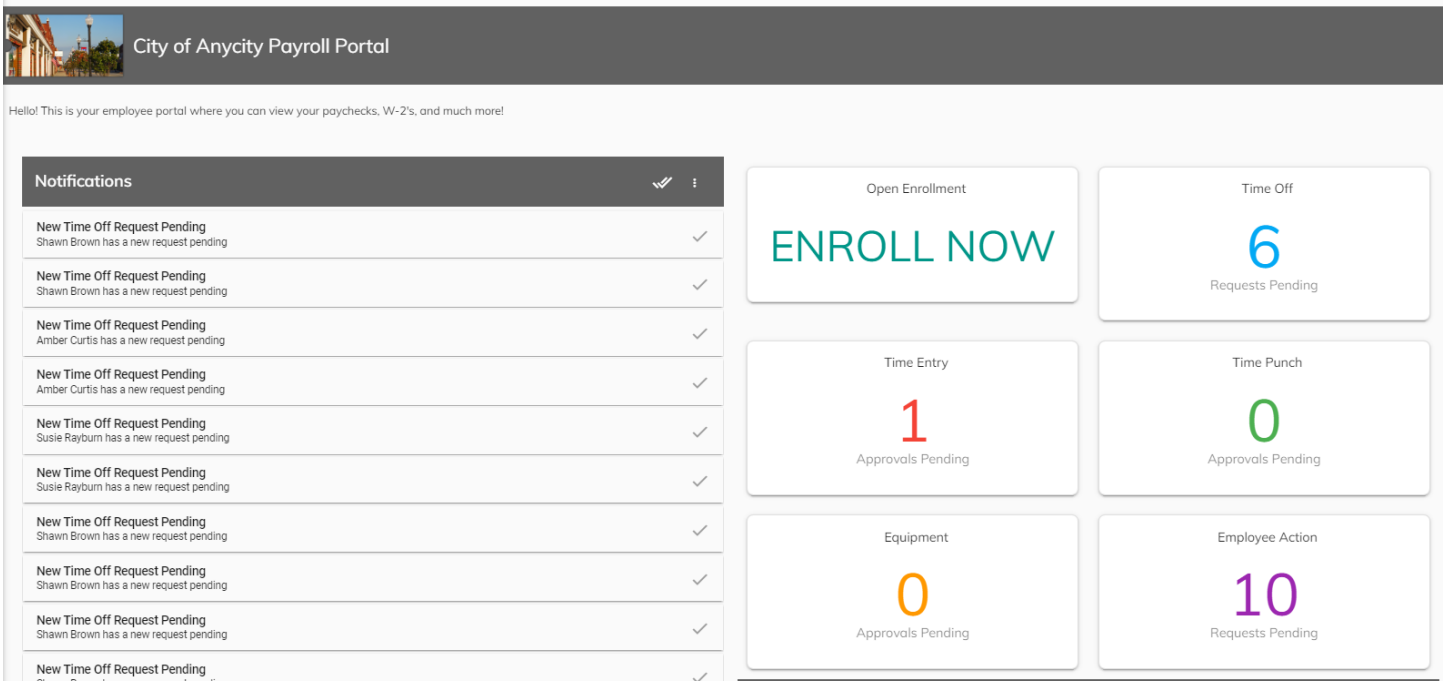
Home Screen

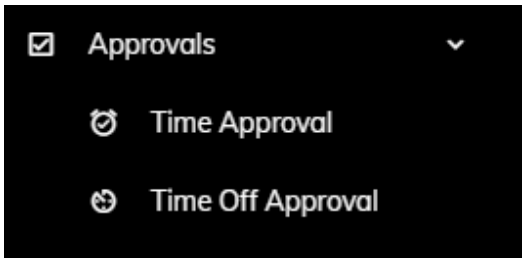
Supervisors and/or Payroll personnel will have notifications on the Home Screen depending on whether they are included in a workflow process to approve time off, time entry, time punch, or employee action changes. Requests will come into the notification tiles once the employee has submitted their requests.

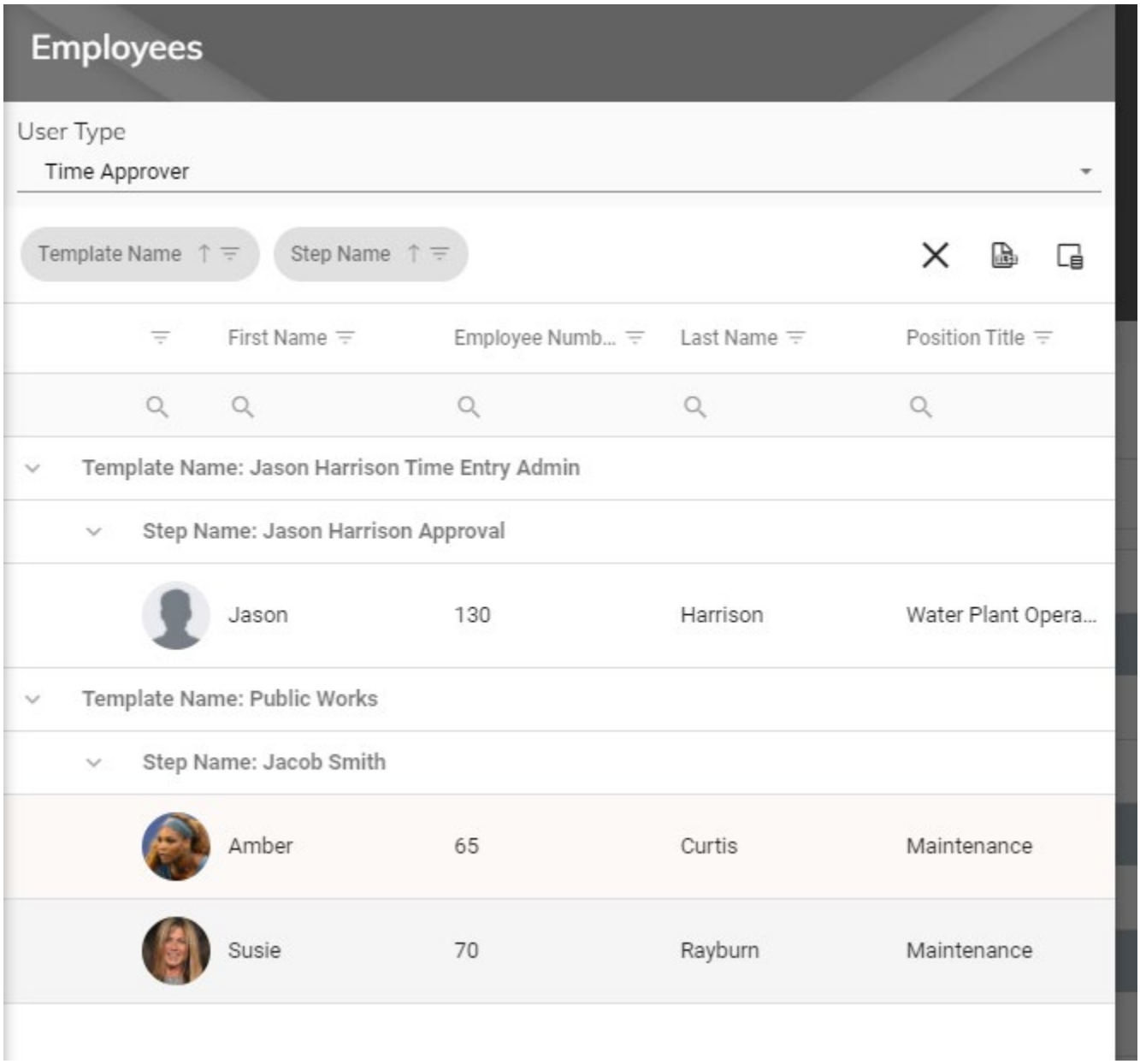


Approvals

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.



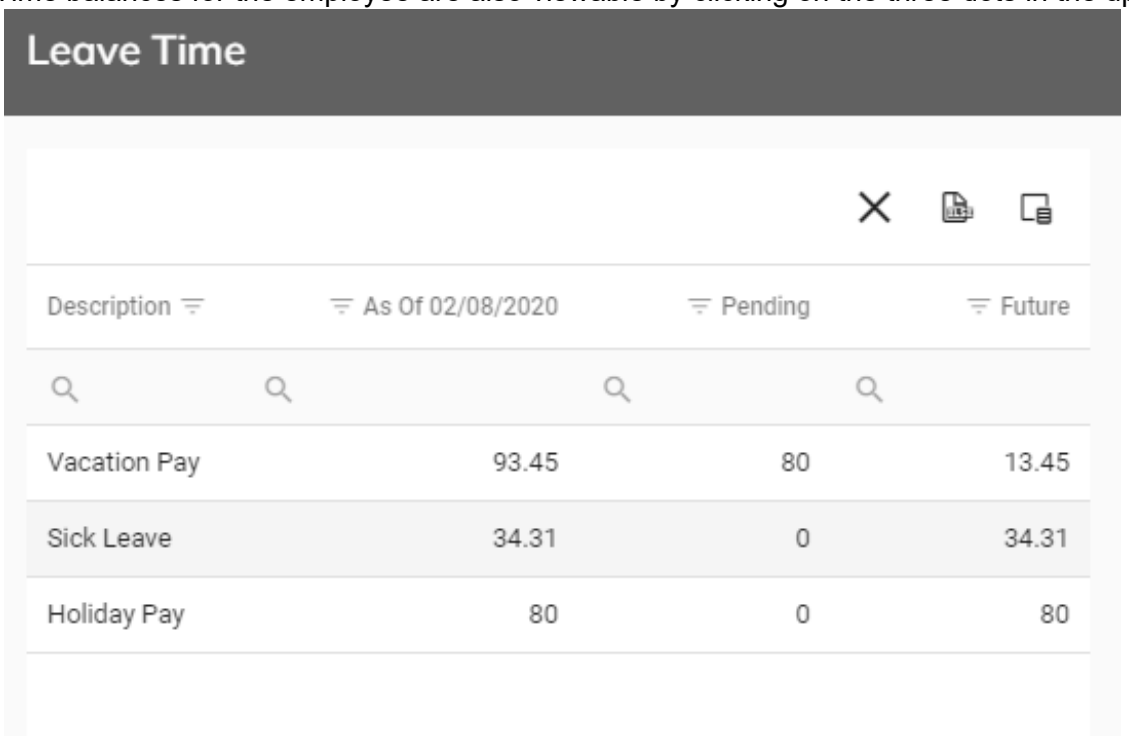


From this screen supervisors and payroll personnel have the same view of an employee's timesheet as the employee.

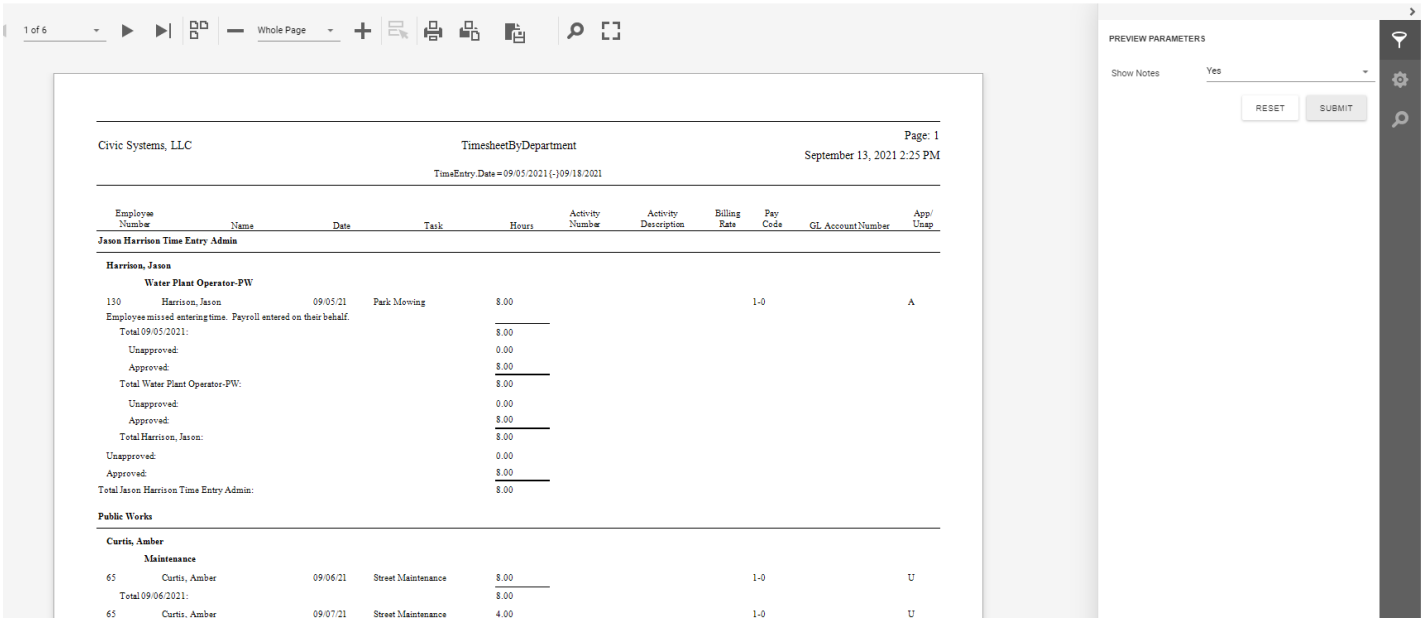
If recording in/out times the supervisor or payroll personnel can type over the existing entry to correct. In/Out changes are automatically logged.

1. If a correction needs to be made to the task breakdown, the supervisor or payroll personnel can add tasks, record positive or negative entries, add notes (anything an employee can do the supervisor or payroll personnel can do here).
2. The entries will be color coded. Green means the entry is approved by the employee. Blue means the entry was recorded by the employee but not approved by the employee. Yellow represents time you are approving. Red represents time in another approval step. And gray represents time that is locked. You can see the color key by clicking on the three dots in the upper right corner.

3. Leave Time balances for the employee are also viewable by clicking on the three dots in the upper right corner.

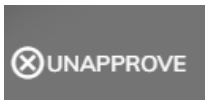


4. Print Timesheets - The Timesheet By Department report will show the daily detail, along with the notes if selected, for each employee in the department and whether the time is approved or unapproved. This can be selected by clicking the three dots in the upper right corner.



5. Approve Time - To approve the entire timesheet, select

button from the menu.

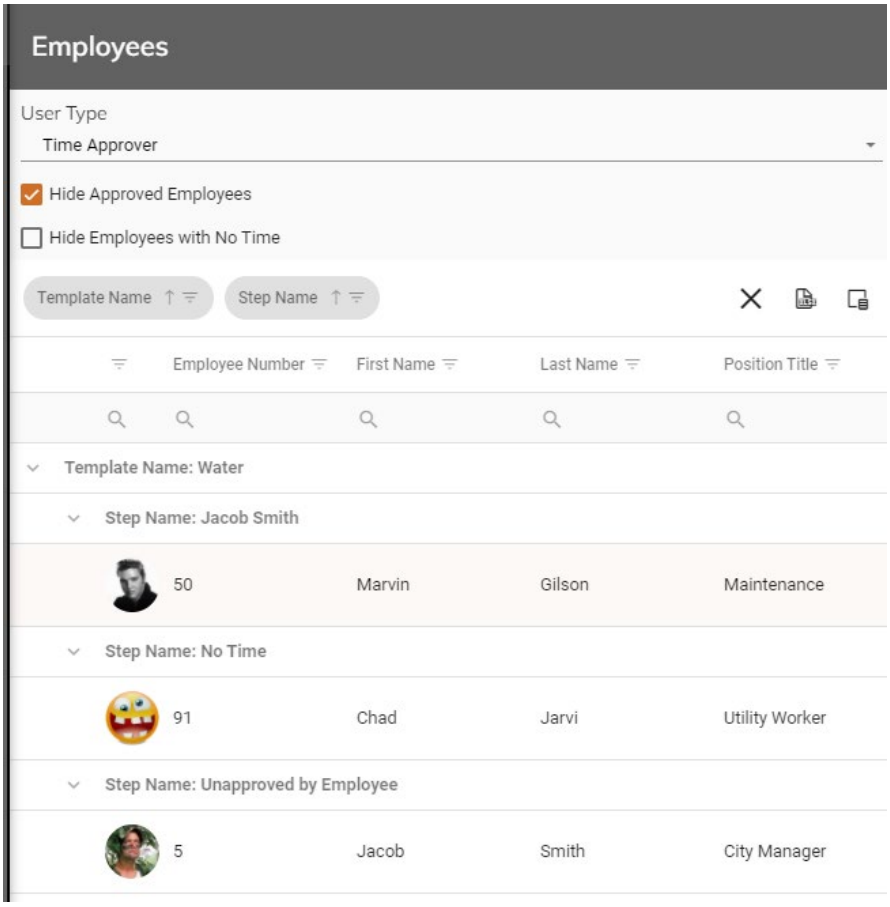
6. Unapprove Time - The 

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.

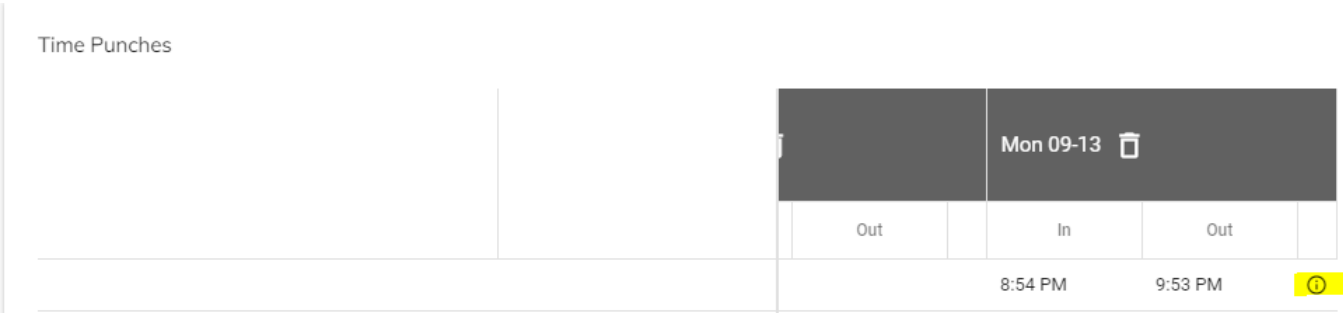
7. Reject time/Edit Note – Supervisors or payroll personnel can reject a specific entry or edit/add a note to an entry by right clicking on the box with the hours entry. A popup to record the rejection reason or the note will appear for entry.

Time Punch Approval

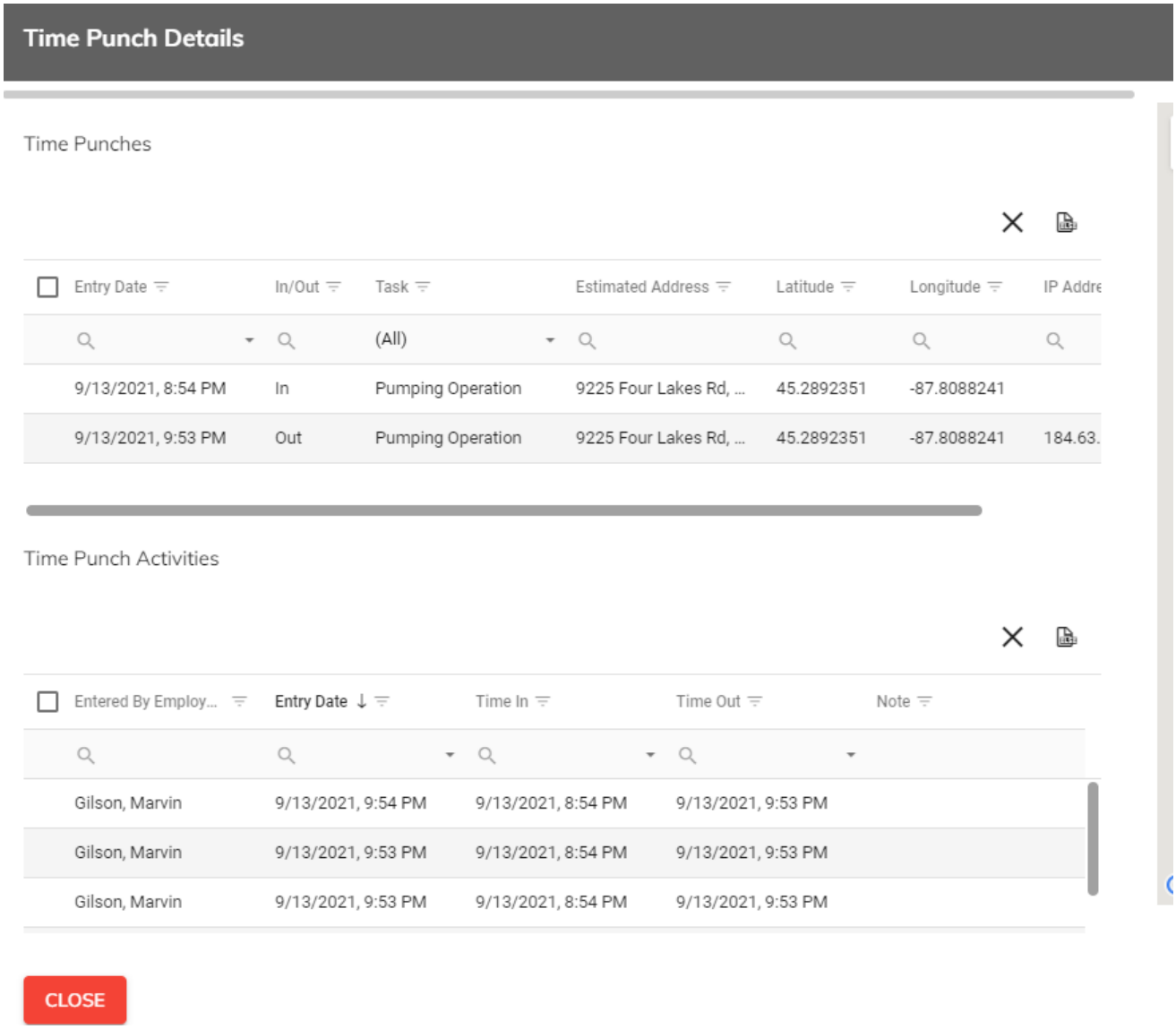
From the Supervisor's Home screen, the "Time Punch Approval Pending" tile will show the number of time punch entries pending their approval. Supervisors can select the box, which opens the Approvals>Time Punch Approval menu. From this menu, the supervisor can click on the employee and see the detail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



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

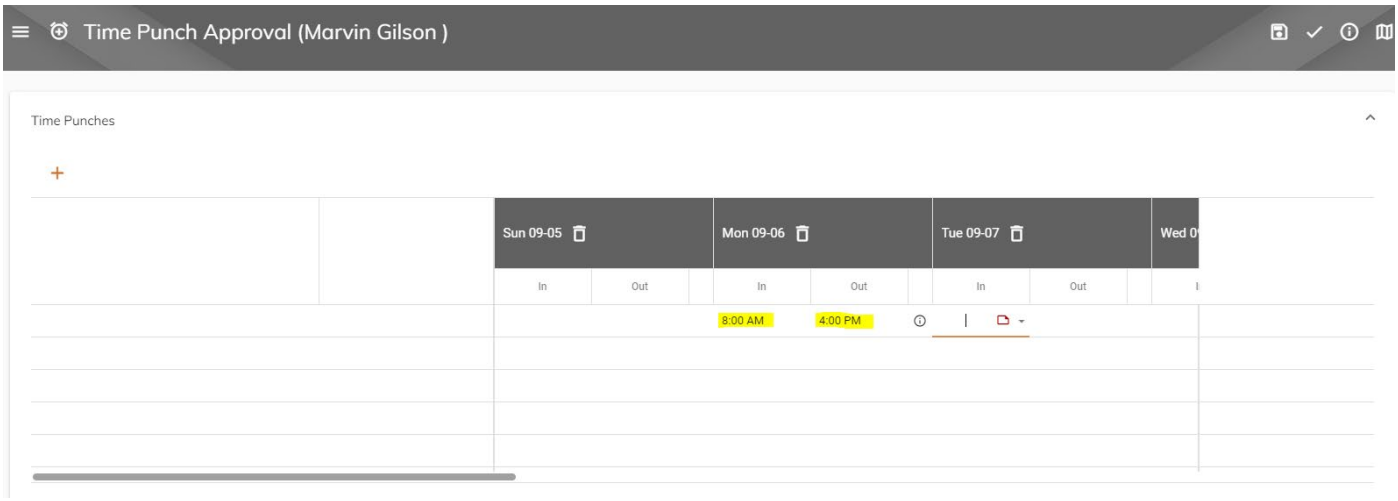


Details appear as below. From this view you can not edit a time punch. See below on how to edit.



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

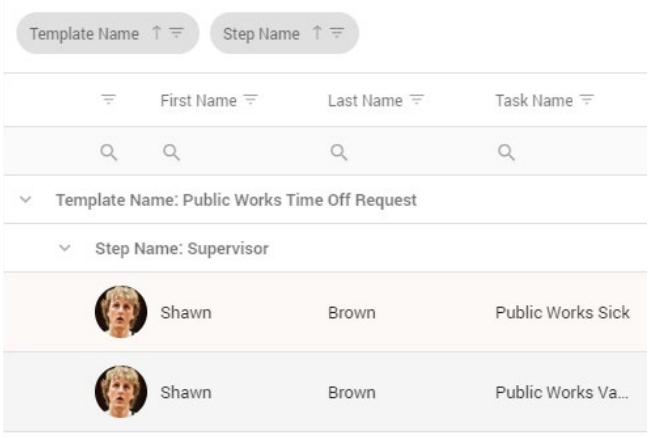
To edit an employee's times in/out either thru time entry or thru time punch approval select the day and manually enter the times in/out. You can delete by clearing the fields out.

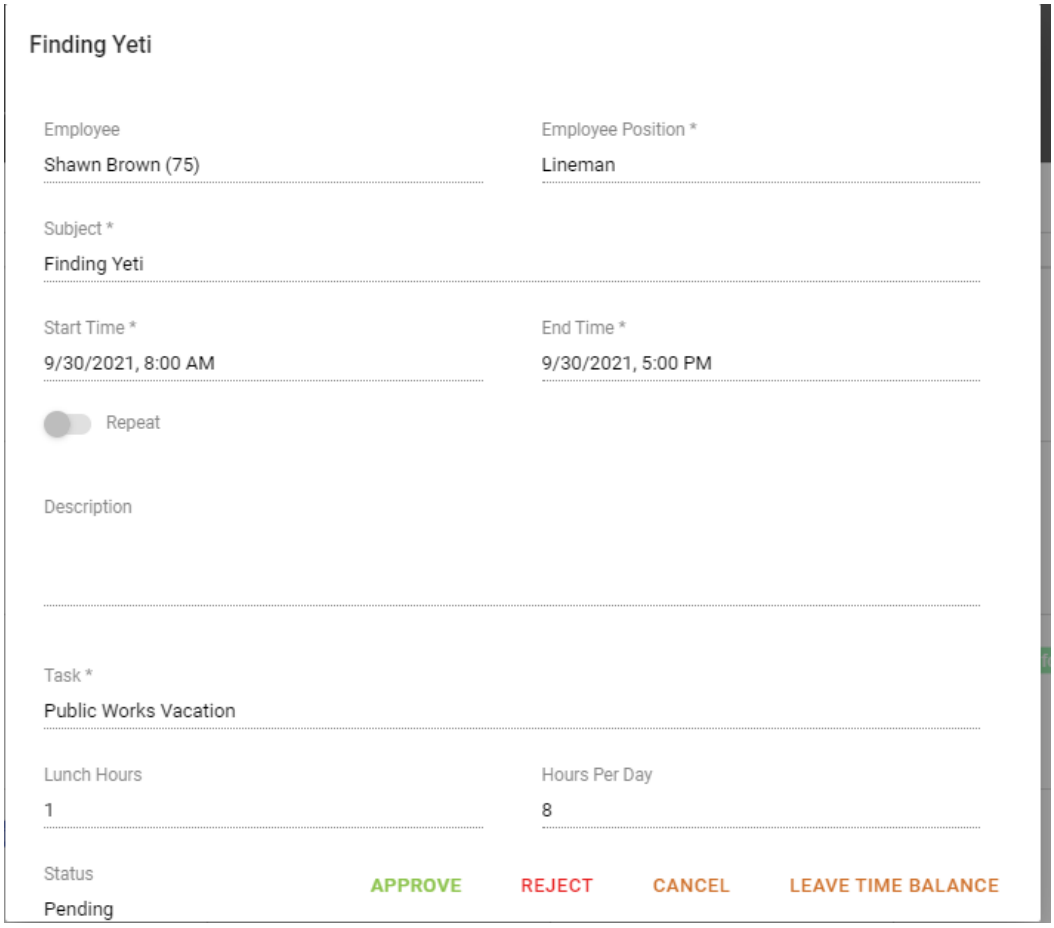


NOTE: if you edit the times in/out manually, you MUST also complete the task section and select the tasks they would charge the time towards for those hours.

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.

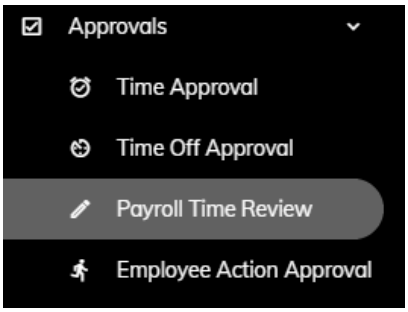


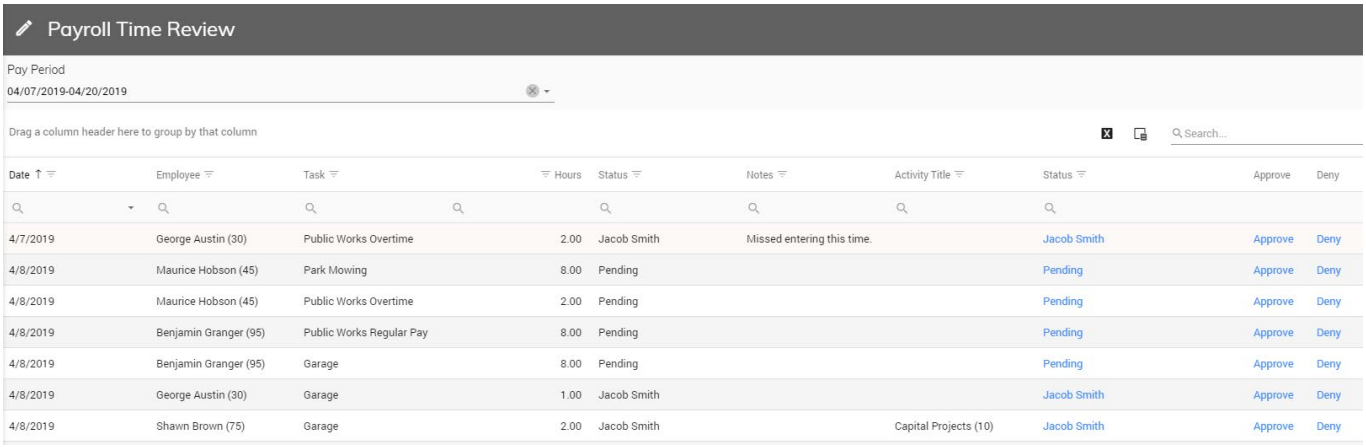


Approvals – Payroll

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.





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

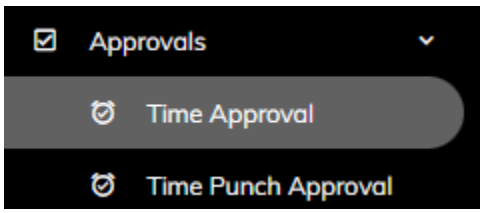
Denied: Time was rejected/denied

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

Time Approval/Time Punch Approval – Payroll Approval

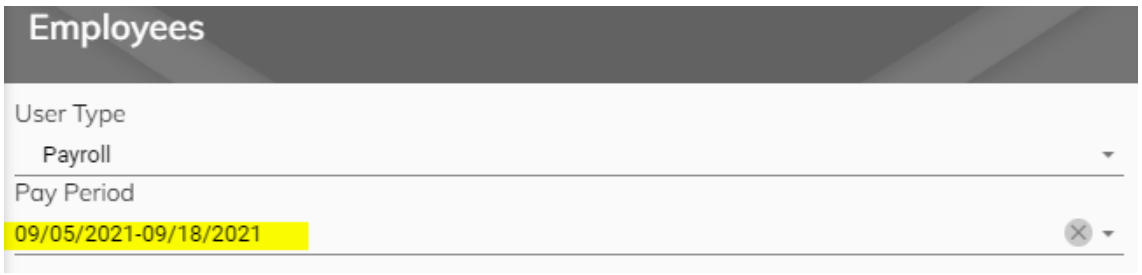
If the supervisors have not approved their employees time, the payroll personnel can approve on their behalf.

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

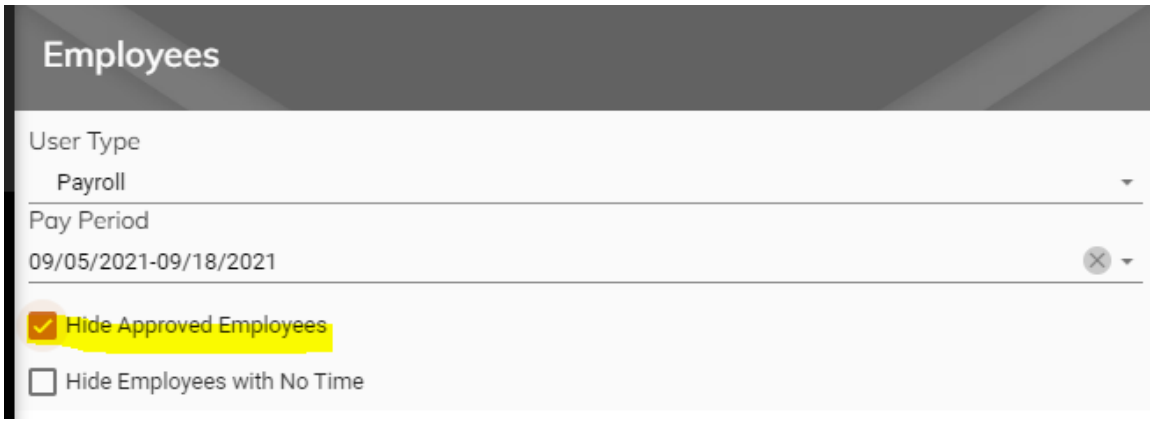


Select Payroll under the User Type

Choose the Pay Period



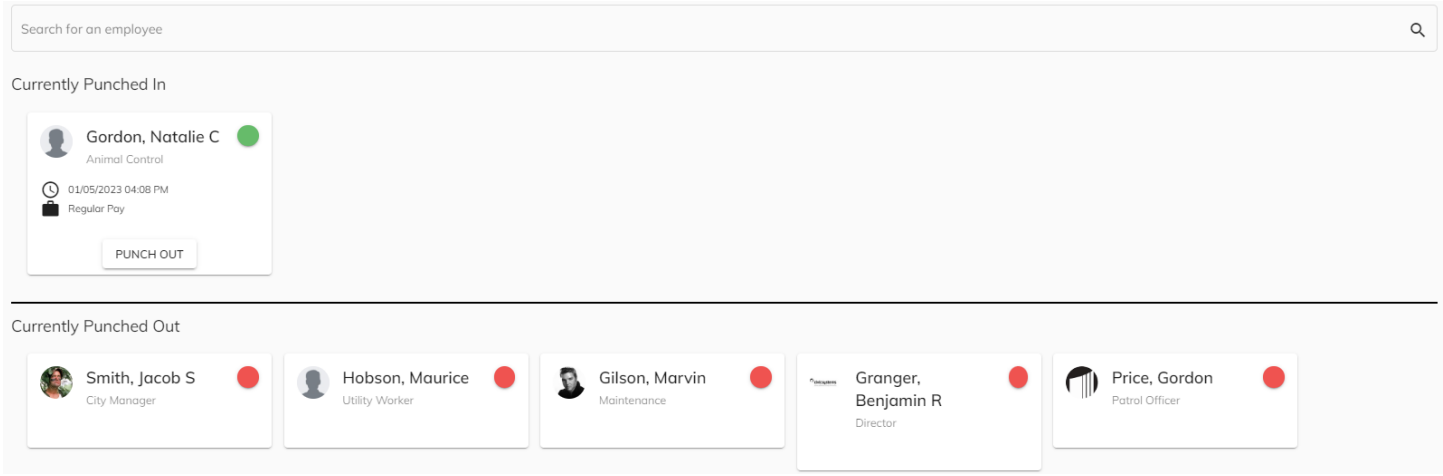
Unselect "Hide Approved Employees" if the supervisor has already approved the timesheet and payroll is editing an already approved timesheet, otherwise select employee from list:

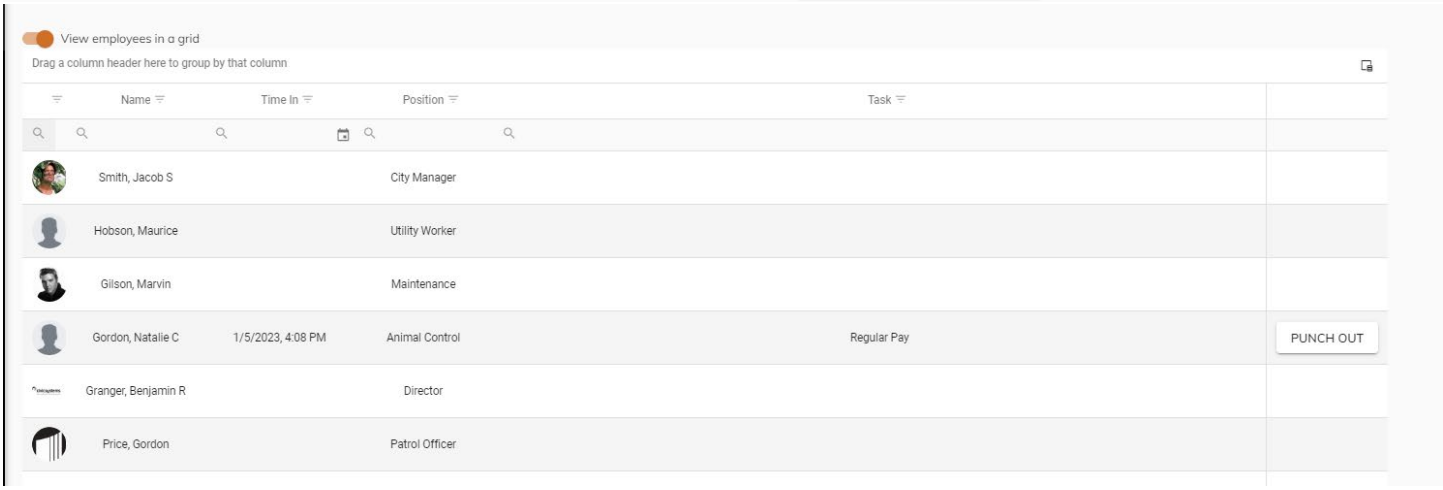


Payroll personnel will have the same options that a supervisor has, print timesheets, expand/collapse, add time, approve timesheet, review leave balances, unapproved time, and reject time. See detailed instructions listed under section above for Time Approval – Time Approver

Who's In

The Who's In feature allows approvers to see which of their employees have punched in and who is punched out. This feature only works for employees that are punching in and out. If a supervisor has many employees they can search for an employee or they switch to view employees in a grid. Supervisors can also punch employees out from this screen (if the employee forgot to punch out).

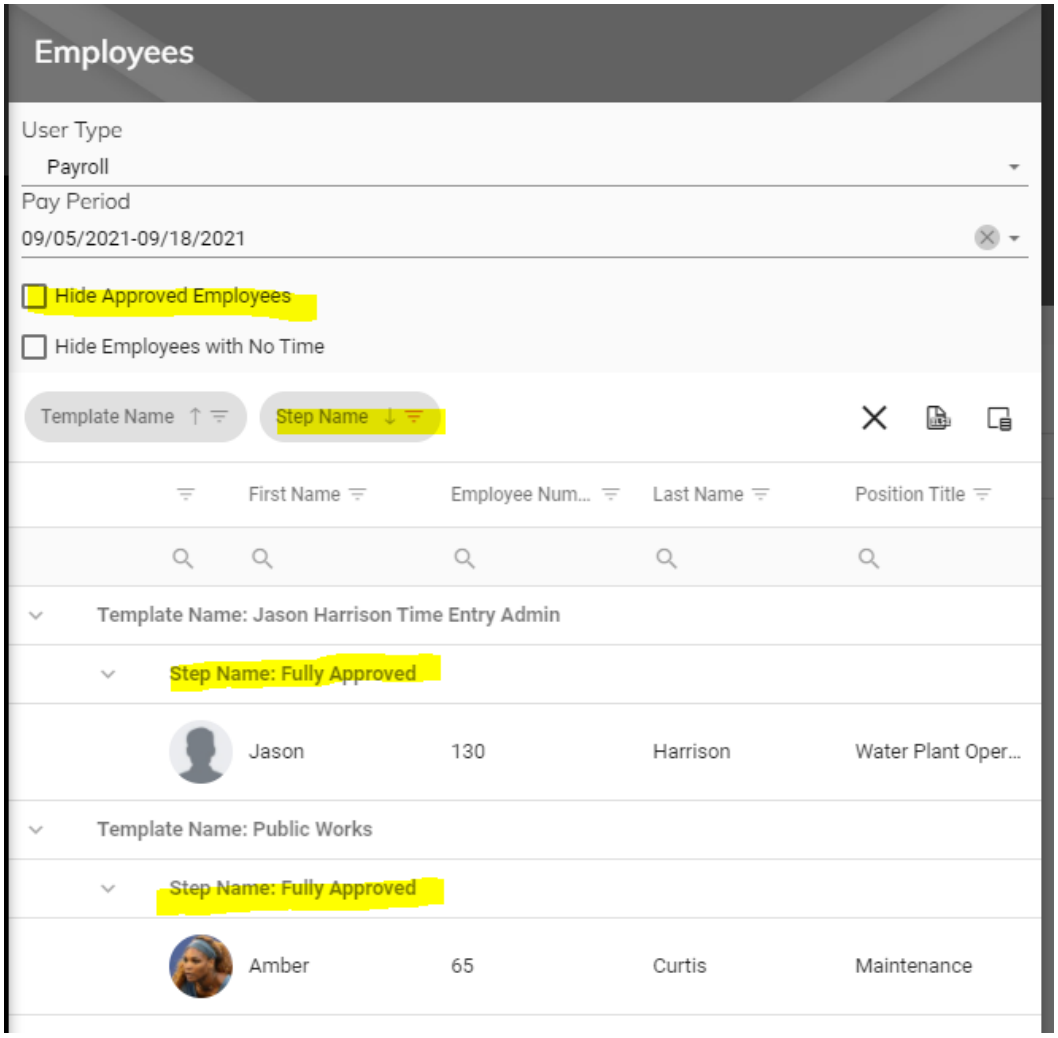




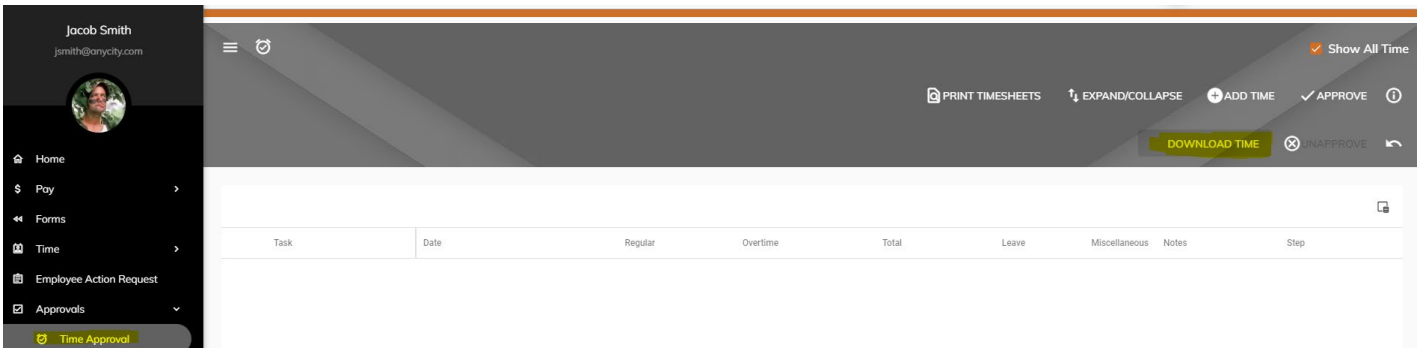
Downloading Time

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.

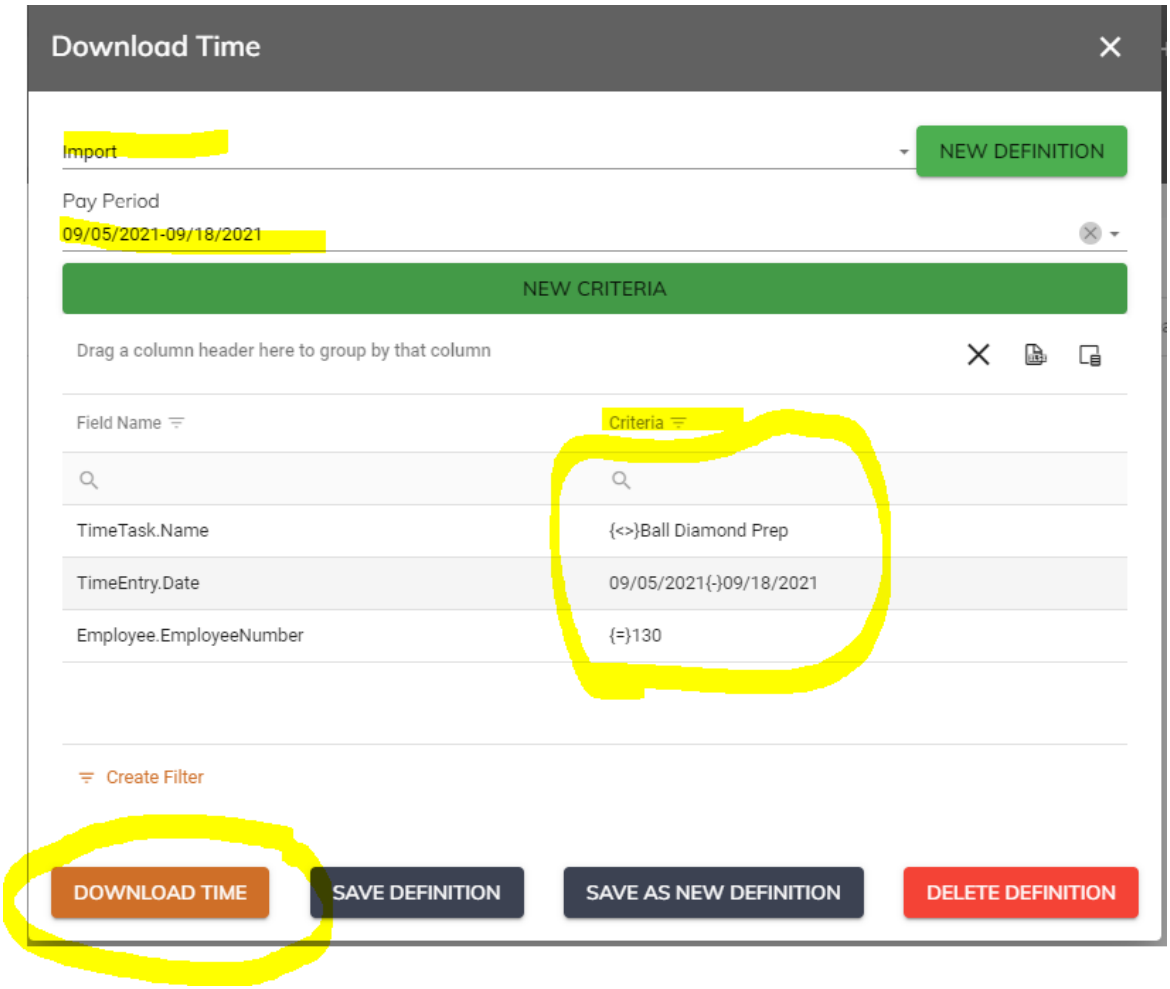
To review those templates/employees who have been fully approved, select the Time approval option for payroll user type. Uncheck hide approved employees and select from the step name = Fully Approved. This will show the employees hours that will be downloaded. To review specific reports go to the reports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



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

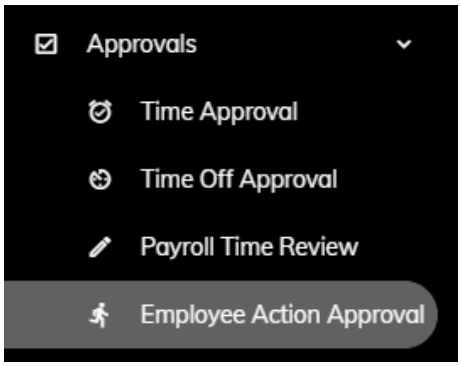


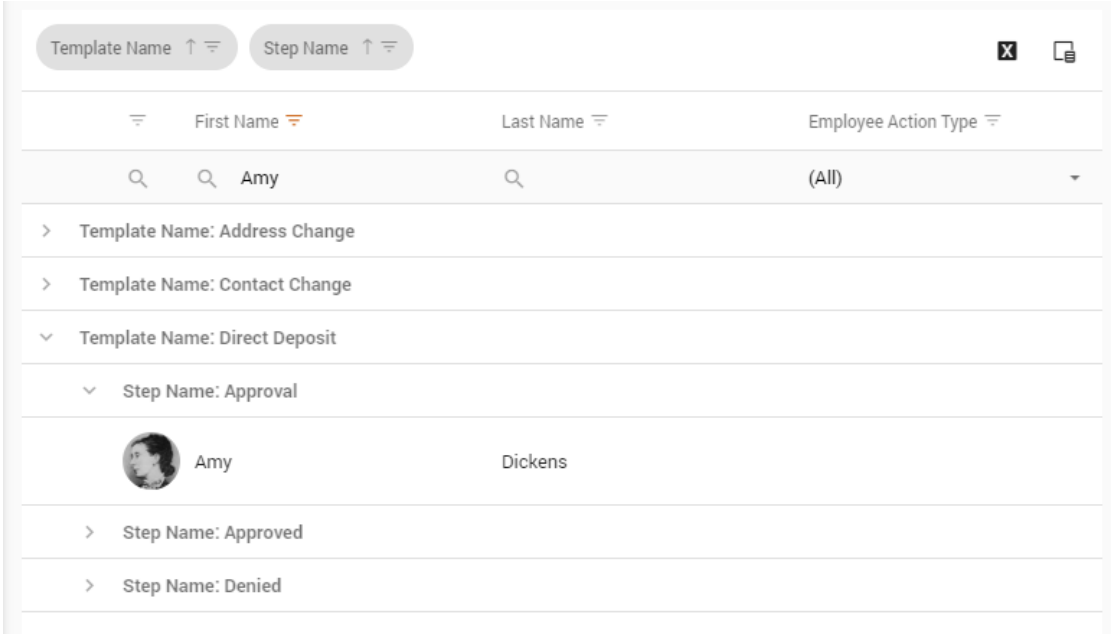
The download popup box will appear. Select the import definition (if using), Pay period, and in the new criteria option, select any additional criteria you need to narrow down employee records wanting to be downloaded. Note: you can use operators such as, equals or does not equal etc. if needed. If you 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.

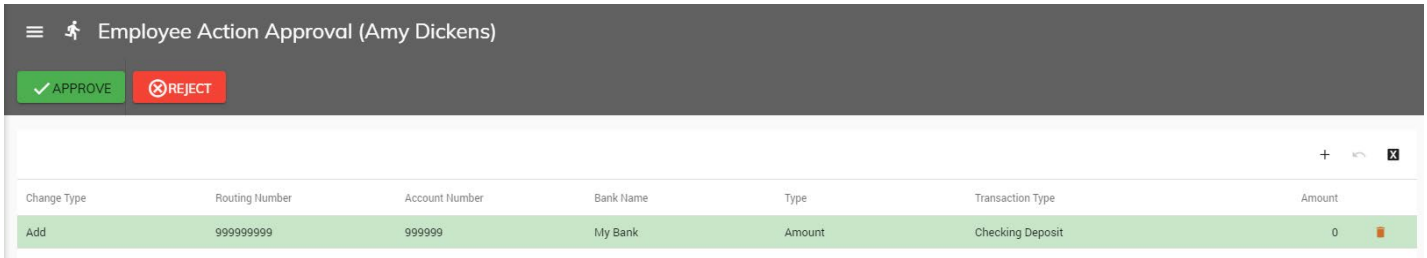


Employee Action Approval

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.

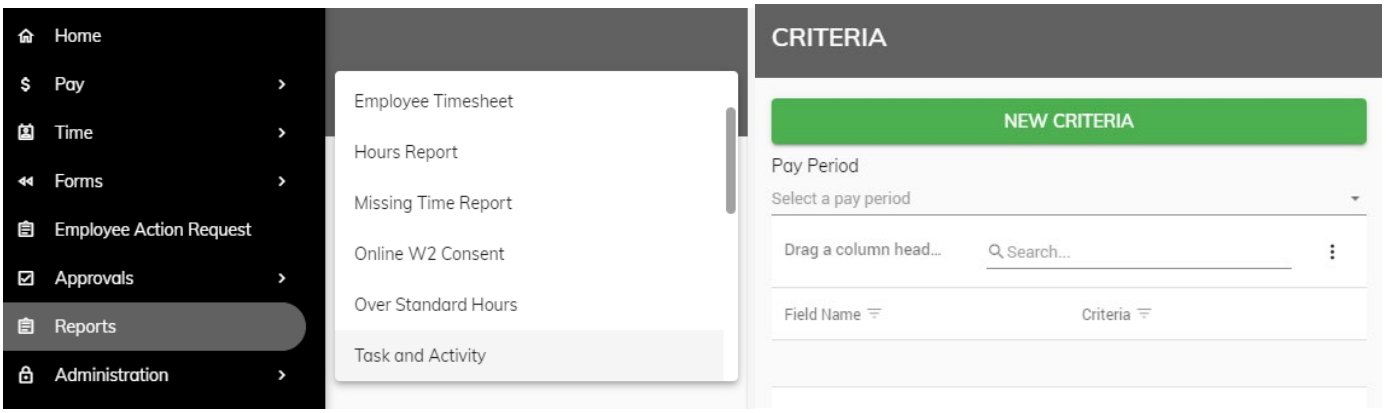






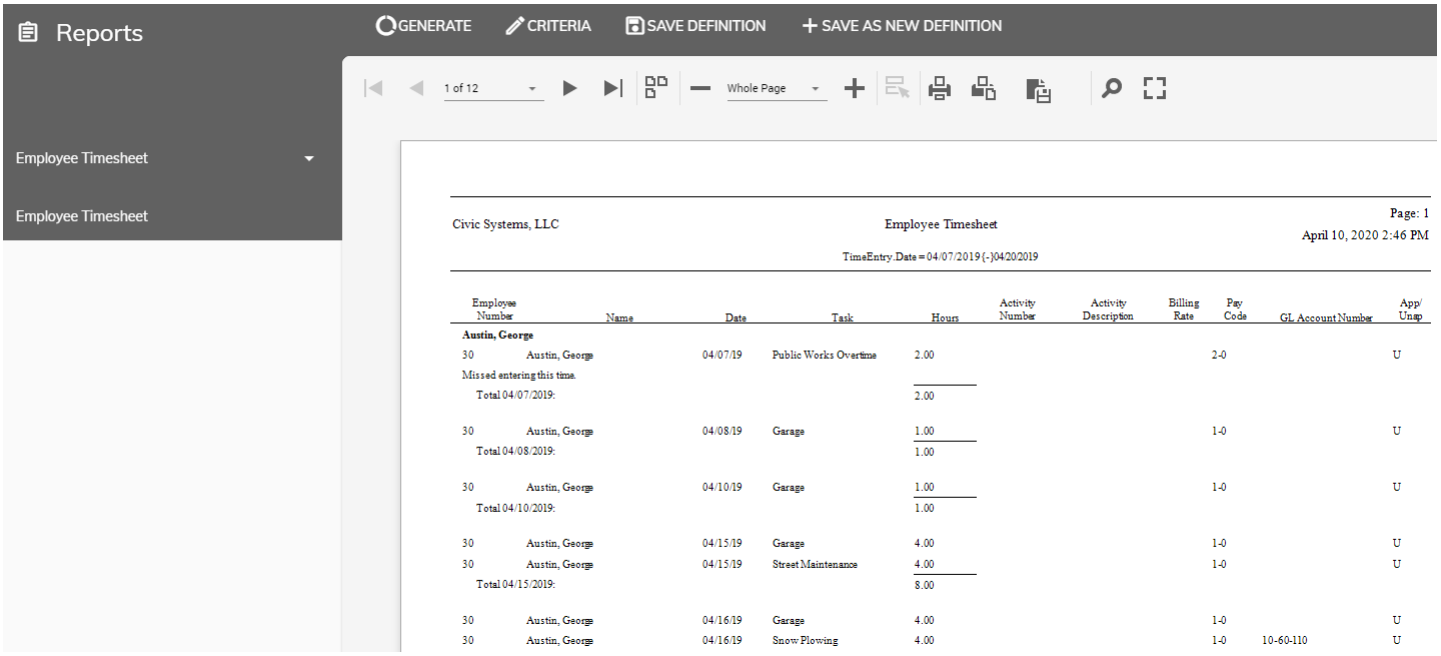
Reports

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.



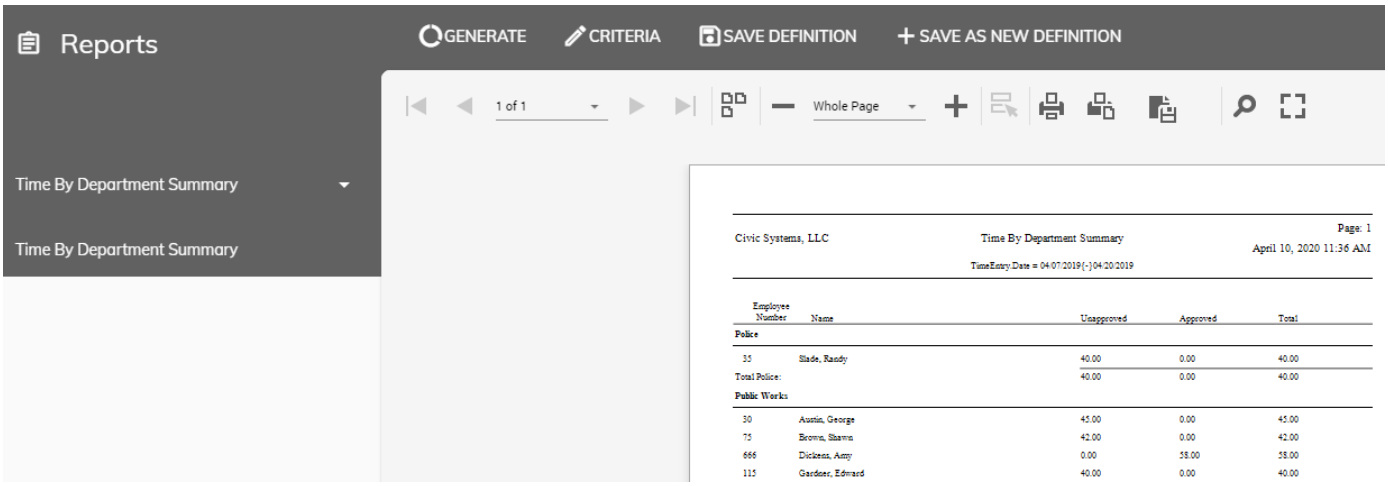
Employee Timesheet

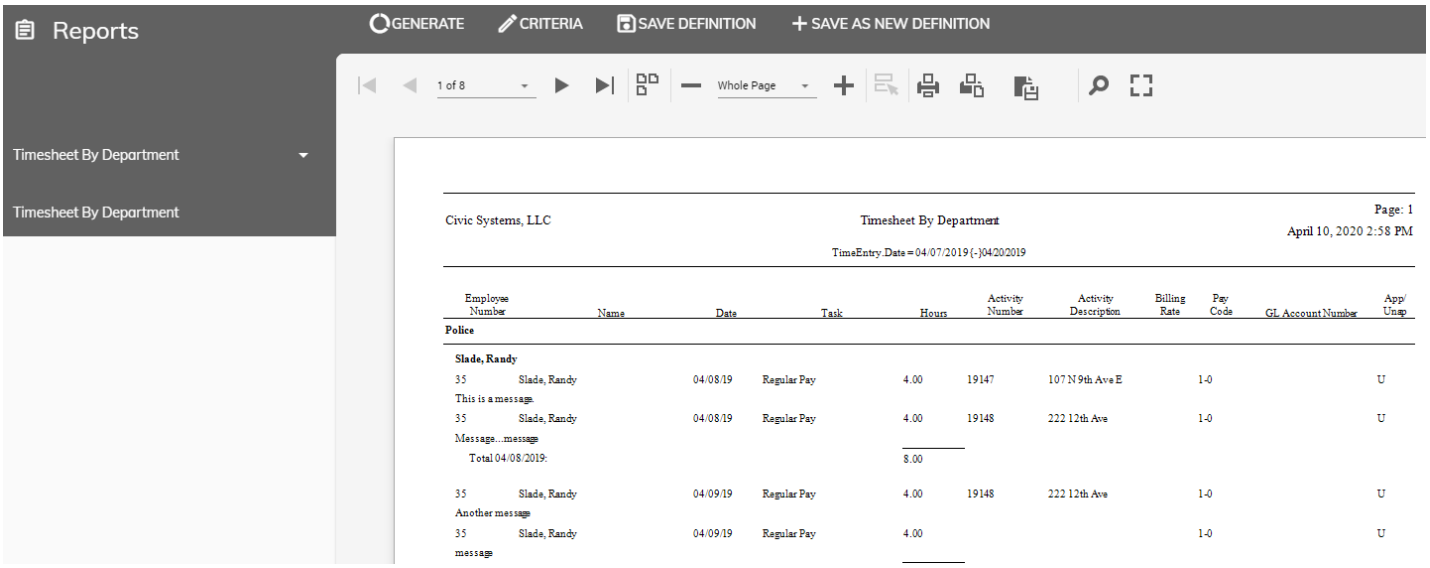
The Employee Timesheet will show the detail for each day for each employee for the pay period selected. The last column of the report shows whether the time has been approved or not.



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.



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.