
miPayOnline – Supervisor & Payroll Approvals

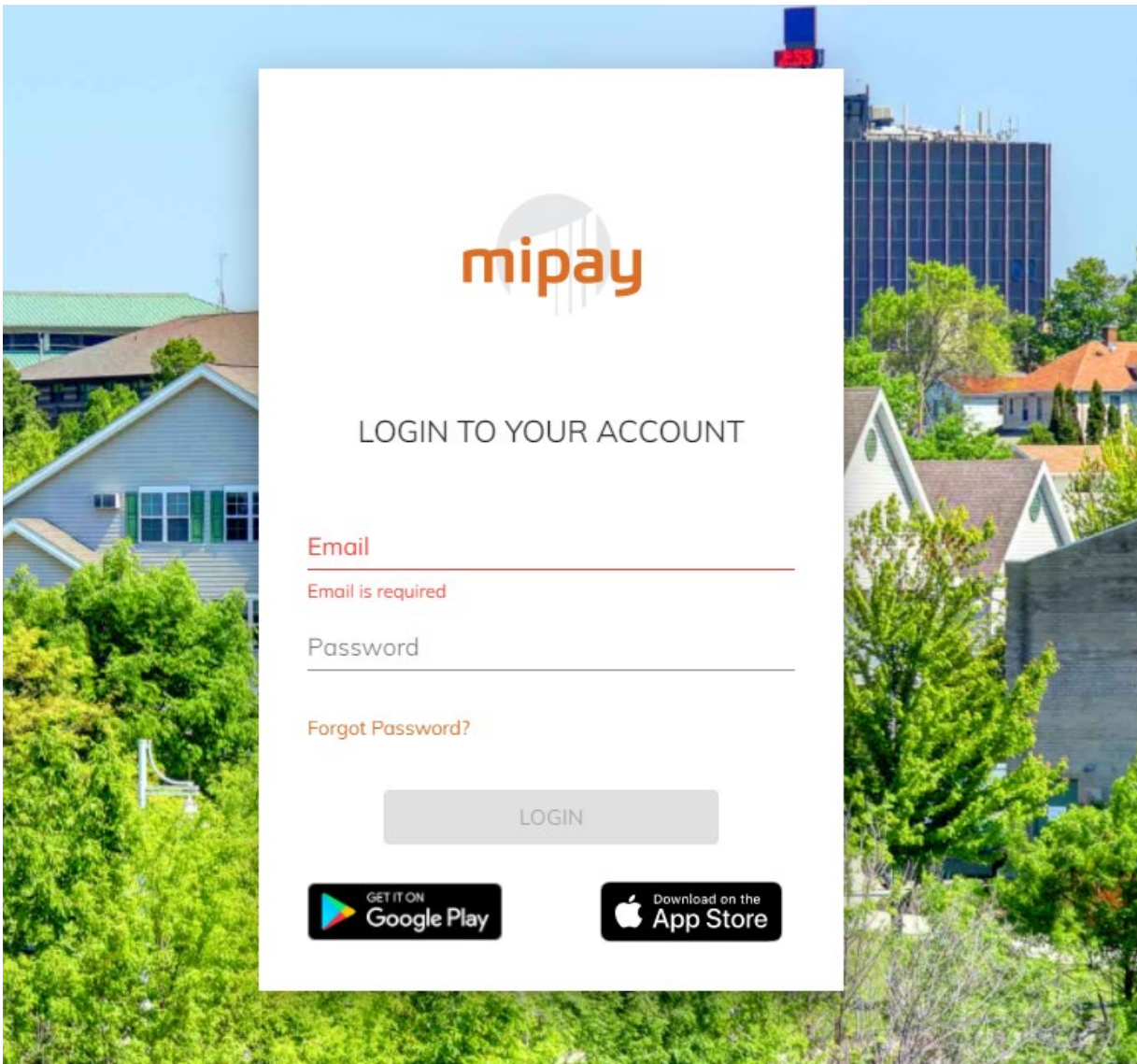
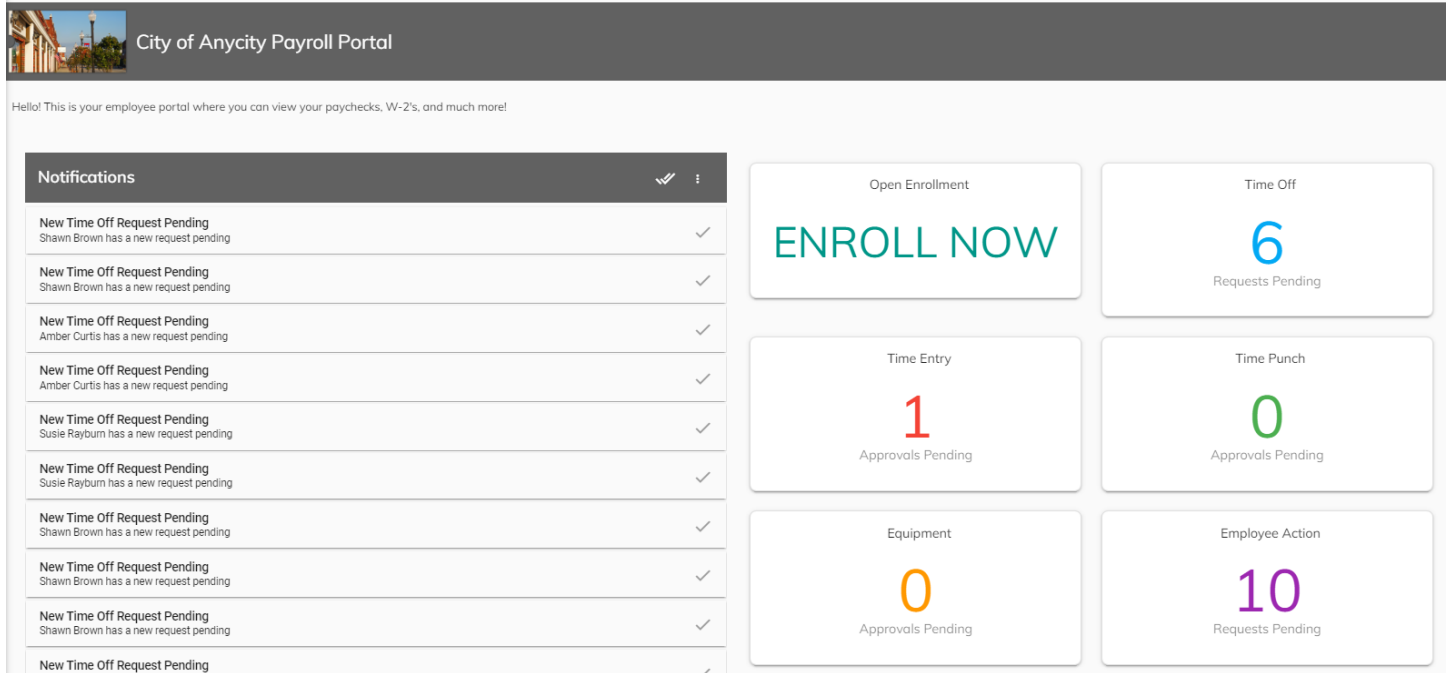


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Home Screen

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.

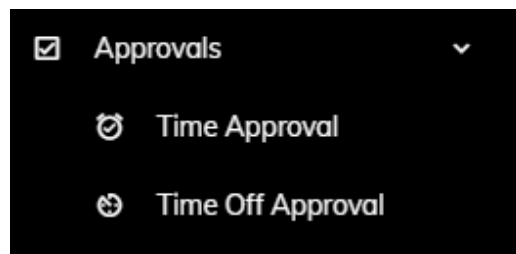








The screenshot shows the City of Anycity Payroll Portal Home Screen. At the top, there is a header with the city logo and the text "City of Anycity Payroll Portal". Below the header, a message reads: "Hello! This is your employee portal where you can view your paychecks, W-2's, and much more!". The main content area is divided into two sections. On the left, there is a "Notifications" table with 10 rows, each showing a "New Time Off Request Pending" for a specific employee (Shawn Brown or Amber Curtis) with a checkmark icon. On the right, there are six tiles representing different request types: "Open Enrollment" with a large "ENROLL NOW" button, "Time Off" with a large blue "6" and "Requests Pending", "Time Entry" with a large red "1" and "Approvals Pending", "Time Punch" with a large green "0" and "Approvals Pending", "Equipment" with a large orange "0" and "Approvals Pending", and "Employee Action" with a large purple "10" and "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.



Employees				
User Type				
Time Approver				
Template Name ↑ ▾		Step Name ↑ ▾		  
▾	First Name ▾	Employee Numb... ▾	Last Name ▾	Position Title ▾
Q	Q	Q	Q	Q
▼	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 the same view of an employee's timesheet as the employee.

Time Approval (Jason Harrison - Water Plant Operator-PW)

✓

APPROVE

		Task	Activity	Sun 04-02	Mon 04-03	Tue 04-04	Total
		Sick			8.00		10.00
		Regular Pay					0.00
							0.00
		Public Works Overtime					0.00
				Regular: 0.00 Overtime: 0.00 Subtotal: 0.00 Misc: 0.00 Leave: 0.00 Total: 0.00	Regular: 0.00 Overtime: 0.00 Subtotal: 0.00 Misc: 0.00 Leave: 8.00 Total: 8.00	Regular: 0.00 Overtime: 0.00 Subtotal: 0.00 Misc: 0.00 Leave: 0.00 Total: 0.00	Regular: 0.00 Overtime: 0.00 Subtotal: 0.00 Misc: 0.00 Leave: 10.00 Total: 10.00

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

Leave Time			
<div> ✕ 📄 📋 </div>			
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

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.

1 of 6

PREVIEW PARAMETERS

Show Notes

Yes

RESET

SUBMIT

Civic Systems, LLC

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/ Unap
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.				8.00						
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

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

☑ 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="text"/>	<input type="text"/>	(All) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9/13/2021, 8:54 PM	In	Pumping Operation	9225 Four Lakes Rd, ...	45.2892351	-87.8088241	
9/13/2021, 9:53 PM	Out	Pumping Operation	9225 Four Lakes Rd, ...	45.2892351	-87.8088241	184.63.

Time Punch Activities

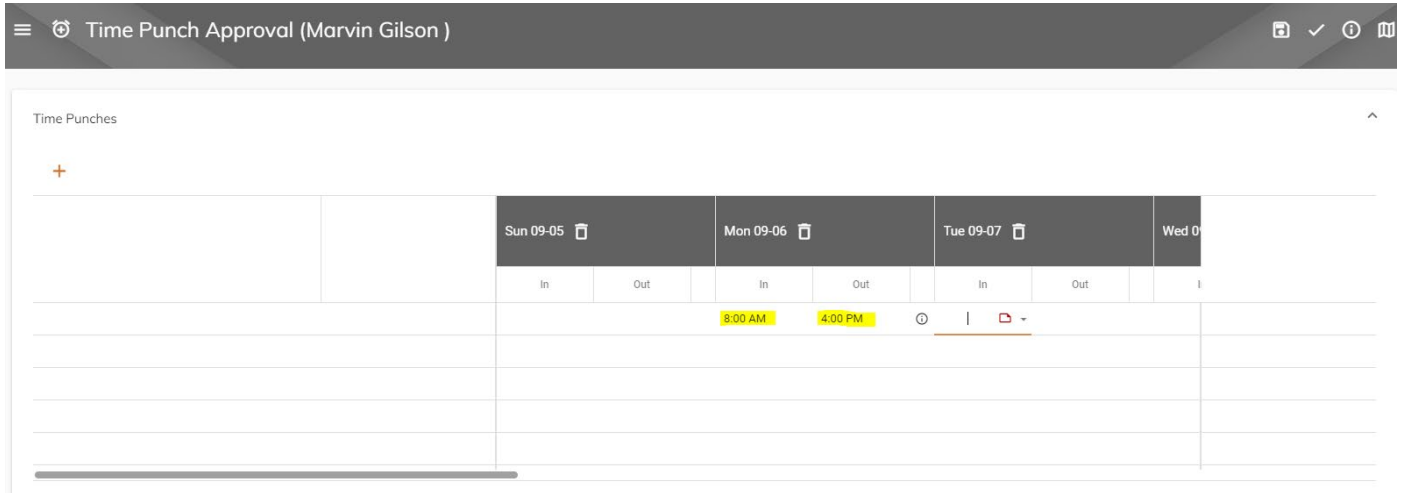


<input type="checkbox"/> Entered By Employee	Entry Date	Time In	Time Out	Note
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gilson, Marvin	9/13/2021, 9:54 PM	9/13/2021, 8:54 PM	9/13/2021, 9:53 PM	
Gilson, Marvin	9/13/2021, 9:53 PM	9/13/2021, 8:54 PM	9/13/2021, 9:53 PM	
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		8:00 AM		
Out		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
Lift Station Edup				
Lift Station Structures				
Filter Structures		1:00		
Pumping Operation		1:00		
Lake Intake				
Disinfection				
Disinfection				

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

☐ Repeat

Description

Task *

Public Works Vacation

Lunch Hours

1

Hours Per Day

8

Status

Pending

APPROVE

REJECT

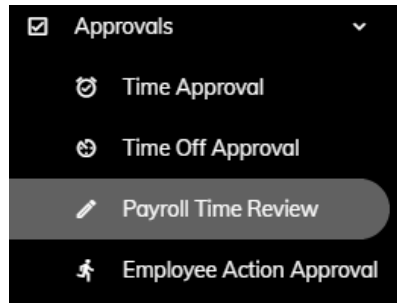
CANCEL

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

Statutes:

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.

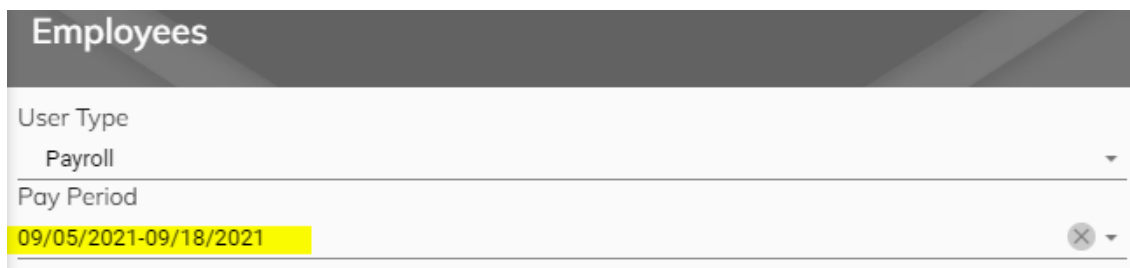
Payroll administrators can also enter and/or edit an employee's timesheet by using the Approvals>Time Approvals



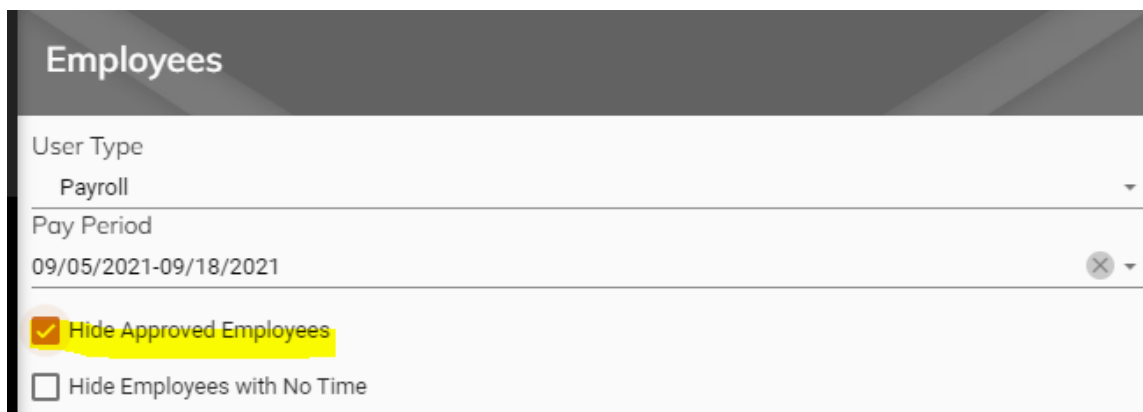
Select Payroll under the User Type


 A screenshot of a software interface titled 'Employees'. It shows a form with a 'User Type' dropdown menu. The dropdown is open, showing 'Payroll' as the selected option, which is highlighted in yellow. Other options visible are 'Time Approver'.

Choose the Pay Period


 A screenshot of a software interface titled 'Employees'. It shows a form with a 'Pay Period' dropdown menu. The dropdown is open, showing '09/05/2021-09/18/2021' as the selected option, which is highlighted in yellow.

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:


 A screenshot of a software interface titled 'Employees'. It shows a form with a 'Hide Approved Employees' checkbox. The checkbox is checked, and the text 'Hide Approved Employees' is highlighted in yellow. Below it, there is another checkbox labeled 'Hide Employees with No Time' which is unchecked.


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).


Search for an employee 🔍


Currently Punched In



Gordon, Natalie C
Animal Control


●


01/05/2023 04:08 PM


Regular Pay


PUNCH OUT

Currently Punched Out




Smith, Jacob S
City Manager

●




Hobson, Maurice
Utility Worker

●




Gilson, Marvin
Maintenance

●



Granger, Benjamin R
Director

●









Price, Gordon
Patrol Officer

●

View employees in a grid

Drag a column header here to group by that column

📄

	Name	Time In	Position	Task	
🔍	🔍	🔍	📅 🔍	🔍	
	Smith, Jacob S		City Manager		
	Hobson, Maurice		Utility Worker		
	Gilson, Marvin		Maintenance		
	Gordon, Natalie C	1/5/2023, 4:08 PM	Animal Control	Regular Pay	<div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f0f0f0;">PUNCH OUT</div>
	Granger, Benjamin R		Director		
	Price, Gordon		Patrol Officer		

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.

13

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 ↓

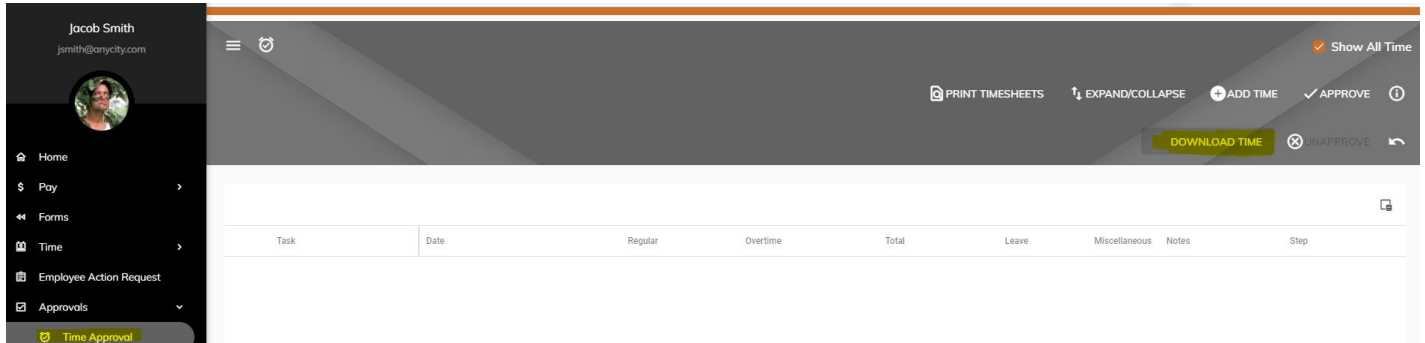
✕

📄

📋

	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.

Download Time

Import

NEW DEFINITION

Pay Period

09/05/2021-09/18/2021

NEW CRITERIA

Drag a column header here to group by that column

Field Name

Criteria

TimeTask.Name

{<>}Ball Diamond Prep

TimeEntry.Date

09/05/2021{-}09/18/2021

Employee.EmployeeNumber

{=}130

Create Filter

DOWNLOAD TIME

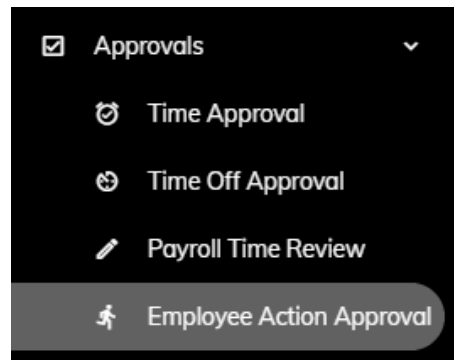
SAVE DEFINITION

SAVE AS NEW DEFINITION

DELETE DEFINITION

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 ↑ ▾

X

📄

First Name ▾	Last Name ▾	Employee Action Type ▾
Q Q Amy	Q	(All) ▾
> Template Name: Address Change		
> Template Name: Contact Change		
▾ Template Name: Direct Deposit		
▾ Step Name: Approval		
 Amy	Dickens	
> Step Name: Approved		
> Step Name: Denied		

☰

🚶 Employee Action Approval (Amy Dickens)

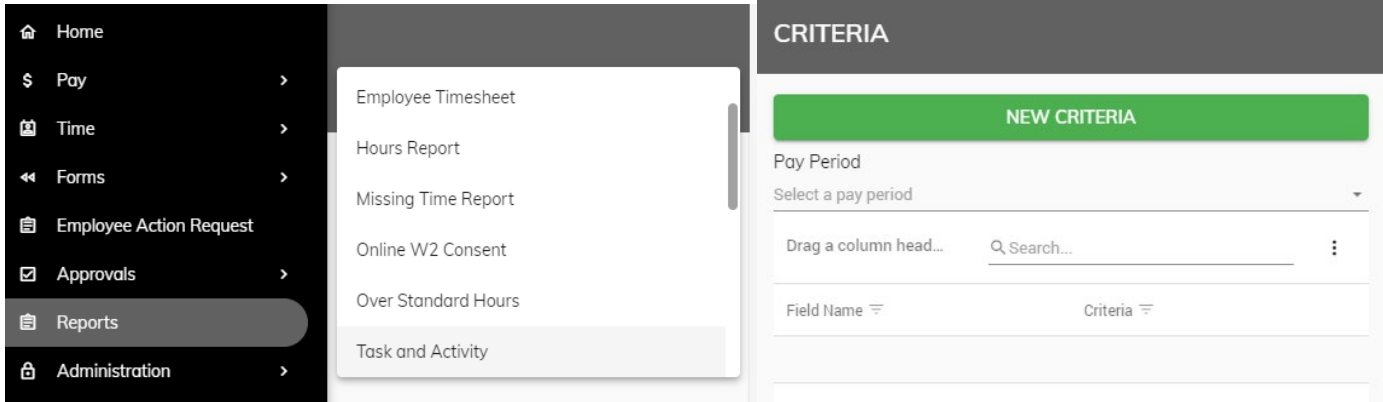
✓ APPROVE

⊗ 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 options: Home, Pay, Time, Forms, Employee Action Request, Approvals, Reports (selected), and Administration. A dropdown menu for Reports shows: Employee Timesheet, Hours Report, Missing Time Report, Online W2 Consent, Over Standard Hours, and Task and Activity. To the right, the 'CRITERIA' section has a 'NEW CRITERIA' button, a 'Pay Period' dropdown, a search bar, and a table with columns '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.

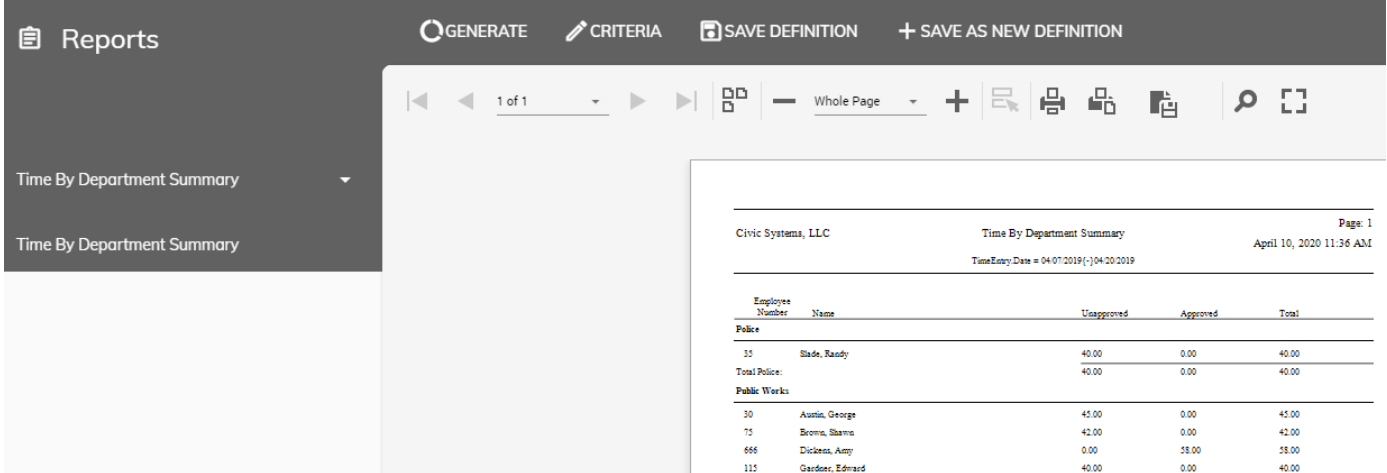


The screenshot shows the 'Employee Timesheet' report interface. On the left is a sidebar with 'Reports' and 'Employee Timesheet'. The top bar has buttons: GENERATE, CRITERIA, SAVE DEFINITION, and SAVE AS NEW DEFINITION. Below the top bar is a toolbar with navigation and view controls. The main area displays the report for 'Civic Systems, LLC' for the pay period '04/07/2019 (-)04/20/2019'. The report table has columns: Employee Number, Name, Date, Task, Hours, Activity Number, Activity Description, Billing Rate, Pay Code, GL Account Number, and App/Unap.

Employee Number	Name	Date	Task	Hours	Activity Number	Activity Description	Billing Rate	Pay Code	GL Account Number	App/Unap
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

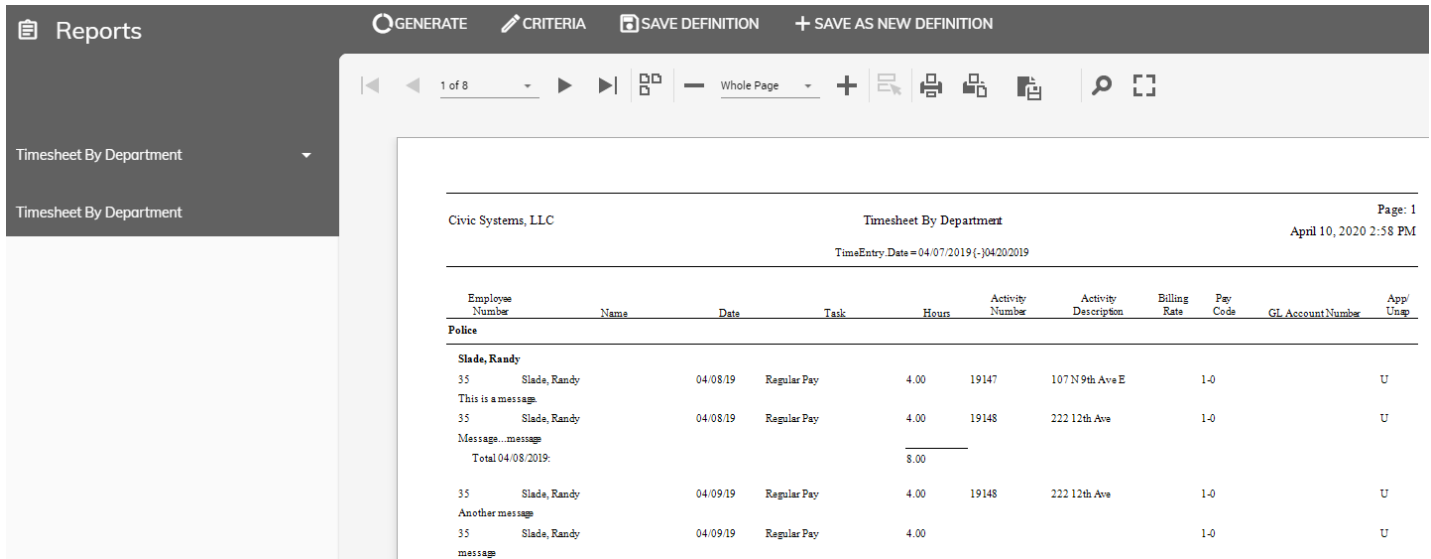
The Time By Department Summary will show the one line for each employee in the department with the approved, unapproved and total time entered.



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										
Total 04/08/2019:				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										