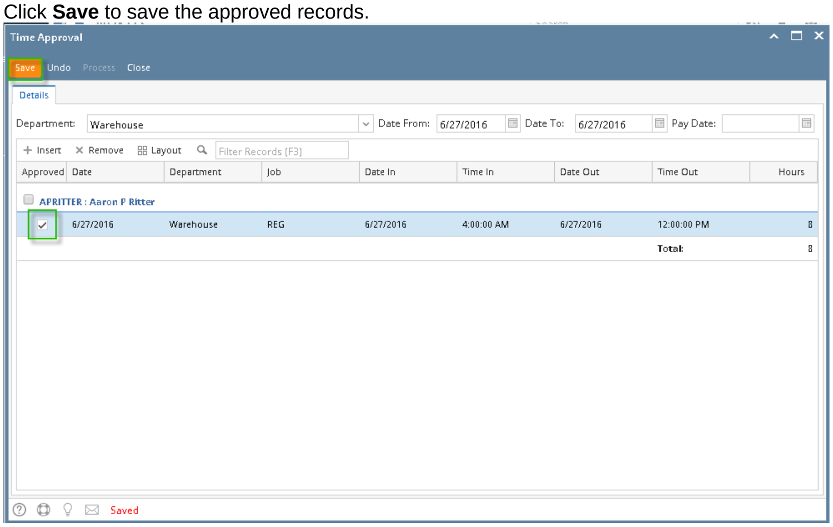
How to Approve Employee Time Entry

1. Click **Timecard Approval** from **Payroll** module.
2. Select **Department** from the dropdown.
3. Employee time entries from the selected department will be displayed on the grid.
4. Click the checkbox of the employee/s to be approved.
5. Click **Save** to save the approved records.



Department: Warehouse
Date From: 6/27/2016
Date To: 6/27/2016
Pay Date:

Approved	Date	Department	Job	Date In	Time In	Date Out	Time Out	Hours
☐ APRITTER : Aaron P Ritter								
☑	6/27/2016	Warehouse	REG	6/27/2016	4:00:00 AM	6/27/2016	12:00:00 PM	8
							Total:	8

> The **Department Supervisor** should only be able to **approve** the employees time entries under their own department. The processing of time entries will fall under the role of **Payroll Admin**.
>
> **Process** button should be disabled for the **Department Supervisor**.

1. Click **Time Approval** from **Payroll** module.
2. Select **Department** from the dropdown.
3. Employee time entries from the selected department will be displayed on the grid.
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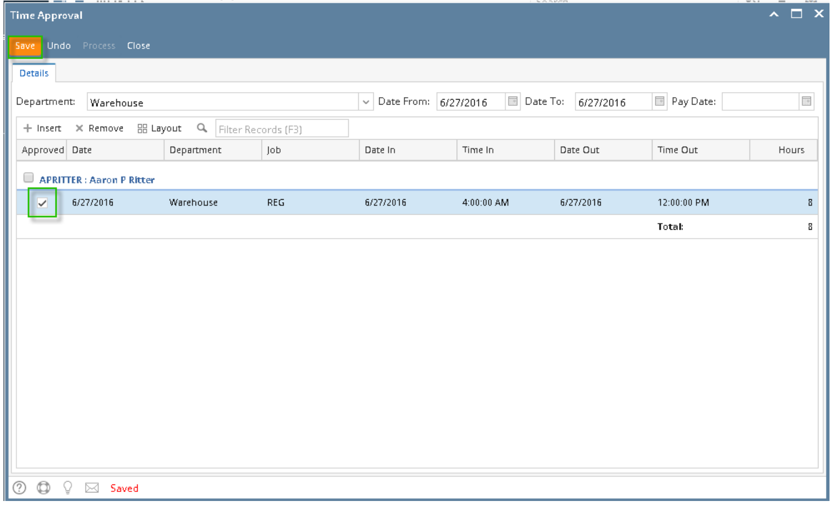
5. Click **Save** to save the approved records.



Department: Warehouse
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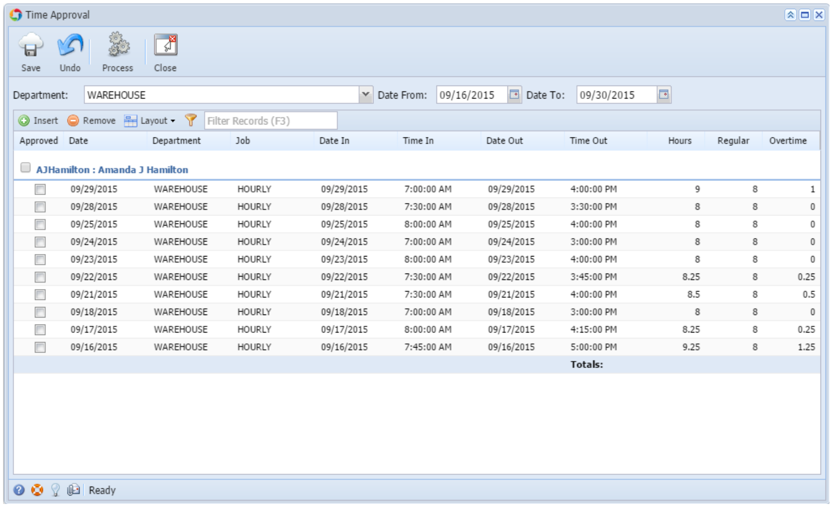
> The **Department Supervisor** should only be able to **approve** the employees time entries under their own department. The processing of time entries will fall under the role of **Payroll Admin**.
>
> **Process** button should be disabled for the **Department Supervisor**

Previous Page Name: **How to create Employee Paychecks through Time Approval screen**

Creating Employee Paychecks from the Time Approval screen should only processed by the Payroll Administrator.

1. In **Payroll** module, single click the **Time Approval**. Approve first the Employee Time Entries by checking the checkbox and click the Save toolbar button



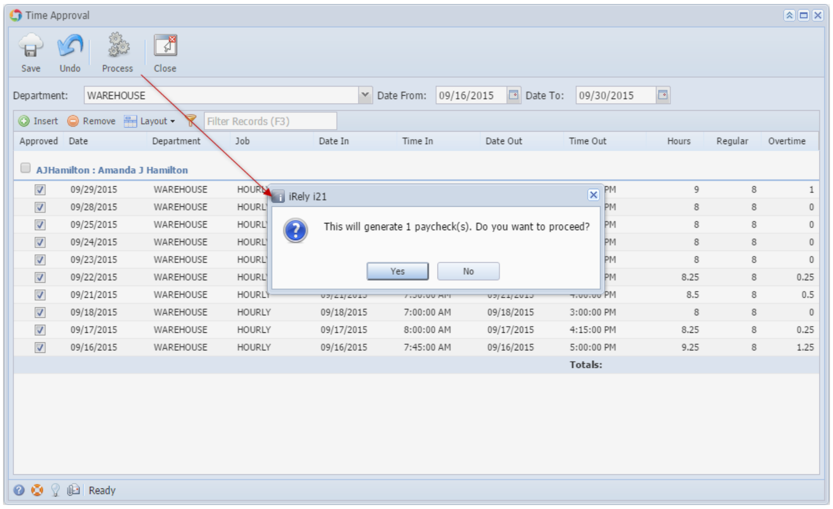
Department: WAREHOUSE Date From: 09/16/2015 Date To: 09/30/2015

☐ **AJHamilton : Amanda J Hamilton**

Approved	Date	Department	Job	Date In	Time In	Date Out	Time Out	Hours	Regular	Overtime
☐	09/29/2015	WAREHOUSE	HOURLY	09/29/2015	7:00:00 AM	09/29/2015	4:00:00 PM	9	8	1
☐	09/28/2015	WAREHOUSE	HOURLY	09/28/2015	7:30:00 AM	09/28/2015	3:30:00 PM	8	8	0
☐	09/25/2015	WAREHOUSE	HOURLY	09/25/2015	8:00:00 AM	09/25/2015	4:00:00 PM	8	8	0
☐	09/24/2015	WAREHOUSE	HOURLY	09/24/2015	7:00:00 AM	09/24/2015	3:00:00 PM	8	8	0
☐	09/23/2015	WAREHOUSE	HOURLY	09/23/2015	8:00:00 AM	09/23/2015	4:00:00 PM	8	8	0
☐	09/22/2015	WAREHOUSE	HOURLY	09/22/2015	7:30:00 AM	09/22/2015	3:45:00 PM	8.25	8	0.25
☐	09/21/2015	WAREHOUSE	HOURLY	09/21/2015	7:30:00 AM	09/21/2015	4:00:00 PM	8.5	8	0.5
☐	09/18/2015	WAREHOUSE	HOURLY	09/18/2015	7:00:00 AM	09/18/2015	3:00:00 PM	8	8	0
☐	09/17/2015	WAREHOUSE	HOURLY	09/17/2015	8:00:00 AM	09/17/2015	4:15:00 PM	8.25	8	0.25
☐	09/16/2015	WAREHOUSE	HOURLY	09/16/2015	7:45:00 AM	09/16/2015	5:00:00 PM	9.25	8	1.25
							Totals:			

Ready

2. The Payroll Admin should only process the Approved Employee Time Entries. Click the **Process** toolbar button.



Department: WAREHOUSE Date From: 09/16/2015 Date To: 09/30/2015

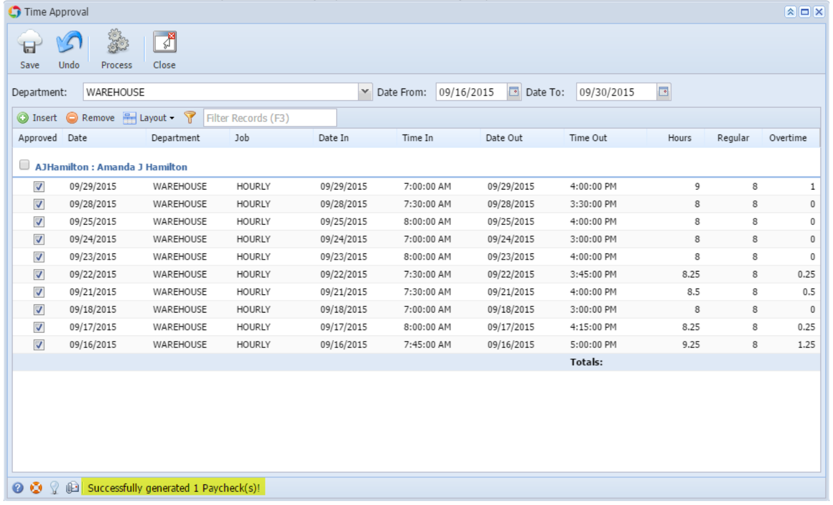
☐ **AJHamilton : Amanda J Hamilton**

Approved	Date	Department	Job	Date In	Time In	Date Out	Time Out	Hours	Regular	Overtime
☑	09/29/2015	WAREHOUSE	HOUR				PM	9	8	1
☑	09/28/2015	WAREHOUSE	HOURL				PM	8	8	0
☑	09/25/2015	WAREHOUSE	HOURL				PM	8	8	0
☑	09/24/2015	WAREHOUSE	HOURL				PM	8	8	0
☑	09/23/2015	WAREHOUSE	HOURL				PM	8	8	0
☑	09/22/2015	WAREHOUSE	HOURL				PM	8.25	8	0.25
☑	09/21/2015	WAREHOUSE	HOURLY				PM	8.5	8	0.5
☑	09/18/2015	WAREHOUSE	HOURLY	09/18/2015	7:00:00 AM	09/18/2015	3:00:00 PM	8	8	0
☑	09/17/2015	WAREHOUSE	HOURLY	09/17/2015	8:00:00 AM	09/17/2015	4:15:00 PM	8.25	8	0.25
☑	09/16/2015	WAREHOUSE	HOURLY	09/16/2015	7:45:00 AM	09/16/2015	5:00:00 PM	9.25	8	1.25
							Totals:			

This will generate 1 paycheck(s). Do you want to proceed?

Ready

3. Click the Yes button to create Paychecks based on the Employee Time Entries on the specific Date Range.
4. Result of the number of generated paychecks is displayed in the Status indicator.



Department: WAREHOUSE Date From: 09/16/2015 Date To: 09/30/2015

☐ **AJHamilton : Amanda J Hamilton**

Approved	Date	Department	Job	Date In	Time In	Date Out	Time Out	Hours	Regular	Overtime
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☑	09/23/2015	WAREHOUSE	HOURLY	09/23/2015	8:00:00 AM	09/23/2015	4:00:00 PM	8	8	0
☑	09/22/2015	WAREHOUSE	HOURLY	09/22/2015	7:30:00 AM	09/22/2015	3:45:00 PM	8.25	8	0.25
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☑	09/18/2015	WAREHOUSE	HOURLY	09/18/2015	7:00:00 AM	09/18/2015	3:00:00 PM	8	8	0
☑	09/17/2015	WAREHOUSE	HOURLY	09/17/2015	8:00:00 AM	09/17/2015	4:15:00 PM	8.25	8	0.25
☑	09/16/2015	WAREHOUSE	HOURLY	09/16/2015	7:45:00 AM	09/16/2015	5:00:00 PM	9.25	8	1.25
							Totals:			

Successfully generated 1 Paycheck(s)!

ⓘ Created Employee Paychecks should be listed and displayed in **Paychecks Search** screen.