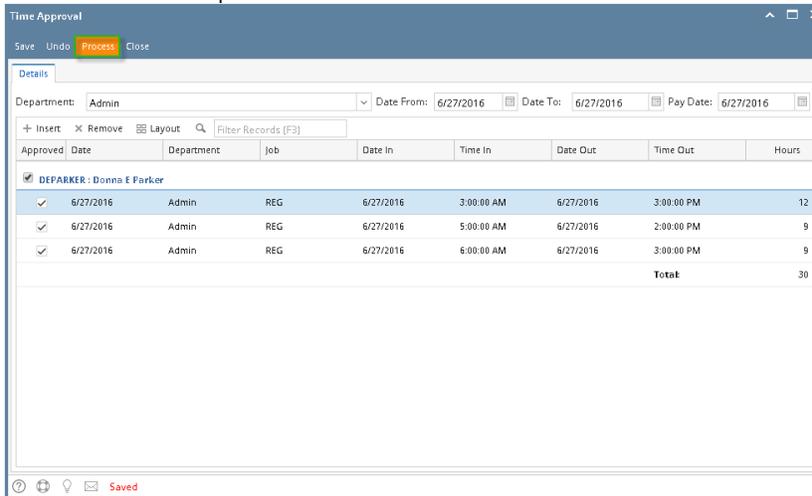


# How to Process Employee Time Entry

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 processed.
5. Check if the **Pay Date** is set. If not, select the **Pay Date** from the date picker.
6. Click **Process** button to process the records.

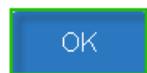


7. Confirmation page will be displayed.
8. Click **OK** button to return to **Time Approval** screen.



**iRely i21**

Successfully Processed Timecards to Pay Group.

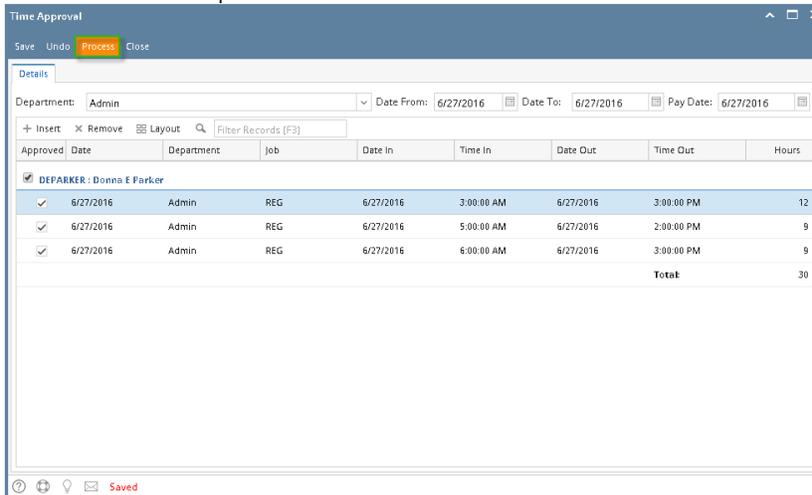


The **Payroll Admin** should be the **only one** allowed to process employee time entries.

Once processed, the record/s will disappear from the grid. The time entries will be reflected in the **Process Pay Groups** screen where the paychecks will be generated.

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.
4. Click the checkbox of the employee/s to be processed.
5. Check if the **Pay Date** is set. If not, select the **Pay Date** from the date picker.

6. Click **Process** button to process the records.



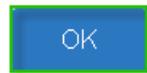
7. Confirmation page will be displayed.

8. Click **OK** button to return to **Time Approval** screen.



## iRely i21

Successfully Processed Timecards to Pay Group.



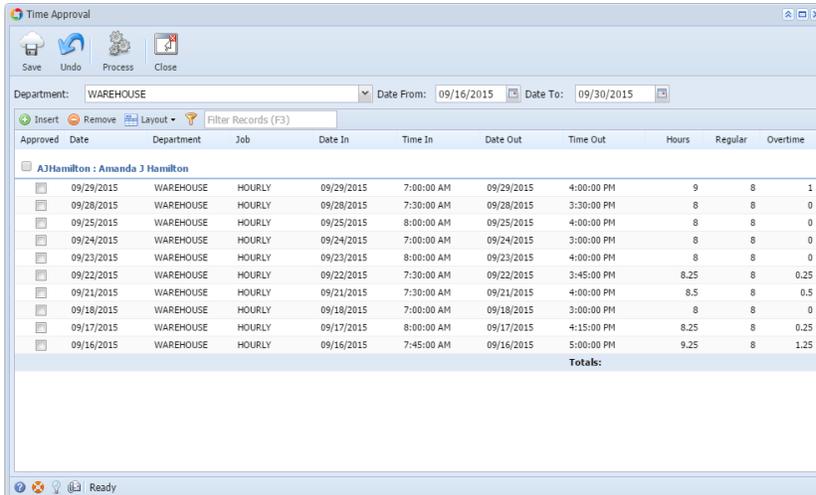
The **Payroll Admin** should be the **only one** allowed to process employee time entries.

Once processed, the record/s will disappear from the grid. The time entries will be reflected in the **Process Pay Groups** screen where the paychecks will be generated.

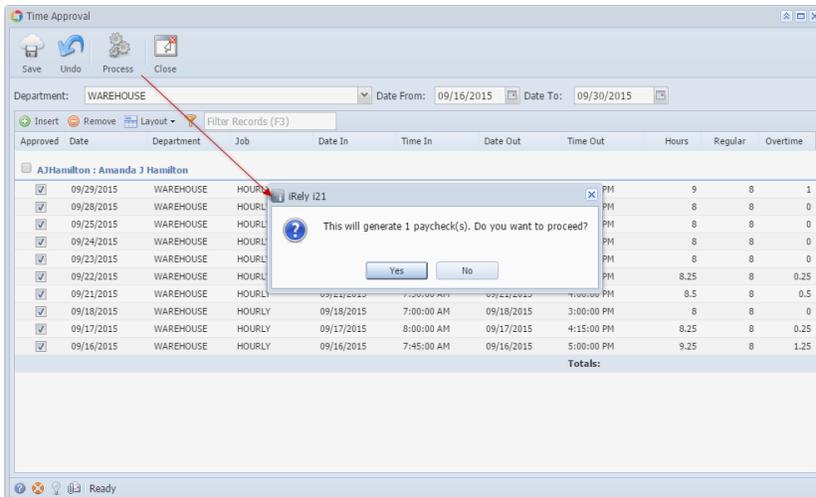
Previous Page Name: **How to create Employee Paychecks through Time Approval screen**

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

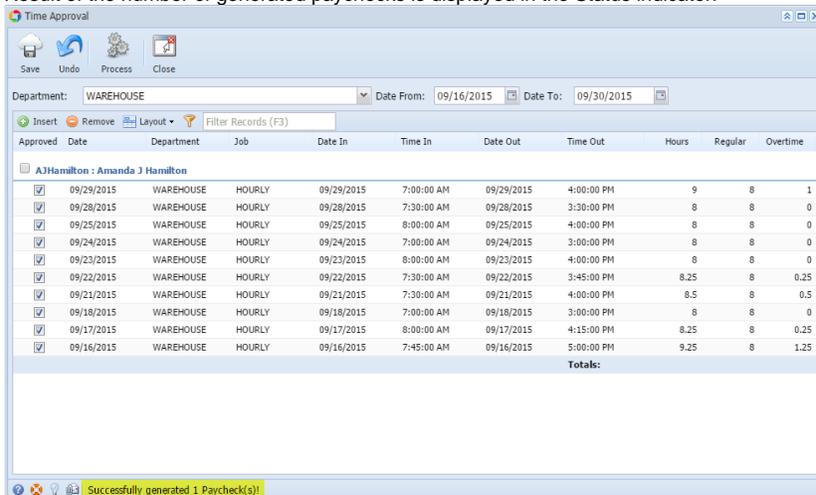
1. In **Payroll** module, single click the **Time Approval**. Approve first the Employee Time Entries by checking the checkbox and click the Save toolbar button



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



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.



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

