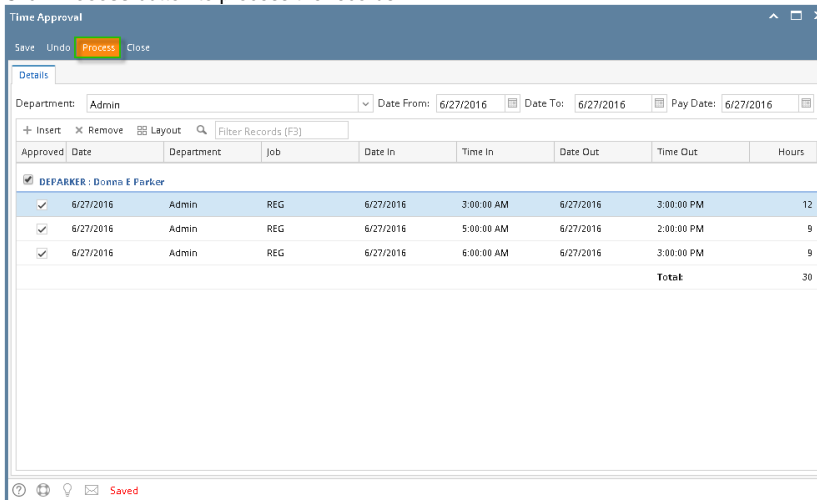


# How to Process Employee Time Entry

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.



The screenshot shows the 'Time Approval' window with the following details:

- Buttons: Save, Undo, **Process**, Close
- Details tab selected
- Department: Admin
- Date From: 6/27/2016, Date To: 6/27/2016, Pay Date: 6/27/2016
- Filter Records (F3)
- Table columns: Approved, Date, Department, Job, Date In, Time In, Date Out, Time Out, Hours
- Employee: DEPAKKEE, Donna E Parker
- Table data:

Approved	Date	Department	Job	Date In	Time In	Date Out	Time Out	Hours
<input checked="" type="checkbox"/>	6/27/2016	Admin	REG	6/27/2016	3:00:00 AM	6/27/2016	3:00:00 PM	12
<input checked="" type="checkbox"/>	6/27/2016	Admin	REG	6/27/2016	5:00:00 AM	6/27/2016	2:00:00 PM	9
<input checked="" type="checkbox"/>	6/27/2016	Admin	REG	6/27/2016	6:00:00 AM	6/27/2016	3:00:00 PM	9
<b>Total:</b>								30

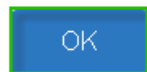
Bottom status bar: Saved

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



**iRely i21**

Successfully Processed Timecards to Pay Group.

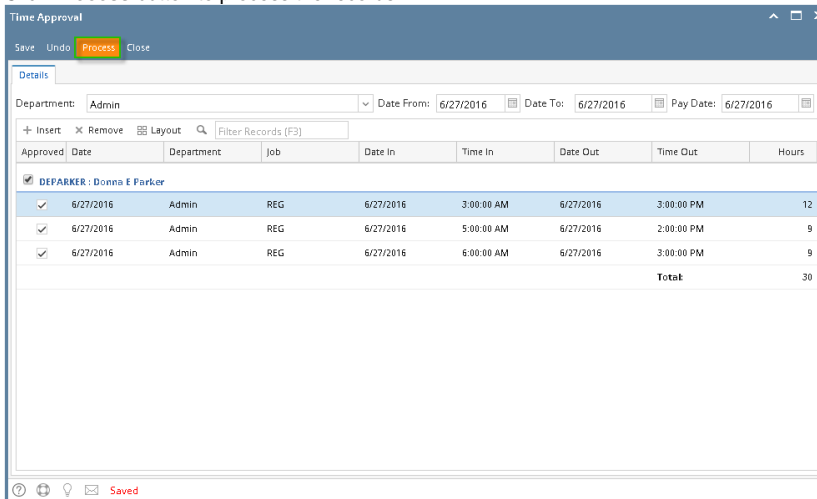


The **Payroll Admin** should be the **only one** allowed to process employee time entries.

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.



The screenshot shows the 'Time Approval' window. At the top, there are buttons for 'Save', 'Undo', 'Process' (highlighted in orange), and 'Close'. Below these is a 'Details' tab. The window displays a table of time entries for 'DEPARTER : Donna E Parker'. The table has columns for 'Approved', 'Date', 'Department', 'Job', 'Date In', 'Time In', 'Date Out', 'Time Out', and 'Hours'. There are three rows of data, all for the date 6/27/2016, Department Admin, and Job REG. The first row shows a time in of 3:00:00 AM and a time out of 3:00:00 PM, totaling 12 hours. The second row shows a time in of 5:00:00 AM and a time out of 2:00:00 PM, totaling 9 hours. The third row shows a time in of 6:00:00 AM and a time out of 3:00:00 PM, totaling 9 hours. A 'Total' row at the bottom shows a total of 30 hours. The window also includes a 'Filter Records (F3)' search bar and a status bar at the bottom indicating 'Saved'.

Approved	Date	Department	Job	Date In	Time In	Date Out	Time Out	Hours
<input checked="" type="checkbox"/>	6/27/2016	Admin	REG	6/27/2016	3:00:00 AM	6/27/2016	3:00:00 PM	12
<input checked="" type="checkbox"/>	6/27/2016	Admin	REG	6/27/2016	5:00:00 AM	6/27/2016	2:00:00 PM	9
<input checked="" type="checkbox"/>	6/27/2016	Admin	REG	6/27/2016	6:00:00 AM	6/27/2016	3:00:00 PM	9
<b>Total:</b>								<b>30</b>

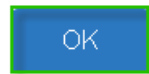
7. Confirmation page will be displayed.

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

Time Approval

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

Insert Remove Layout Filter Records (F3)

Approved	Date	Department	Job	Date In	Time In	Date Out	Time Out	Hours	Regular	Overtime
<b>AJHamilton : Amanda J Hamilton</b>										
<input type="checkbox"/>	09/29/2015	WAREHOUSE	HOURLY	09/29/2015	7:00:00 AM	09/29/2015	4:00:00 PM	9	8	1
<input type="checkbox"/>	09/28/2015	WAREHOUSE	HOURLY	09/28/2015	7:30:00 AM	09/28/2015	3:30:00 PM	8	8	0
<input type="checkbox"/>	09/25/2015	WAREHOUSE	HOURLY	09/25/2015	8:00:00 AM	09/25/2015	4:00:00 PM	8	8	0
<input type="checkbox"/>	09/24/2015	WAREHOUSE	HOURLY	09/24/2015	7:00:00 AM	09/24/2015	3:00:00 PM	8	8	0
<input type="checkbox"/>	09/23/2015	WAREHOUSE	HOURLY	09/23/2015	8:00:00 AM	09/23/2015	4:00:00 PM	8	8	0
<input type="checkbox"/>	09/22/2015	WAREHOUSE	HOURLY	09/22/2015	7:30:00 AM	09/22/2015	3:45:00 PM	8.25	8	0.25
<input type="checkbox"/>	09/21/2015	WAREHOUSE	HOURLY	09/21/2015	7:30:00 AM	09/21/2015	4:00:00 PM	8.5	8	0.5
<input type="checkbox"/>	09/18/2015	WAREHOUSE	HOURLY	09/18/2015	7:00:00 AM	09/18/2015	3:00:00 PM	8	8	0
<input type="checkbox"/>	09/17/2015	WAREHOUSE	HOURLY	09/17/2015	8:00:00 AM	09/17/2015	4:15:00 PM	8.25	8	0.25
<input type="checkbox"/>	09/16/2015	WAREHOUSE	HOURLY	09/16/2015	7:45:00 AM	09/16/2015	5:00:00 PM	9.25	8	1.25
<b>Totals:</b>										

Ready

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

Time Approval

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

Insert Remove Layout Filter Records (F3)

Approved	Date	Department	Job	Date In	Time In	Date Out	Time Out	Hours	Regular	Overtime
<b>AJHamilton : Amanda J Hamilton</b>										
<input checked="" type="checkbox"/>	09/29/2015	WAREHOUSE	HOURLY	09/29/2015	7:00:00 AM	09/29/2015	4:00:00 PM	9	8	1
<input checked="" type="checkbox"/>	09/28/2015	WAREHOUSE	HOURLY	09/28/2015	7:30:00 AM	09/28/2015	3:30:00 PM	8	8	0
<input checked="" type="checkbox"/>	09/25/2015	WAREHOUSE	HOURLY	09/25/2015	8:00:00 AM	09/25/2015	4:00:00 PM	8	8	0
<input checked="" type="checkbox"/>	09/24/2015	WAREHOUSE	HOURLY	09/24/2015	7:00:00 AM	09/24/2015	3:00:00 PM	8	8	0
<input checked="" type="checkbox"/>	09/23/2015	WAREHOUSE	HOURLY	09/23/2015	8:00:00 AM	09/23/2015	4:00:00 PM	8	8	0
<input checked="" type="checkbox"/>	09/22/2015	WAREHOUSE	HOURLY	09/22/2015	7:30:00 AM	09/22/2015	3:45:00 PM	8.25	8	0.25
<input checked="" type="checkbox"/>	09/21/2015	WAREHOUSE	HOURLY	09/21/2015	7:30:00 AM	09/21/2015	4:00:00 PM	8.5	8	0.5
<input checked="" type="checkbox"/>	09/18/2015	WAREHOUSE	HOURLY	09/18/2015	7:00:00 AM	09/18/2015	3:00:00 PM	8	8	0
<input checked="" type="checkbox"/>	09/17/2015	WAREHOUSE	HOURLY	09/17/2015	8:00:00 AM	09/17/2015	4:15:00 PM	8.25	8	0.25
<input checked="" type="checkbox"/>	09/16/2015	WAREHOUSE	HOURLY	09/16/2015	7:45:00 AM	09/16/2015	5:00:00 PM	9.25	8	1.25
<b>Totals:</b>										

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.

Time Approval

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

Insert Remove Layout Filter Records (F3)

Approved	Date	Department	Job	Date In	Time In	Date Out	Time Out	Hours	Regular	Overtime
<b>AJHamilton : Amanda J Hamilton</b>										
<input checked="" type="checkbox"/>	09/29/2015	WAREHOUSE	HOURLY	09/29/2015	7:00:00 AM	09/29/2015	4:00:00 PM	9	8	1
<input checked="" type="checkbox"/>	09/28/2015	WAREHOUSE	HOURLY	09/28/2015	7:30:00 AM	09/28/2015	3:30:00 PM	8	8	0
<input checked="" type="checkbox"/>	09/25/2015	WAREHOUSE	HOURLY	09/25/2015	8:00:00 AM	09/25/2015	4:00:00 PM	8	8	0
<input checked="" type="checkbox"/>	09/24/2015	WAREHOUSE	HOURLY	09/24/2015	7:00:00 AM	09/24/2015	3:00:00 PM	8	8	0
<input checked="" type="checkbox"/>	09/23/2015	WAREHOUSE	HOURLY	09/23/2015	8:00:00 AM	09/23/2015	4:00:00 PM	8	8	0
<input checked="" type="checkbox"/>	09/22/2015	WAREHOUSE	HOURLY	09/22/2015	7:30:00 AM	09/22/2015	3:45:00 PM	8.25	8	0.25
<input checked="" type="checkbox"/>	09/21/2015	WAREHOUSE	HOURLY	09/21/2015	7:30:00 AM	09/21/2015	4:00:00 PM	8.5	8	0.5
<input checked="" type="checkbox"/>	09/18/2015	WAREHOUSE	HOURLY	09/18/2015	7:00:00 AM	09/18/2015	3:00:00 PM	8	8	0
<input checked="" type="checkbox"/>	09/17/2015	WAREHOUSE	HOURLY	09/17/2015	8:00:00 AM	09/17/2015	4:15:00 PM	8.25	8	0.25
<input checked="" type="checkbox"/>	09/16/2015	WAREHOUSE	HOURLY	09/16/2015	7:45:00 AM	09/16/2015	5:00:00 PM	9.25	8	1.25
<b>Totals:</b>										

Successfully generated 1 Paycheck(s)



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

