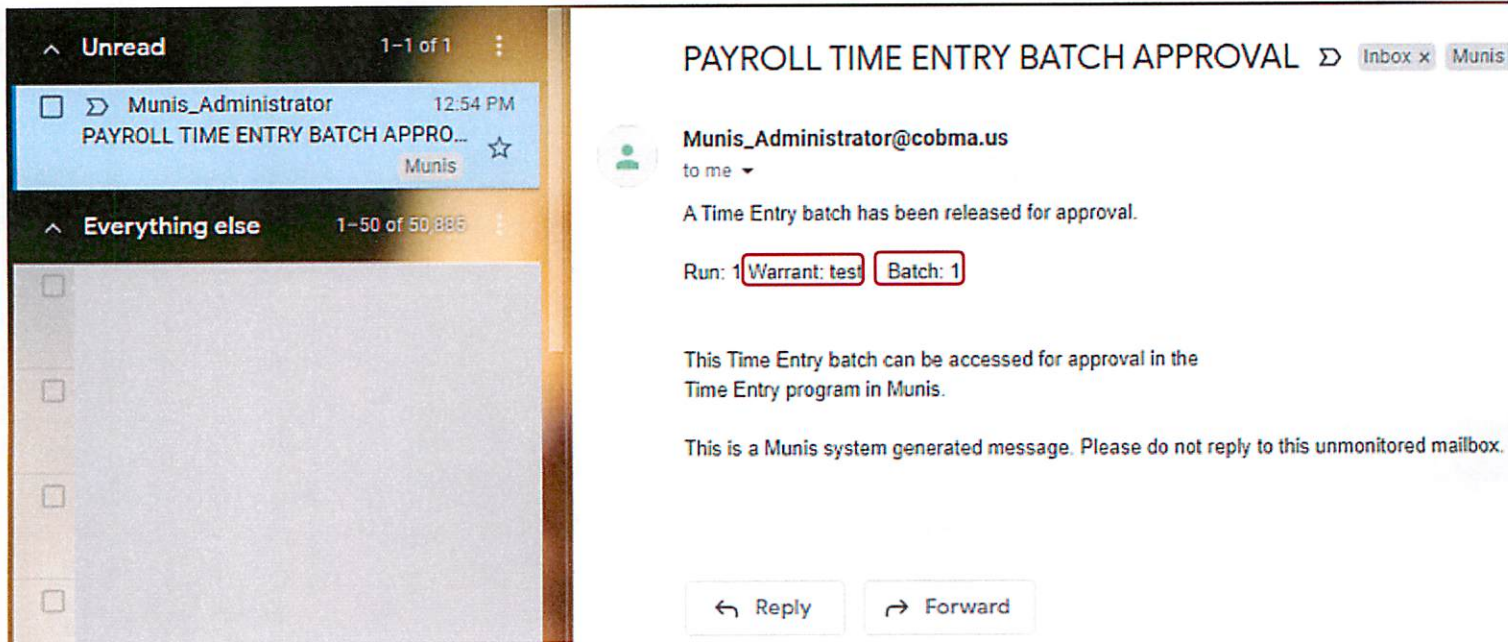
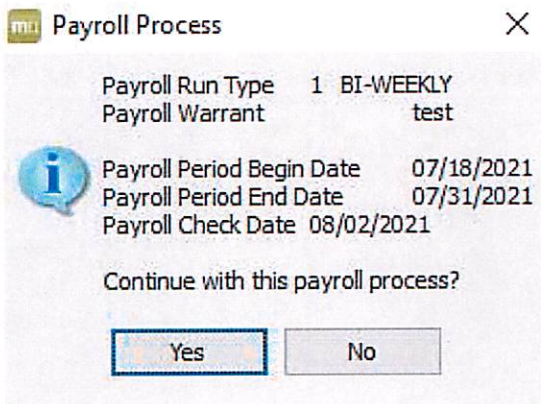



## Time Entry Approval Process

A Time Entry approver will receive an email when a Time Entry batch is released by a payroll clerk. The email will have "Payroll Time Entry Batch Approval" as the subject. The Time Entry program allows you to maintain or approve time entry records for employees. To open Time Entry select *Departmental Functions > Time Entry*.



When the program opens, you will be asked if you want to continue with the payroll process. Verify you are in the correct payroll and then click Yes. This email example has a payroll warrant named "Test" as does the screen below.



Select the search icon  and enter the batch number that was in the email. You can also enter other criteria to search by (location number, clerk...).

Time Entry - Munis [TRAIN DATABASE Jul 20 2021]

My File Edit Tools Help

Payroll Identification

Run: 1 - BROCKTON BI-WEEKLY PAYROLL Warrant: test Batch: 1

Batch Information

Department: ...

Location: ...

Comment: ...

Clerk: ...

Date: ...

Time: ...

Batch Type: ...

☒ No Exceptions

Posted: ...

Status: ...

Employee Count: ...


Workflow

Approve Reject Hold Forward Approvers

0 of 0

Payroll time entry batch number

OVR

The batch will open with a status of "X - In Progress". To review the Time Entry batch either select **Resume** or the pdf report output icon .

Time Entry - Munis [TRAIN DATABASE Jul 20 2021]

My File Edit Tools Help

Add Batch

Scan Detail

Resume

Import

Move

Release

Merge

Vend Import

Sub History

Preferences

No Exceptions

Custom Report

Payroll Identification

Run: 1 - BROCKTON BI-WEEKLY PAYROLL Warrant: test Batch: 1

Batch Information

Department: 0135 Auditor

Location: 0135 AUDITOR'S OFFICE

Comment: ...

Clerk: jsmith John Smith

Date: 07/30/2021

Time: 11:20

Batch Type: STANDARD MUNIS TIME ENTRY

☐ No Exceptions

Posted: N

Status: X - IN PROGRESS

Employee Count: 1

Workflow

Approve Reject Hold Forward Approvers

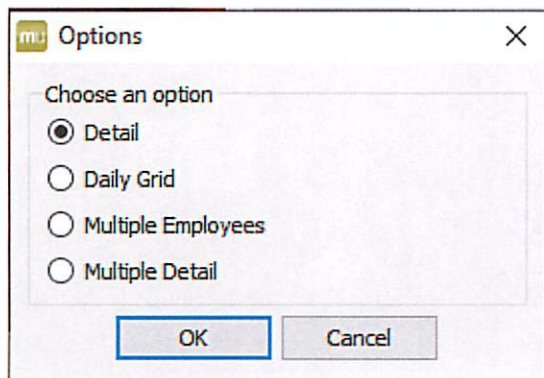
1 of 1

Add a new batch.

OVR

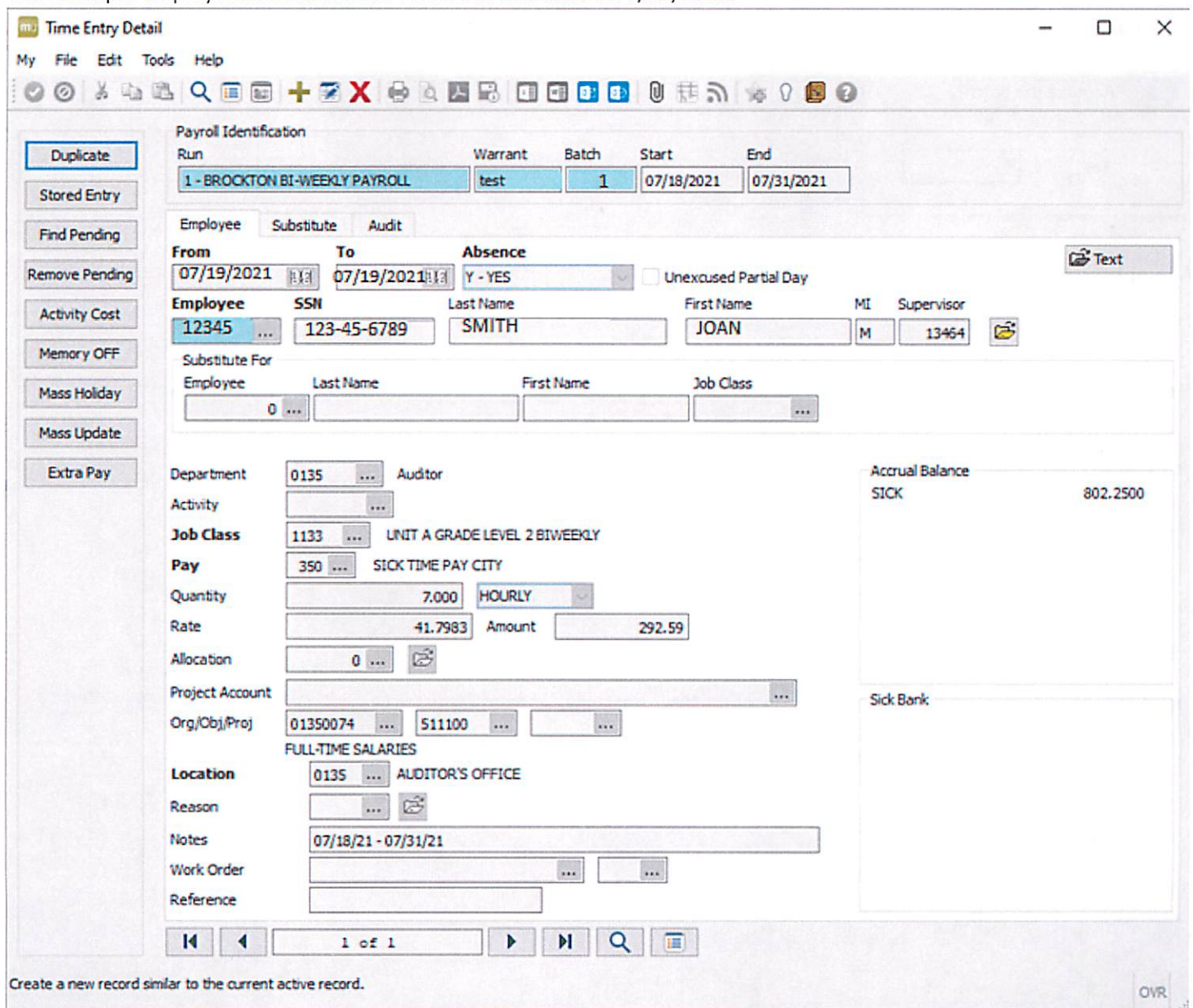


If selecting **Resume** you will be prompted to choose an option to review the records. Accept the default option of Detail and click OK. When selected, the program displays a detail screen that displays each record individually. You can use this screen to add, update or delete records



The 'Options' dialog box is shown with a title bar containing a small 'm' icon and a close button. It contains a section titled 'Choose an option' with four radio buttons: 'Detail' (selected), 'Daily Grid', 'Multiple Employees', and 'Multiple Detail'. At the bottom are 'OK' and 'Cancel' buttons.

This example employee Joan Smith has 7 hours of sick time on 7/19/2021.



The 'Time Entry Detail' window is a complex form with a title bar, menu bar (My, File, Edit, Tools, Help), and a toolbar. On the left is a sidebar with buttons: Duplicate, Stored Entry, Find Pending, Remove Pending, Activity Cost, Memory OFF, Mass Holiday, Mass Update, and Extra Pay. The main area is divided into several sections:

- Payroll Identification:** Run (1 - BROOKTON BI-WEEKLY PAYROLL), Warrant (test), Batch (1), Start (07/18/2021), End (07/31/2021).
- Employee:** From (07/19/2021), To (07/19/2021), Absence (Y - YES), Unexcused Partial Day (checkbox). Employee (12345), SSN (123-45-6789), Last Name (SMITH), First Name (JOAN), MI (M), Supervisor (13464).
- Substitute For:** Employee (0), Last Name, First Name, Job Class.
- Department:** 0135 Auditor.
- Job Class:** 1133 UNIT A GRADE LEVEL 2 BIWEEKLY.
- Pay:** 350 SICK TIME PAY CITY.
- Quantity:** 7.000, Rate (41.7983), Amount (292.59).
- Allocation:** 0.
- Project Account:** (empty).
- Org/Obj/Proj:** 01350074, S11100.
- Location:** 0135 AUDITOR'S OFFICE.
- Reason:** (empty).
- Notes:** 07/18/21 - 07/31/21.
- Work Order:** (empty).
- Reference:** (empty).

On the right, there is an 'Accrual Balance' section showing 'SICK' with a balance of 802.2500, and a 'Sick Bank' section. At the bottom, there is a navigation bar with '1 of 1' and a footer that says 'Create a new record similar to the current active record.' and 'OVR'.

Once you complete the review, close the Time Entry Detail window by clicking on the X.

Select **Approve** in the Workflow section at the bottom the Time Entry batch to send the Time Entry batch to Auditing to add to the payroll or select **Reject** to send it back to the department payroll clerk to correct. If rejected an email with "PAYROLL TIME ENTRY BATCH REJECTION" as the subject will be sent to the department payroll clerk.

Posted


Status

Employee Count

Workflow

Select "Yes" to approve.






















**mu Approve Batch**

 Approve this batch?

Add optional comment. Important if rejecting.

**mu Enter Optional Comment**

File Edit Tools Help

Comment entry

Comment for this action (Optional)

OVR

Once approved the workflow at the bottom of the Time Entry batch will turn gray and the status will stay as "X – In Progress" waiting for Auditing to complete their part.

Posted

Status

Employee Count

Workflow

To review the approval status and who is currently set or next to approve the batch select the **Approvers** button.



This example show that the approver Joseph Smith has completed his approval and the next step is in progress waiting for Auditing to approve and move it into the payroll.

Work Flow Status

File Edit Tools Help

Originator  
Name: Joseph Culla  
Comment:

Approvers' comments

Name	Date	Time	Action	Comment
------	------	------	--------	---------

Steps

Step	Status
1	Complete (Approved)
Any approver from this group can complete the group	Group Complete
JOSEPH SMITH	Complete
5	In Progress
Any approver from this group can complete the group	Group Current
Kerney Carin	
Carbonera Robin	
Williams, Roger	

Generate Chart Expand All Collapse All Expand In Progress

Details

Approver: JOSEPH SMITH  
Status: Complete  
Approval type: VER - Verify Approval  
Step: 1  
Action taken: Approved  
Date: 07/29/2021  
Time: 14:05  
Comment:  
Approver Group: Any approver from this group can complete the group

Source Bus Rule: 2685

OVR