

Employee Payroll Approval

Last Modified on 11/07/2016 1:06 pm EST

Below are the instructions for an Employee to approve their Payroll if Employee Approval is selected for a company. A Manager may approve Payroll, even if an Employee has not, so that Payroll is not held up due to Employee inaction.

Email Notice to Approve

The Employee will receive an email notification alerting them to review the Pay Period. When the click on the hyperlink of the Payroll start and end dates it will take them to the Pay Period that needs approved.

The screenshot shows a web browser window with the address bar displaying <https://outlook.office.com/owa/projection.aspx>. The browser title is "Pay Period 5/16/16 - 5/29/16 needs approved. - Google Chrome". The email interface includes a toolbar with "Reply all", "Delete", "Junk", and a menu icon. The main content of the email is as follows:

Pay Period 5/16/16 - 5/29/16 needs approved.

SedonaOffice <travisp@perennialsoftware.com>
Tue 5:51 AM
Rebecca Hall

Inbox

Your Logo Goes Here...
Select Dealer Setup -
Preferences to update your
logo...

SedonaOffice

Pay Period 5/16/16 - 5/29/16 needs approved.

The following Pay periods need approved.

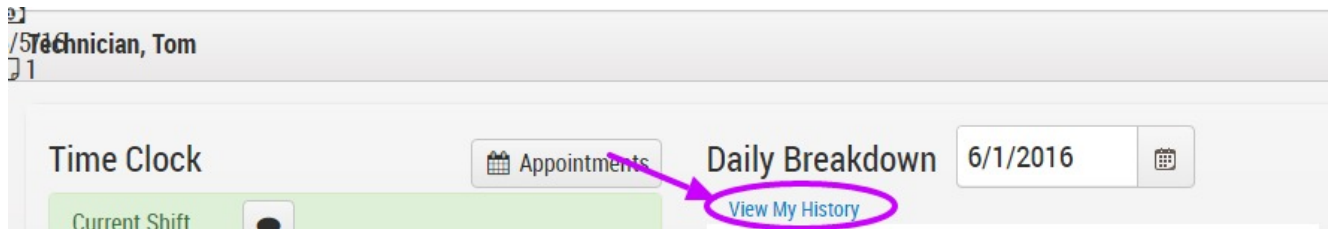
Biweekly
[5/16/16 - 5/29/16](#)

[SedonaOffice. travisp@perennialsoftware.com.](#) Powered by **AlarmBiller**

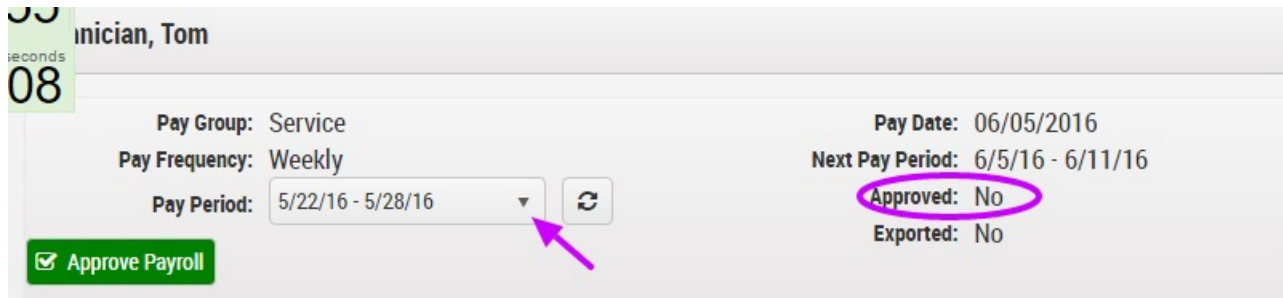
Getting too much email from SedonaOffice <travisp@perennialsoftware.com>? [You can unsubscribe](#)

View My History - Header

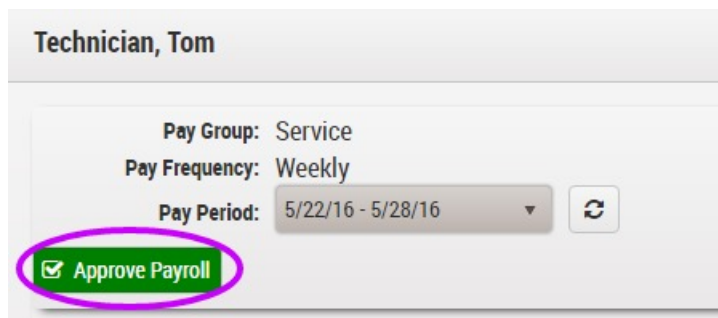
Employee Approval may be done by clicking on View My History on the Home page.



The header will show if the currently selected Pay Period has been approved.



Click on Approve Payroll, If the Approve Payroll button will show when the Pay Period is complete.



A dialog box will appear asking you to confirm final approval for the Pay Period and send Your Manager an email advising that you have give final approval.

