

Manager Payroll Approval

Last Modified on 04/30/2024 4:28 pm EDT

Manager Payroll Approval Email

An email will be sent to the Manager when Payroll needs to be approved indicating the Pay Period and Pay Group.



Wed 6/1/2016 4:00 AM

SedonaOffice <travisp@perennialsoftware.com>

Service Pay Period 5/22/16 - 5/28/16 needs approved.

To Rebecca Hall

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



SedonaOffice

Service Pay Period 5/22/16 - 5/28/16 needs approved.

The following Pay periods need approved.

Service
[5/22/16 - 5/28/16](#)

SedonaOffice. travisp@perennialsoftware.com. Powered by **AlarmBiller**

There is a hyperlink in the email that when clicked takes you to the Pay Period.

Rebecca

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16

Pay Group: Service Pay Date: 06/05/2016
Pay Frequency: Weekly Next Pay Period: 6/5/16 - 6/11/16
Pay Period: 5/22/16 - 5/28/16 Approved: No
Exported: No

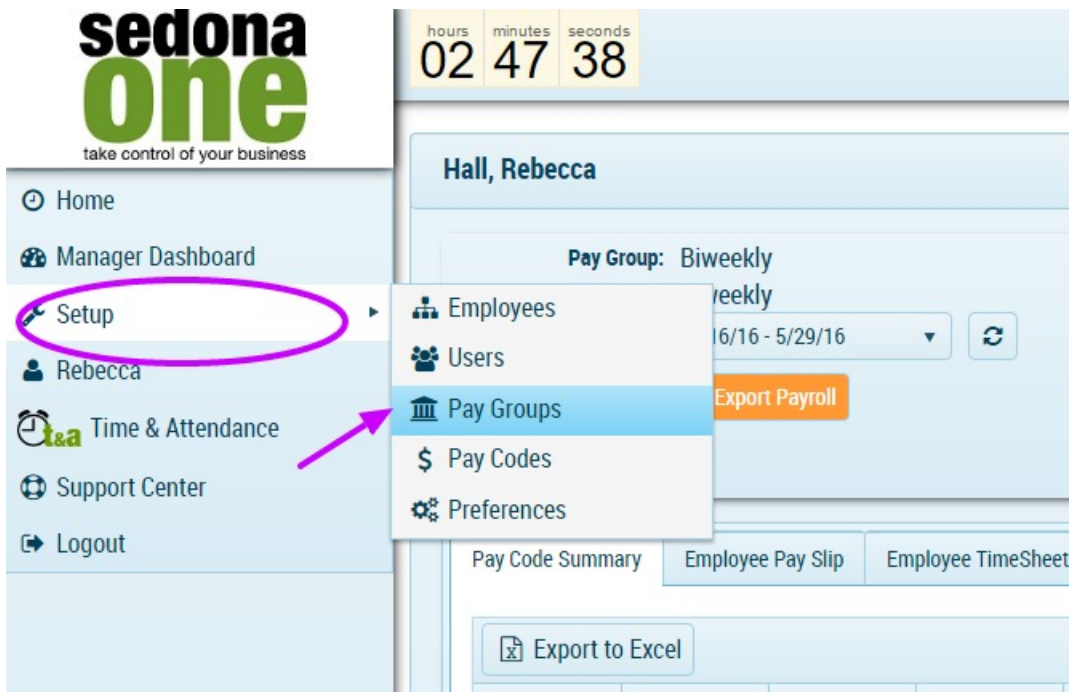
Approve Payroll

Pay Code Summary Employee Pay Slip Employee TimeSheet 0 Employee Pay Code Summary

Pay Code	Regular Hrs	Unpaid Hrs	Overtime Hrs	2x Overtime Hrs	Rate	Regular Pay
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Manager Payroll Navigation Approval

Select Setup then Pay Groups:



Select the Pay Group you want to Approve. Only Pay Groups that the Manager is listed on will appear.

Pay Groups			
Add Pay Group			
Pay Group Na...	Description	Pay Frequency	Current Pay Period
Biweekly	Biweekly	Biweekly	5/30/16 - 6/12/16
IT Dept	IT Dept	Biweekly	6/1/16 - 6/14/16
Monthly	Monthly	Monthly	5/25/16 - 6/24/16
Office Workers	Office	Biweekly	5/30/16 - 6/12/16

Approve Payroll

Click the Approve Payroll button.

Pay Group: Service
Pay Frequency: Weekly
Pay Period: 5/22/16 - 5/28/16

Pay Date: 06/05/2016
Next Pay Period: 6/5/16 - 6/11/16
Approved: No
Exported: No

Approve Payroll

Pay Code Summary Employee Pay Slip Employee TimeSheet ₀ Employee Pay Code Summary

 Export to Excel

Pay Code	Regular Hrs	Unpaid Hrs	Overtime Hrs	2x Overtime Hrs	Rate	Regular Pay
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And make the proper selection on the dialog box.

Confirm ×

Are you sure you want to perform final Approval for Pay Period 5/22/16 - 5/28/16 ?
This action will lock the payperiod from any further shift adjustments so that payroll can be generated. All employee approvals that have not been performed will be locked from future employee actions.