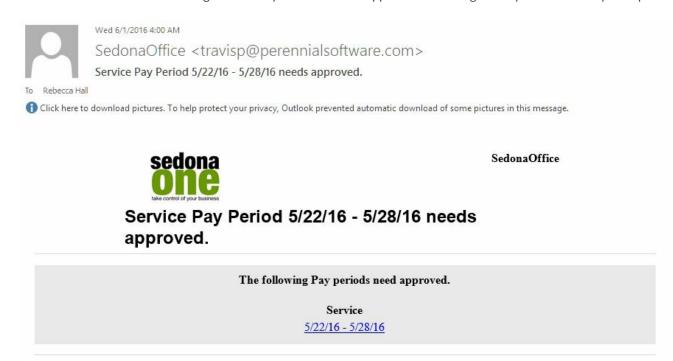# Manager Payroll Approval

Last Modified on 04/30/2024 4:28 pm EDT
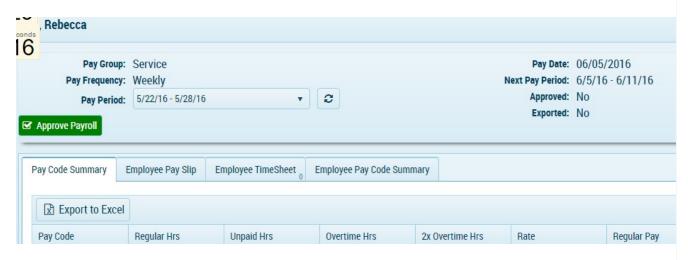
Manager Payroll Approval Email

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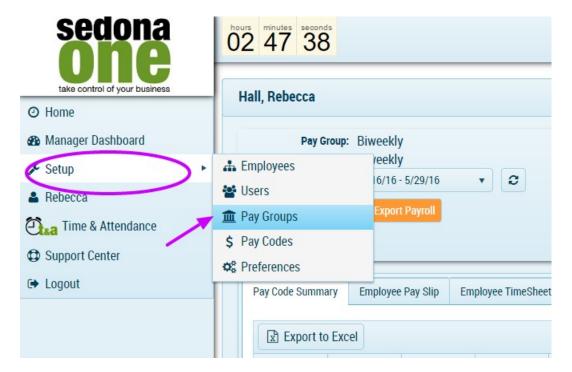

There is a hyperlink in the email that when clicked takes you to the Pay Period.

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.

Approve Payroll

Click the Approve Payroll button.

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.

✖ Cancel   ✔ Ok