

# Approving/Exporting Payroll

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Approving and exporting your timesheets in Time and Attendance happens from the paygroups area.

1. Go to setup > then paygroups
2. Open up the paygroup you wish to approve
3. Open up the specific pay period you wish to approve.

When you open a pay period, you will get a screen that looks like this:

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There are four different tabs that show up. These four different tabs provide information about the data that was entered that payperiod, just in different views.

1. Paycode Summary: This view of the data will show you at a glance the totals for all employees time entered by paycode
2. Employee Pay Slip: This view shows you the hours/rate totals of each employee during this payperiod
3. Employee Timesheet: This view shows you each employee's shifts by week, day, and paycode
4. Employee Paycode Summary: Gives you a total paycode summary for the payperiod by employee

Click on the black arrow to the left of each employee in the Employee Timesheet tab to drill into their data during that pay period

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View individual shifts by drilling into each one.

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## Editing/Adding Shifts

When you are looking through your payroll to approve it, there will inevitably be shifts that you will need to edit.

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To edit a shift:

1. Go to the Employee Timesheet tab
2. Drill into the specific employee to find the shift that you need to edit
3. Select the pencil button to the left of the shift. An edit screen will come up.
  - If you click into the 'Clock In Time', 'Clock Out Time', or 'Paycode' fields, you can change what is populated there. You can also hit the 'Add Time Record Before Selected' or 'Add Time Record After Selected' button to add time records to this shift.
    - **NOTE:** Every time record that you edit, you need to add an edit reason on the right of that time record before you save the shift edit.
  - The 'Delete Shift' button in the upper right will delete that employee's shift entirely
  - You can also add a shift for an employee by hitting the 'Add New Employee Shift' button

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**Editing Tip:** When editing shifts with multiple time records, make sure that you are keeping the time records congruent.

The clock out time of a time record must equal the clock in time of the subsequent time record. If you edit a shift and you're having trouble saving the edit, be sure to check that all the time records are congruent.

## Approving and Exporting

After you have finished reviewing the times for the pay period you are approving, select the green 'Approve Payroll' button in the upper left.

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After you select the 'Approve Payroll' button, you will then get have the ability to export your payroll into the export file type that you have selected in the preferences area of the setup. (See [Preferences area of this document](#))

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