

Time log Batch View & Approve.

By this page, Supervisor or reporting officer will batch approve/reject the time log/other tasks entered by the employee. Reporting officer can edit rates etc. before approving.



Approve All :- click to approve all the pending approval of all Classes, Other tasks and Adjustments

altogether.

Today:- button is to filter the time log to today's date.

Yesterday: - button is to filter the time log to yesterday's date.

Current Pay Period: - button is to filter the time log to the Current pay period – date range.

Show All: - This button will load all the time logs of the login employee till this time.

Date Range: - button will load the time log of the specified Date range in

From: 06/02/2014 To: 06/02/2014 Done


Payroll is divided into

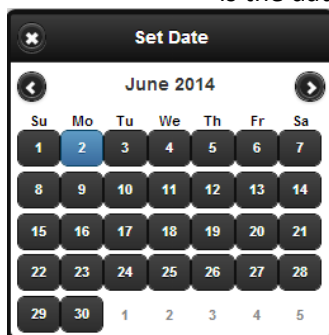
- Classes – To enter Time log for Sessions/classes taken.
- Other Tasks – To enter the other tasks.
- Adjustments – Additions/Deductions done directly to the payout of the employee.

Approve Classes

Classes Tab will show all the time log entered against the sessions .

Employee	Studio	Class	Date	Start	End	Rates	Type	Comments	
Admin Admin	Pearl Studio	Play School	06/02/2014	04:00 PM	05:00 PM	1000.00			<input type="button" value="Approve"/> <input type="button" value="Reject"/>

06/02/2014 is the date picker in which you can change the date by clicking on  button.



04:00 PM is the time picker in which you change change the time (Start Time / End Time) by

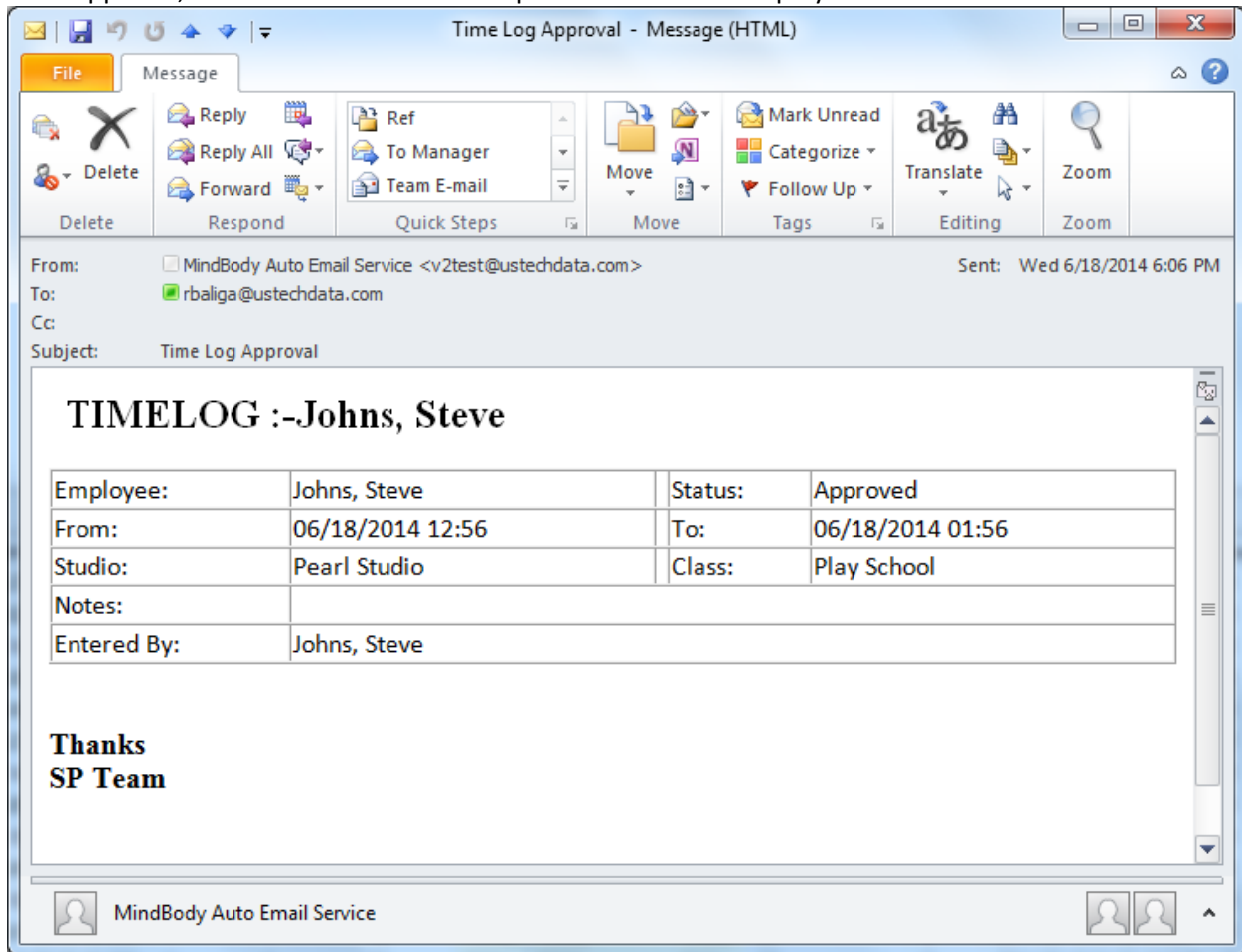


The Reporting officer can change Studio, Class, Date, Start Time , End time, Rates and comments before approving.

Approve :- Click on this button will approve the Time log.



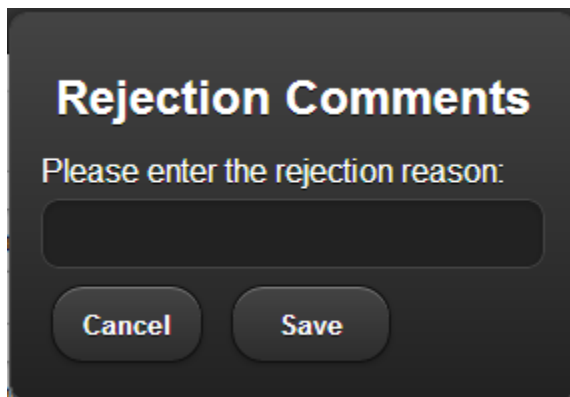
After approval, Email will be sent to the supervisor as well as employee in the below format.



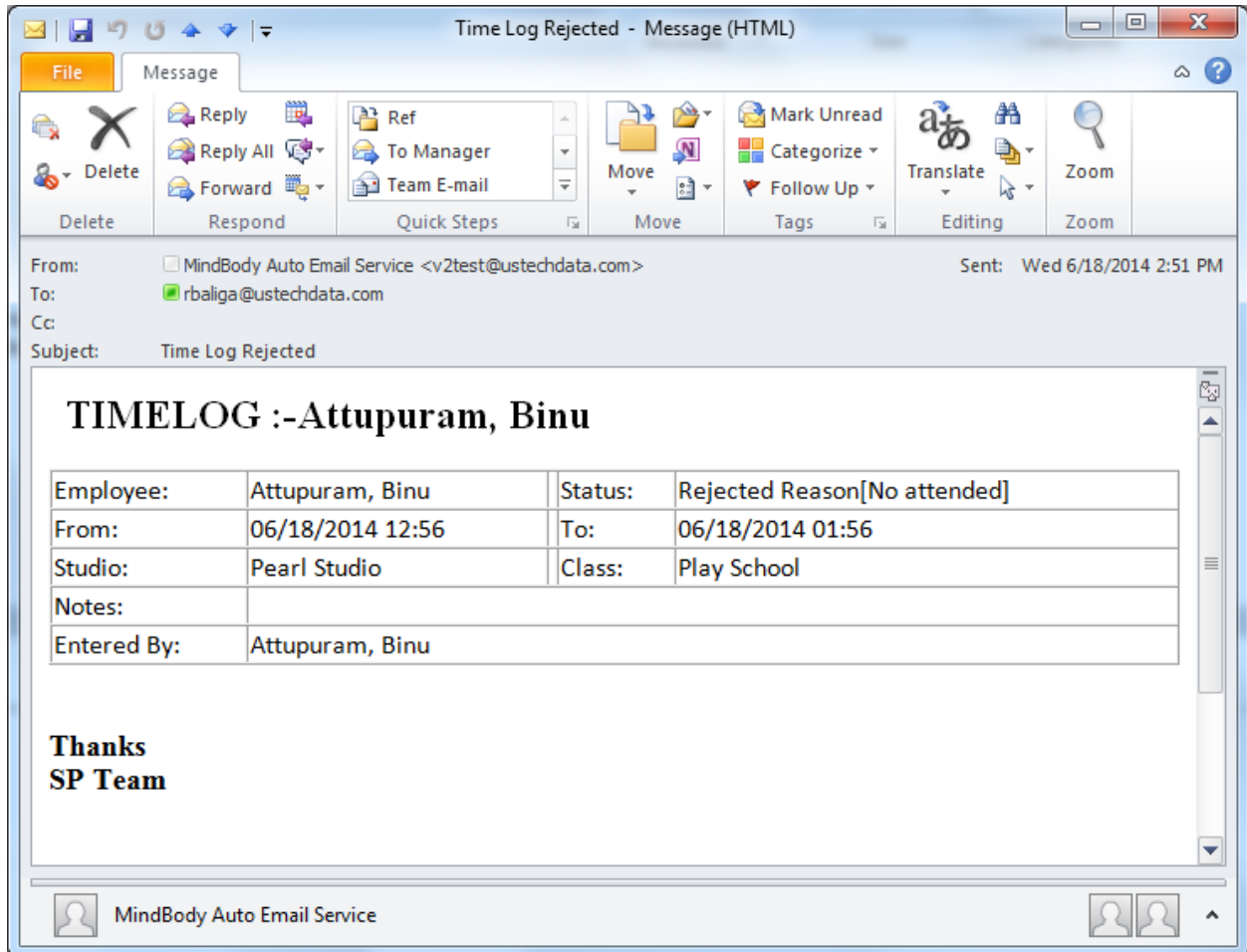
Reject

Reject :- Click on this button will reject the Time log.

Before rejection the supervisor can enter the reason for rejection which will be emailed to the employee whose time log is rejected.



After Rejecting, Email will be sent to the supervisor as well as employee in the below format.



Approve Other Tasks.

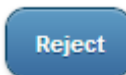
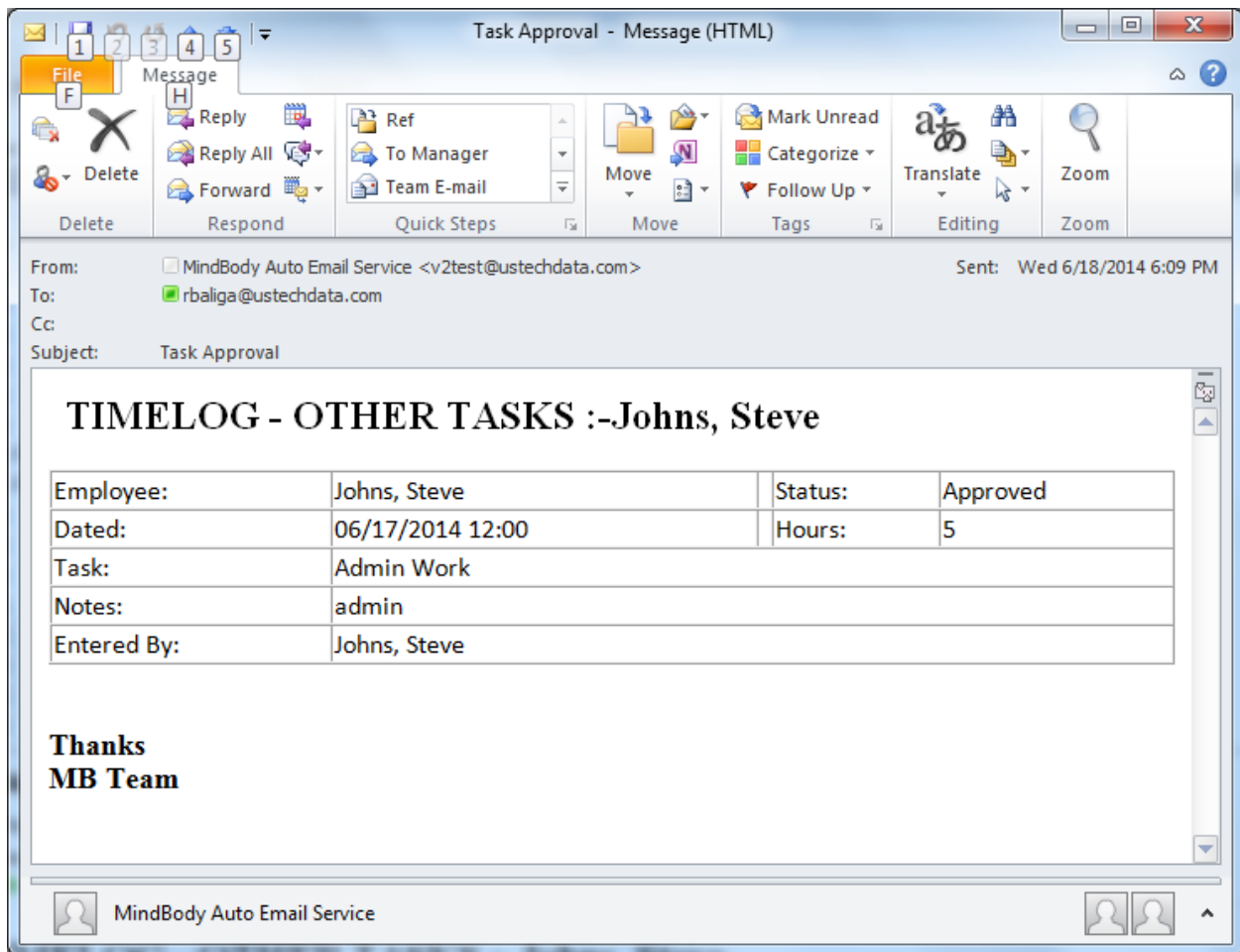
Click on Other tasks tab will display the other tasks section of the time log. Reporting officer has to enter the RATE before approving.

Employee	Task	Date	Hours	Rate	Total	Comments	
Admin Admin	Finance Work	06/02/2014	2	\$50.00	\$100.00	Preparing Financial reports	<input type="button" value="Approve"/> <input type="button" value="Reject"/>

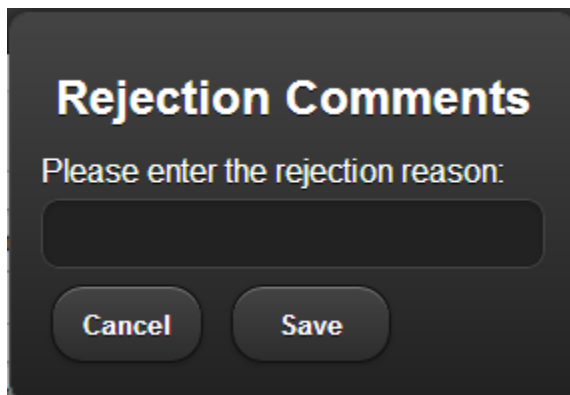


Approve :- Click on this button will approve the Other Task entered by Employee.

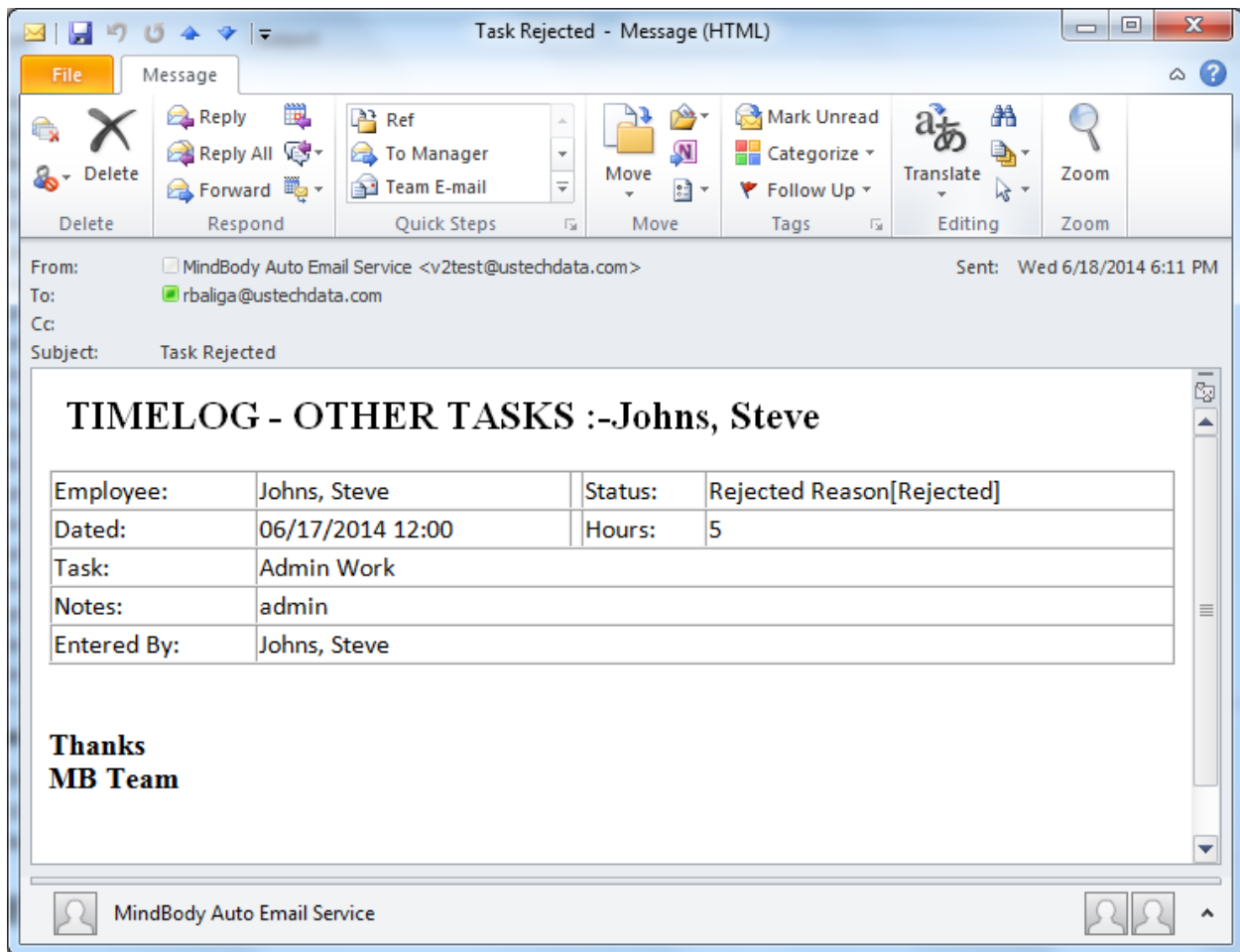
After approval, Email will be sent to the supervisor as well as employee in the below format.



Reject :- Click on this button will reject the Reject the other Tasks entered by Employee. Before rejection the supervisor can enter the reason for rejection which will be emailed to the employee whose time log is rejected.

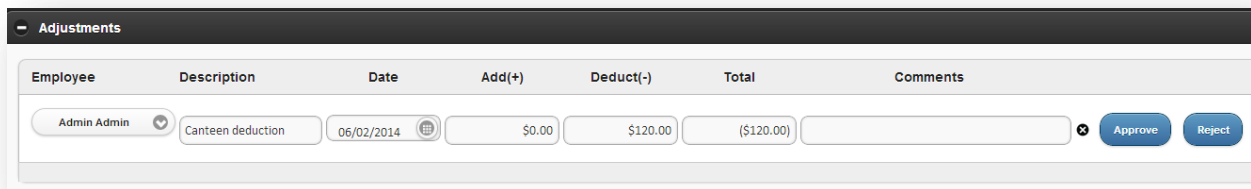


After Rejecting, Email will be sent to the supervisor as well as employee in the below format.

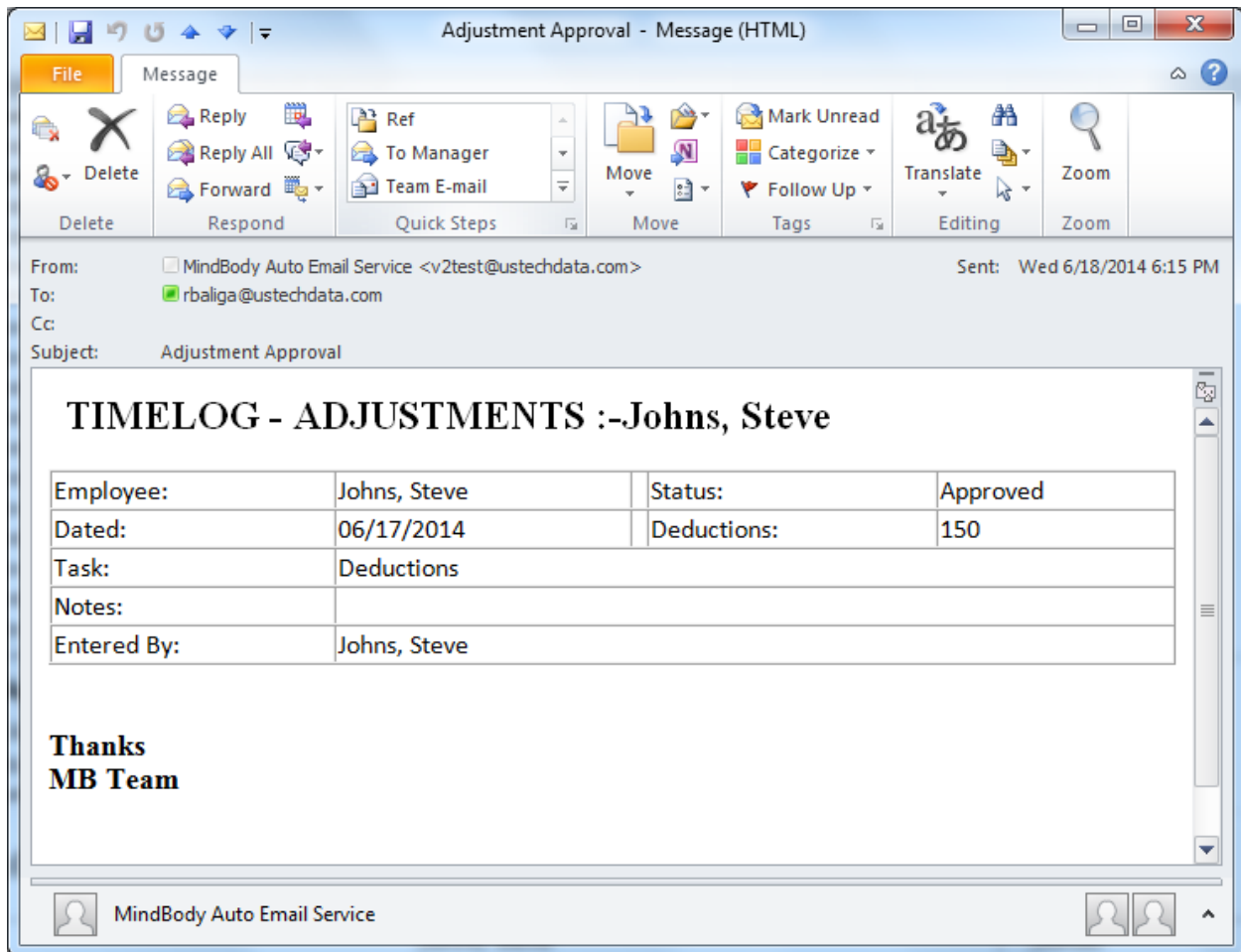


Approve Adjustments:-

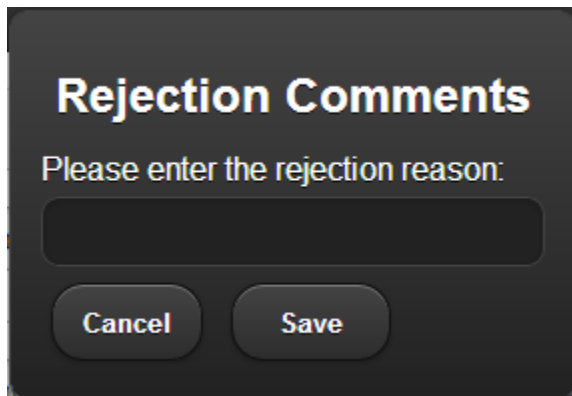
Adjustments are Additions/Deductions done directly to the payout of the employee.



Approve :- Click on this button will approve the Other Task entered by Employee. After approval, Email will be sent to the supervisor as well as employee in the below format.



Reject :- Click on this button will reject the Reject the other Tasks entered by Employee. Before rejection the supervisor can enter the reason for rejection which will be emailed to the employee whose time log is rejected.



After Rejecting, Email will be sent to the supervisor as well as employee in the below format.

