ePayroll Timekeeper Guide

Sign into ePayroll

- Enter OR Number and password (be sure to enter OR + all the numbers)
- Click Sign in
- Click ePayroll
- Click "My Groups"

Find Employees' Timesheets to update

- Locate the "My Groups" sidebar located on the left of the screen
- You can move between pay periods by using the drop down. (Pay periods are listed by Month and Year)
- Group Names/Numbers are collapsible in this field. Click on the Group Name/Number you would like to edit. The names of the employees for each group will be listed alphabetically.

Update Timesheet

- Once you have selected an employee, their timesheet will open.
- If the timesheet has been submitted you can withdraw it to make additional changes. If it is approved you will need to ask the manager to send it back for revision before you can update it.
- Next to each employee's name, is an Icon which helps you keep track of which timesheets still need to be submitted
- Unsubmitted – The employee and/or timekeeper has not yet submitted this timesheet for review. (Red Icon w/ Pencil)
- Submitted – The employee and/or timekeeper has submitted the timesheet for review. (Yellow Unfilled Icon)
- Reviewed – The reviewer has reviewed the timesheet. (Light Green Icon w/ Check Mark)
- Approved – The timesheet has successfully been approved by the employee's manager. (Green Lock Icon)

When Complete

- When done reviewing, click 'Submit' button at the bottom of screen.
- Click Sign Out in the upper right side of ePayroll Screen. (Will be included in a drop down titled with your name)