

ePayroll Timesheet Approval Guide for Supervisors and Back-up Approvers

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 Approve

- 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.

Approve Timesheet

- Once you have selected an employee, their timesheet will open.
- If the timesheet has been submitted you can either Return for Revision, or Approve the timesheet.
- Next to each employee’s name, is an Icon which helps you keep track of which timesheets still need to be submitted, approved or reviewed.
- 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)
- Review timesheet: Regular & Forecast match, leave use, overtime, on-call, shift differentials, etc hours are recorded correctly.

When Complete

- When done reviewing, click ‘Approve’ 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)