

ePayroll V3 Summary of Updates

Employee module Changes

- Addition of 'Submit' button for employees to submit their timesheet for review and/or approval
- Created timekeeper role within a time group
 - Can update timesheet on behalf of an employee in assigned group
 - Can 'submit' timesheet on behalf of an employee in assigned group
- Created reviewer role within a time group
 - Can view but not update timesheets within group
 - Can mark timesheet 'reviewed'
- Employees with concurrent jobs will see a tab for each CCJ#
- Mobile friendly
- 'Save' and "Save & Next" buttons are now in line with time entry lines
- No more temporary passwords
 - The password recovery email will contain a link to allow you to reset your password
- Updated printed timesheet to include
 - Employee's name and OR number
 - Agency, CCJ and crew number
 - Timesheet status
 - Monthly summary information
 - Signature lines

Admin module changes

- Can view employees paystubs on their profile
- eTime display only security
 - can view assigned agency
 - cannot edit time
 - security granted through OSPS form
- Auto lock of all unapproved timesheets the evening of final run 2