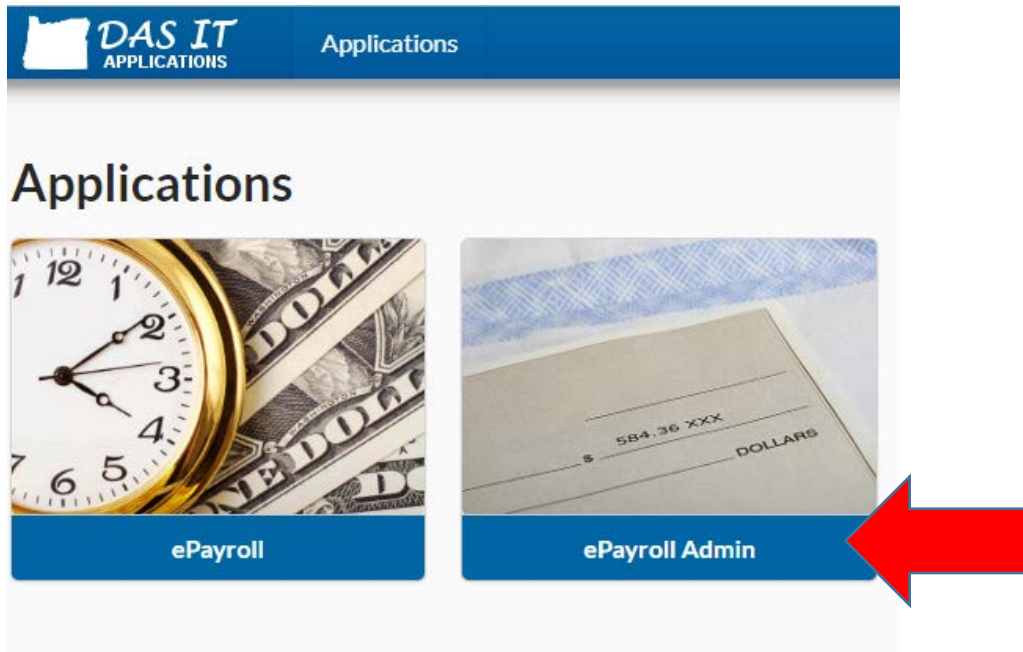<u>Accessing the Admin Site</u>

1. Log in to ePayroll
2. Click on the ePayroll Admin Icon

<u>Working with employee profiles</u>

Search for employee by name, OR number or email address

1. Click on the ePayroll Admin Icon
2. In the Employee Search field, type the employee's name and click search

3. Select employee from the list of names to open their profile

Employee Name (OR Number)

Profile   Payments   Time 44300-1   History

Agency Number	Group Membership	CCJ	Position Number	Email Address	
44300	85042	1	1003461	**State Email Addres**	Edit
Personal Email:					

User is enrolled in ePaystub   Account is unlocked

Opt Out   Lock Account (Doesn't notify user)   **Send Welcome Email**

Time Group Roles

Agency	Group	Roles
44300	85042	Member, Reviewer

Admin Security Groups

Area	Roles

From the employee screen you can

   a. **Profile Tab**
- Update the employee's state email address by clicking **EDIT** under Email Address
- Lock the emloyee's account by selecting the **Lock Account** button
- Send a new welcome email to the employee by selecting the **Send Welcom Email** button
- View **Time Groups** the employee is listed in and their roles

   b. **Payments Tab**
- Can view the employee's paystub

   c. **Time Tab**
- View employee's timesheet
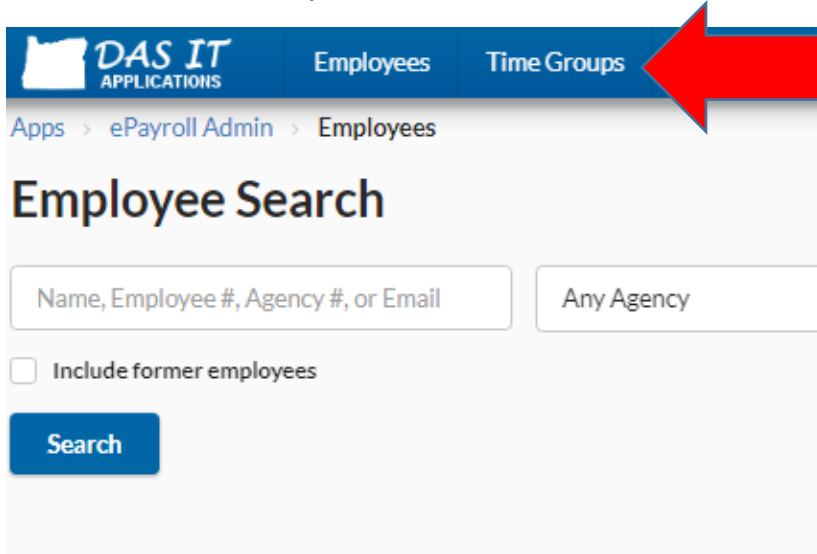- Update employee's timesheet (not for eTime view only access)

   d. **History Tab**
- View emloyee's sign history
- View employee's password reset history
- View employee's email address history

<u>Working with Time Groups</u>

To access agency time groups

1. Select **ePayroll Admin** icon
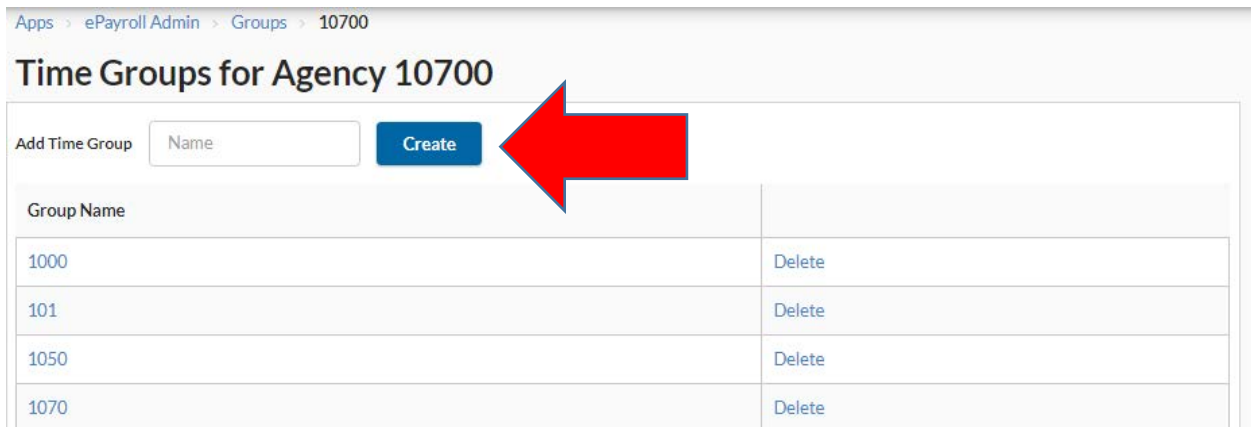2. Select **Time Groups** from title bar

3. Select the agency number you wish to work with

Creating a new group

1. Type group name in **Add Time Group** and hit **Create** button

Adding Employees to group

1. Select **Time Group name** from list of groups
2. Search for employee by name, OR number or email address
3. Select the employee from the search results to add to group and hit **Add** button
4. Select role for the employee within the group and hit **Add to Group** button
5. When working with groups please note
   - Groups can only have one manager assigned to them
   - Employees can only be assigned to one group as a member

Change managers in a group

1. Select **Time Group name** from list of groups
2. Remove current manager from group
   a. Select the check box by employee's name
   b. Click **Remove Selected Member** button
3. Search for new manager by name, OR number or email address
4. Select the employee from the search results to add to group and hit **Add** button
5. Select **Manager** role for the employee within the group and hit **Add to Group** button

Remove employee from group

1. Select **Time Group name** from list of groups
2. Select the check box by employee's name
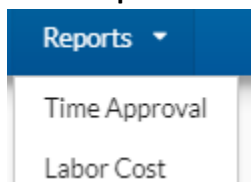3. Click **Remove Selected Member** button

Deleting a group

1. Follow the process to remove all employees from the group
2. From Time Group screen, select delete next to the group name
3. Re-enter group name on confirmation screen and hit **Permanently Delete**

Reports

To access Time Approval or Labor Cost reports

1. Select **ePayroll Admin** icon
2. Select **Reports** from title bar

3. Select which report you wish to work with

Time approval reports

- Select pay period you wish to run the report for
- Select Agency you wish to run the report for
- Group and Manager may be left blank to run for entire agency
- Report options
    i. Unapproved
    ii. Approved
    iii. All
- Select show to display report on screen
- Download will download in excel format

Labor cost reports

- Select pay period you wish to run the report for
- Select Agency you wish to run the report for
- Enter either group name or manager's OR number (one is required)
- Report options
    i. Employee Detail
    ii. Employee Summary
    iii. Cost Center Summary
- Select show to display report on screen
- Download will download in excel format