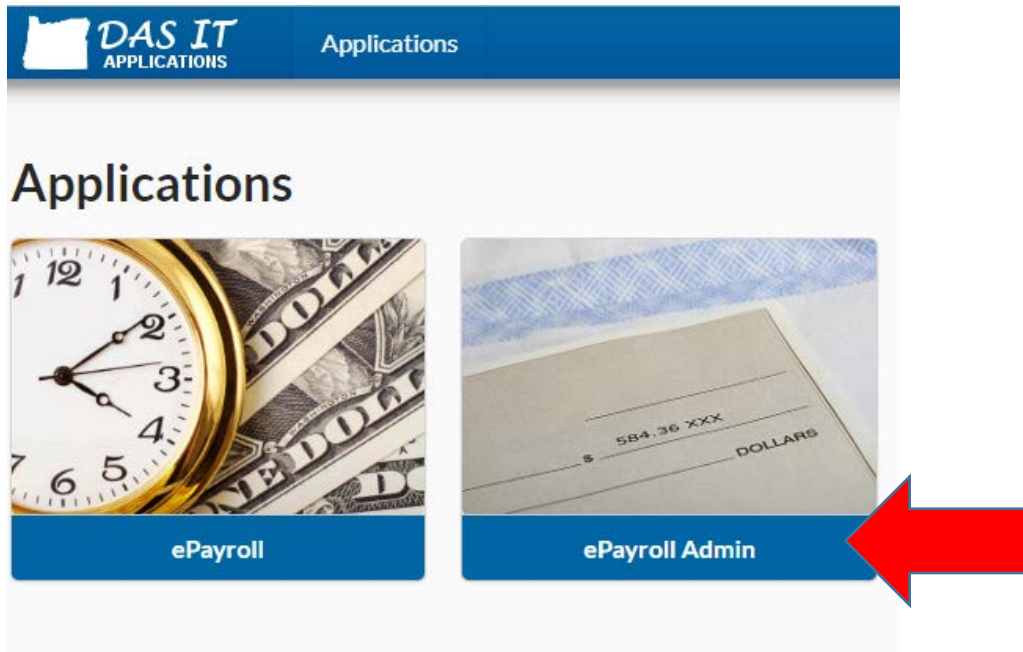


Accessing the Admin Site

1. Log in to [ePayroll](#)
2. Click on the ePayroll Admin Icon



Working with employee profiles

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

[Apps](#) > [ePayroll Admin](#) > [Employees](#)

Employee Search

Name, Employee #, Agency #, or Email Any Agency

Include former employees

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 Address 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 employee's account by selecting the **Lock Account** button
- Send a new welcome email to the employee by selecting the **Send Welcome 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)

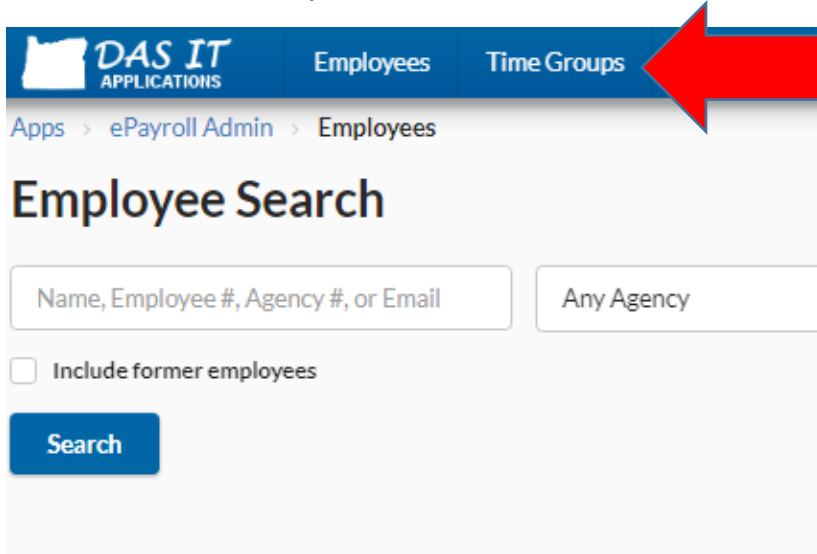
d. History Tab

- View employee's sign history
- View employee's password reset history
- View employee's email address history

Working with Time Groups

To access agency time groups

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

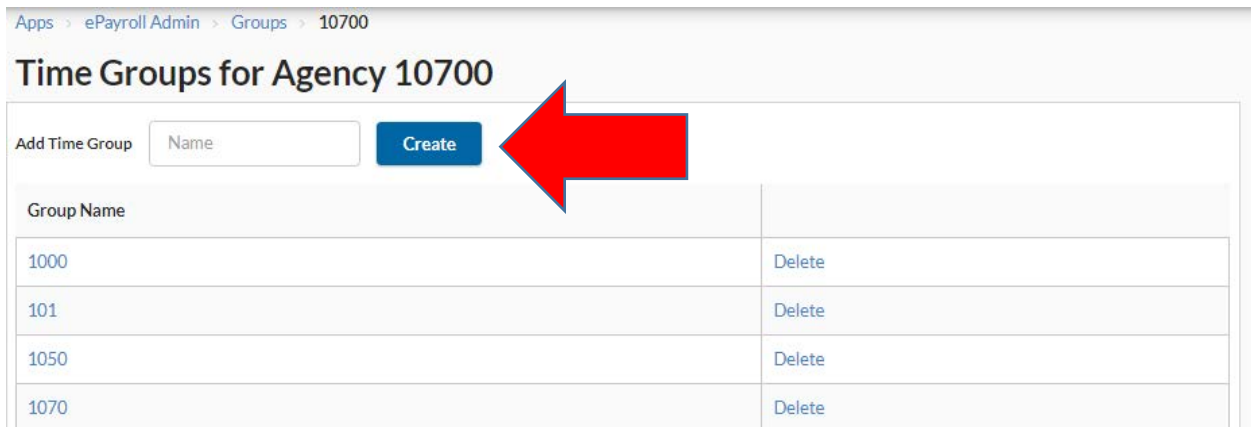


The screenshot shows the top navigation bar of the ePayroll Admin application. The bar is blue and contains the DAS IT APPLICATIONS logo on the left, followed by the menu items 'Employees' and 'Time Groups'. A large red arrow points to the 'Time Groups' menu item. Below the navigation bar, the breadcrumb trail reads 'Apps > ePayroll Admin > Employees'. The main heading is 'Employee Search'. Below the heading are two input fields: 'Name, Employee #, Agency #, or Email' and 'Any Agency'. There is a checkbox labeled 'Include former employees' which is currently unchecked. A blue 'Search' button is located below the input fields.

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



The screenshot shows the 'Time Groups for Agency 10700' page. The breadcrumb trail reads 'Apps > ePayroll Admin > Groups > 10700'. The main heading is 'Time Groups for Agency 10700'. Below the heading is a form to 'Add Time Group' with a 'Name' input field and a blue 'Create' button. A large red arrow points to the 'Create' button. Below the form is a table with the following data:

Group Name	
1000	Delete
101	Delete
1050	Delete
1070	Delete

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

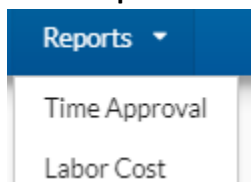
Deleting a group

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

[Apps](#) > [ePayroll Admin](#) > [Reports](#) > [Time Approval](#)

Time Approval Report

Pay Period	Agency	Group	Manager	Report Option		
September 20	10700			Unapproved	Show	Download

- 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

[Apps](#) > [ePayroll Admin](#) > [Reports](#) > [Labor Cost](#)

Labor Cost Report

Pay Period	Agency	Group(s)	Manager Id	Report Option		
September 20	10700			Employee D	Show	Download

- 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