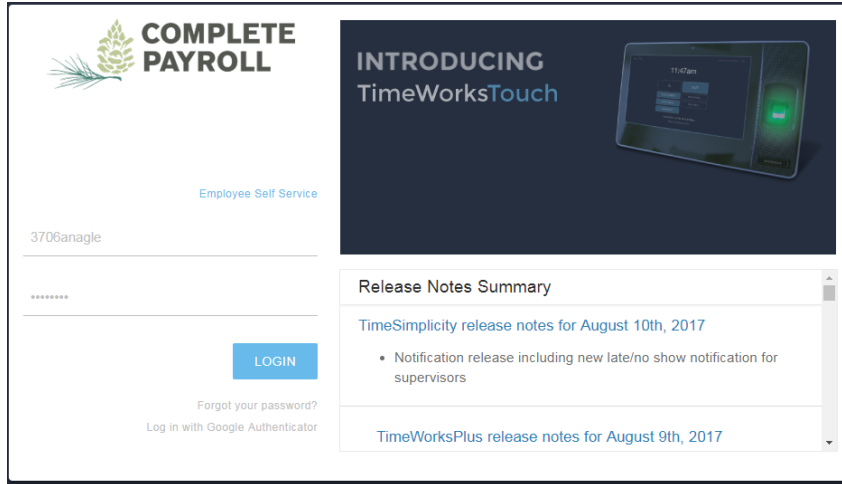


**Procedure: Supervisor login, approve timesheets and time off requests**

Supervisor:

Open <https://completepayrollprocessing.payrollservers.us/pg/login.aspx>

- Enter **Login ID** and **Password**
  - Login ID is *3706 employee first initial last name*
    - *In this example Amanda Nagle ID is 3706anagle*
- Click on **Log In** button



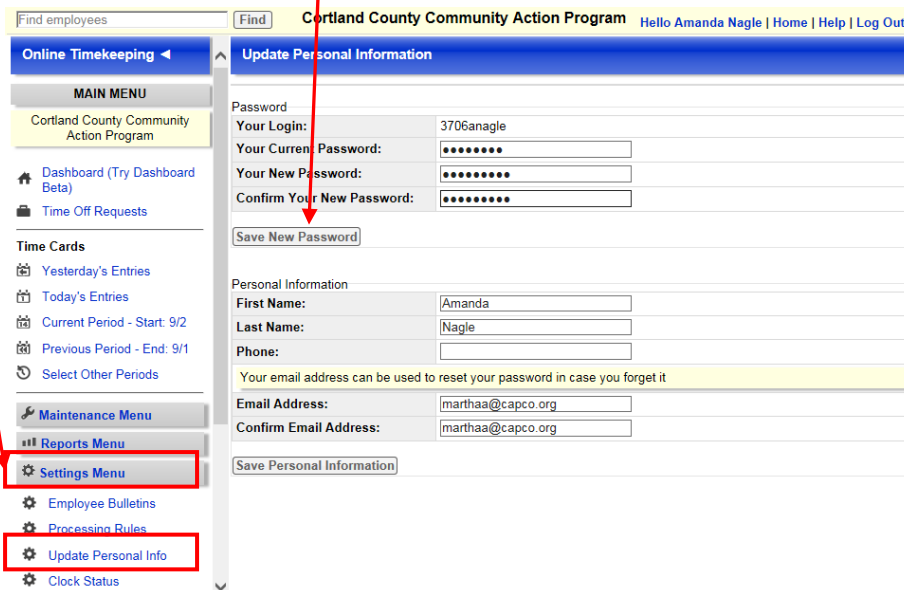
**NOTE:** If not prompted to change your initial password:

Click on Settings Menu → **Update Personal Info**

In the Password section:

Enter your current password and new password in the appropriate fields.

Click on the **Save New Password** button



# CAPCO TRAINING MATERIAL for Complete Payroll Self Service Portal

- The Supervisor Dashboard opens
- **To Review/Approve Time Cards:**
  - Under Time Cards on the Main Menu, click the link for the correct time period  
In this training we selected *Current Period – Start 8/5*

Find employees  Find Cortland County Community Action Program Hello Amanda Nagle | Home | Help | Log Out

Online Timekeeping ◀

MAIN MENU

Cortland County Community Action Program

Dashboard (Try Dashboard Beta)

Time Off Requests (1)

Time Cards

Yesterday's Entries

Today's Entries

Current Period - Start: 8/5

Previous Period - End: 8/4

Select Other Periods

Maintenance Menu

Reports Menu

Settings Menu

HELP & SUPPORT

Terms of Use

Help

COMPLETE PAYROLL

Web Server: Production - BLADEAPP72  
Version: 1.2.6430.23935  
Build Date: 8/9/2017 2:17:56 PM

Dashboard

See who's In and who has overtime. SEE MY DASHBOARD

Quick Stats - Cortland County Community Action Program

- Total Employees Clocked In: 0
- Total Current Employees: 1
- Time Off Requests: 1
- Total Missing Punches: 0
- Total Employees with Web Clock Enabled: 1
- New Release: Release Notes

Quick Links

Getting Started

- Update Personal Information

Daily

- Correct Missing Punches
- Review Yesterday's Punches

Each Pay Period

- Edit time cards for the Current pay period
- Edit time cards for the Prior pay period
- Run the Summary Report

Optional

- View account settings Processing Rules

- Click the name of the employee to review time card  
In this training click on *Smith, Jennifer*

Find employees  Find Cortland County Community Action Program Hello Amanda Nagle | Home | Help | Log

Online Timekeeping ◀

Dashboard

See who's In and who has overtime. SEE MY DASHBOARD

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- Run the Summary Report

Optional

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8/5/2017 - 8/18/2017

Pay Period Finder:

Show Missing Only (Back to Main Menu)

Search:  Search Employees

Employee	M	E	A
SMITH, JENNIFER	12		

Unmatched Punches (0)

Total employees listed: (0)

Print All Time Cards

Alphabetically

By Home Department

By Home Location

By Home Supervisor

Sort All Time Cards

By Home Department

By Home Location

By Home Supervisor

Choose another period

View First Name First

View by number

Back to Main Menu

# CAPCO TRAINING MATERIAL for Complete Payroll Self Service Portal

- The Employee Time Card opens

Time Card - JENNIFER SMITH

Date	In	Out	Deducted Time	Category	Hours	Hrs/day	Amount	Activity Code	Dept/Program	Funding Source	Title/Position
Sat 8/5	-	-	-	-	-	-	-	-	-	-	-
Sun 8/6	-	-	-	-	-	-	-	-	-	-	-
Mon 8/7	-	-	-	-	7.50	7.50		Program Operations	ECD/EHS	17.18HSEHS	EHS Teacher
Tue 8/8	-	-	-	-	7.50	7.50		Program Operations	ECD/EHS	17.18HSEHS	EHS Teacher
Wed 8/9	-	-	-	-	7.50	7.50		Program Operations	ECD/EHS	17.18HSEHS	EHS Teacher
Thu 8/10	-	-	-	-	7.50	7.50		Program Operations	ECD/EHS	17.18HSEHS	EHS Teacher
Fri 8/11	-	-	-	-	4.00	↓		Program Operations	ECD/EHS	17.18HSEHS	EHS Teacher
				Mileage	3.50	↓		Training	ECD/EHS	17.18HSEHS	EHS Teacher
Training in Ithaca - 42 miles round trip Cortland/Ithaca/Cortland											
Total hours clocked for week of 8/5 to 8/11: 37.50											
Sat 8/12	-	-	-	-	-	-	-	-	-	-	-
Sun 8/13	-	-	-	-	-	-	-	-	-	-	-
Mon 8/14	-	-	-	Vacation	7.50	7.50			ECD/EHS	17.18HSEHS	EHS Teacher
Tue 8/15	-	-	-	Vacation	7.50	7.50			ECD/EHS	17.18HSEHS	EHS Teacher
Wed 8/16	-	-	-	Vacation	7.50	7.50			ECD/EHS	17.18HSEHS	EHS Teacher
Thu 8/17	-	-	-	Vacation	7.50	7.50			ECD/EHS	17.18HSEHS	EHS Teacher
Fri 8/18	-	-	-	Personal	7.50	7.50			ECD/EHS	17.18HSEHS	EHS Teacher
Total hours clocked for week of 8/12 to 8/18: 0.00 (plus 37.50 not considered for OT)											
<b>Totals</b>					75.00	75.00	\$0.00	-	-	-	-

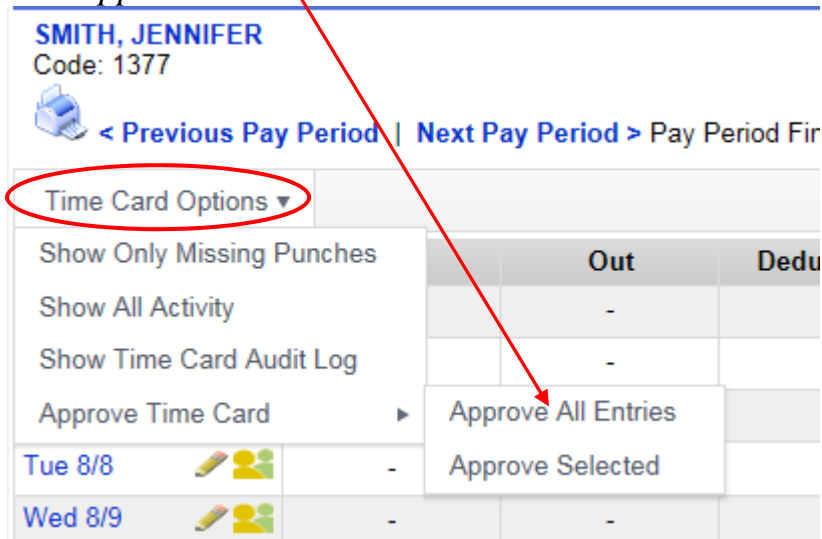


- Verify Employee has approved all the lines on the timecard
  - When approved the person on the right will be **green**
- Review/Verify Timecard:
  - Time is entered for each day worked
  - Appropriate type (category) of time entered (Regular, Vacation, Sick, Personal, Holiday, etc.)
  - Appropriate number of Hours per day
  - Appropriate Activity Code, Dept/Program, Title/Position
  - Any mileage entered **must** have a note with appropriate information
  - Verify Total Hours for Time Card:
    - At the bottom right side of the timecard is a summary of hours

HOURS	
Total Regular hours	37.50
Total Vacation hours	30.00
Total Personal hours	7.50
Total Mileage hours	0.00
<b>TOTALS</b>	<b>75.00</b>
<b>TOTAL EDITED PUNCHES</b>	<b>12</b>

**CAPCO TRAINING MATERIAL for Complete Payroll Self Service Portal**

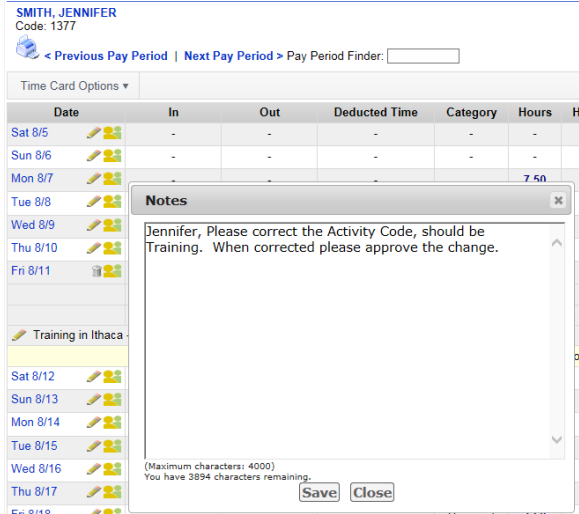
- When all entries are verified correct, in the upper left of the timecard
  - click on *Time Card Options* → *Approve Time Card* → *Approve All Entries*



- Click **Confirm** when prompted, “Are you sure...”
- If an entry is not correct, enter a note on the line and notify the employee to make the necessary changes and re-approve the appropriate line.
  - To add a note to a line:
    - Click on the Pencil Icon



- Enter the note and click on the Save button



- The note is displayed below the last line for that day.

Mon 8/7		-	-	-	7.50	7.50	Program Operations
Jennifer, Please correct the Activity Code, should be Training. When corrected please approve the change.							

## CAPCO TRAINING MATERIAL for Complete Payroll Self Service Portal

- If all lines are not correct, use the option to Approve Selected Lines
  - To select a line for approval click on the people icon  
In this training *Tue 8/8, Wed 8/9, Thu 8/10 and Fri 8/11 have been selected for approval*

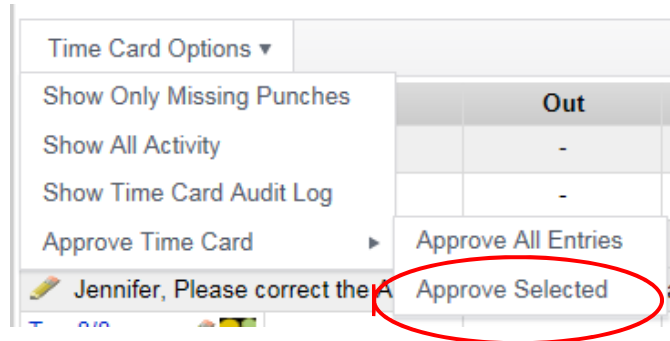
SMITH, JENNIFER  
Code: 1377

< Previous Pay Period | Next

Time Card Options ▾

Date	In
Sat 8/5	-
Sun 8/6	-
Mon 8/7	-
Jennifer, Please correct the Activity	
Tue 8/8	-
Wed 8/9	-
Thu 8/10	-
Fri 8/11	-

- When all entries to approve have been selected, in the upper left of the timecard
  - click on *Time Card Options* → *Approve Time Card* → *Approve Selected*



- Click **Confirm** when prompted, “Are you sure...”

○ Repeat the above steps until all employee time cards have been approved

- To return to Main Menu, on the top right of screen, click on **Home**

Hello Amanda Nagle | Home | Help | Log Out

# CAPCO TRAINING MATERIAL for Complete Payroll Self Service Portal

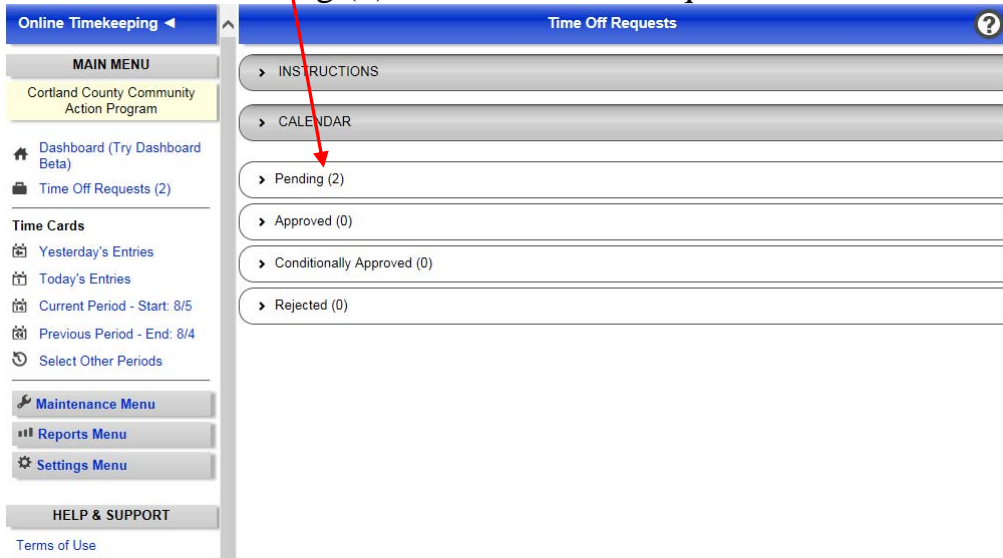
- **To Manage Time Off Requests:**

- Click **Time Off Requests (2)** in the Main Menus

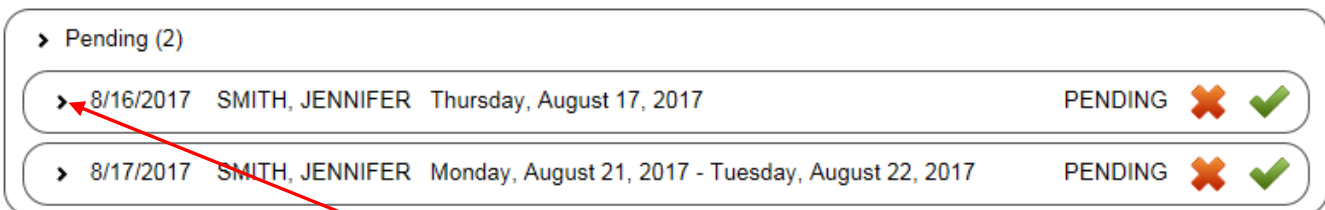
**NOTE:** The ( ) after Time Off Requests indicates # of requests waiting approval



- This opens Time Off Request
- Click on the Pending (2) to view time off requests



- A list of time off requests are displayed



- Click on > to view detail the detail information of time off requested

## CAPCO TRAINING MATERIAL for Complete Payroll Self Service Portal

- To approve time off click on the **green check mark** – **if any changes are made to the request comments must be entered in the Supervisors Comments section**

> Pending (2)

> 8/16/2017 SMITH, JENNIFER Thursday, August 17, 2017 PENDING ✖ ✔

On 8/16/2017 JENNIFER SMITH requested the following days off using Sick time: Thursday, August 17, 2017

This equates to:  
Thursday 5  
Total 5

This employee has accrued the following amount of time:  
PERSONAL 0.00  
SICK 0.00  
VACATION 0.00

Employee Comments: No comment provided

Supervisor Comments:  ✖ ✔

- When you approve the request it moves the request from Pending to Approved

> Pending (1)

> 8/17/2017 SMITH, JENNIFER Monday, August 21, 2017 - Tuesday, August 22, 2017 PENDING ✖ ✔

> Approved (1)

> 8/16/2017 SMITH, JENNIFER Thursday, August 17, 2017 APPROVED ✖ ↻

- To deny time off click on **the red X** – **when denying time off comments must be entered in the Supervisors Comments section.**

> Pending (1)

> 8/17/2017 SMITH, JENNIFER Monday, August 21, 2017 - Tuesday, August 22, 2017 PENDING ✖ ✔

On 8/17/2017 JENNIFER SMITH requested the following days off using Personal time: Monday, August 21, 2017 - Tuesday, August 22, 2017

This equates to:  
Monday 7.5  
Tuesday 7.5  
Total 15

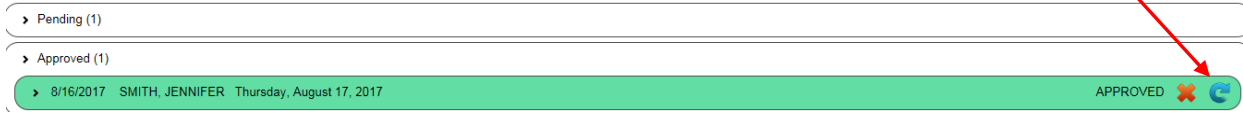
This employee has accrued the following amount of time:  
PERSONAL 0.00  
SICK 0.00  
VACATION 0.00

Employee Comments: No comment provided  
Supervisor Comments: Approved by Amanda Nagle and no comment provided.  
Supervisor Comments: Unapproved by Amanda Nagle

Supervisor Comments:  These are mandatory training dates request denied ✖ ✔

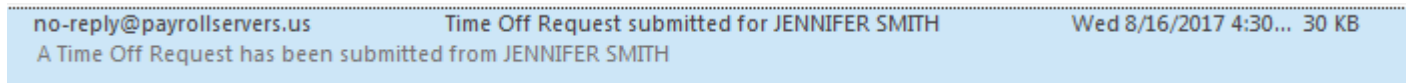
## CAPCO TRAINING MATERIAL for Complete Payroll Self Service Portal

- To return an approved request to a pending state, click the **Blue Circular Arrow** button for that request



When time off is requested, approved, denied, or unapproved email notifications are sent to the employee requesting the time off and their supervisor.

The email is sent from [no-reply@payrollservers.us](mailto:no-reply@payrollservers.us). If you are not receiving these emails check your spam folder, then add as trusted.



From the email you can click on the link that takes you to the Login for Supervisors

A Time Off Request has been submitted from **JENNIFER SMITH**

Please click on the link, login and go to the Time Off Requests page to approve, reject or change (conditionally approve) this pending request.

<https://completepayrollprocessing.payrollservers.us/pg>

Day(s) / Time(s) Requested:

**Day: 8/17/2017 / Hour(s): 5**

Employee Comments: **Employee Comments: No comment provided**

Request generated from:

Time and Attendance Employee Self Service Portal or Mobile Application

NOTE: Do not reply to this email, it is an automated message.

When supervisor approve, deny or unapprove the time off the employee receives an email.

Your supervisor has approved your request for **Sick** time off for **8/17/2017 to 8/17/2017 (5 Hours)**. The details regarding the change are included below.

Changed On: **8/17/2017 7:09 AM**

Changed By: **Amanda Nagle**

Change Details: **Request State changed from "Pending" to "Approved"**

Comments: **Supervisor Comments: Approved by Amanda Nagle and no comment provided.**

If you did not request this time off, talk to your supervisor immediately.

Note: Do not reply to this email, it is an automated message. If you have any questions, please talk to your supervisor.