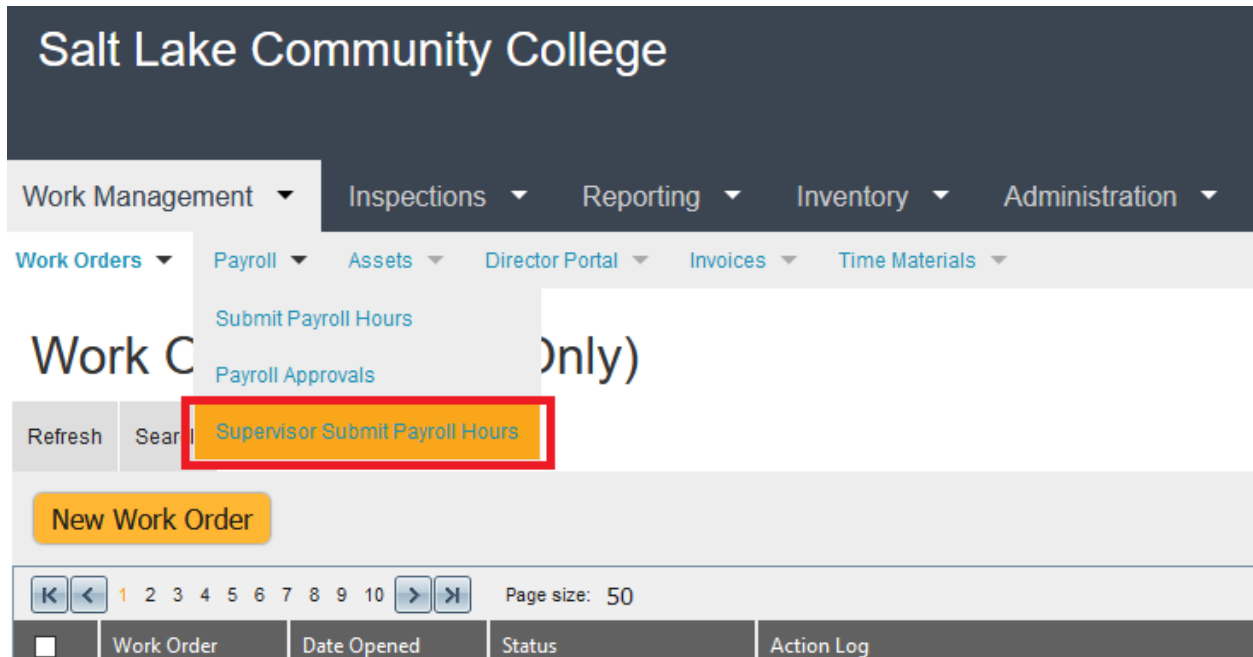


Supervisors/Approvers

Instructions for reviewing time on the Submit Payroll Hours Screen

1. Login to Sprocket, click on the Work Management tab, click on the Payroll menu, and select Supervisor Submit Payroll Hours.



2. Select the appropriate employee using the Select Employee menu box. This will display their time entry screen. Please review and make any corrections as needed. If you have employees that are not appearing, please contact the Fix It office so we can update Sprocket for you. Exception and work time can be edited on this screen if necessary. To do this, click on the box, enter the correct number of hours, and press enter to submit. To remove time, click on the box and remove the time, enter the correct time or 0 for none, and press enter to submit. Time for T&M accounts and work orders will still need to be entered through the Time Materials screen or the corresponding work order as you always have before. The REG/PTE/STE/OT row will be an accumulation of all hours entered on work orders or T&M Accounts. The row is not editable on this screen.

Supervisor Submit Payroll Hours

[Edit Form](#)

You must be a supervisor to utilize this page.

Select an Employee:

Time Sheet

Title and Number:

Department and Number:

PayrollType:

Time Sheet Period:

Submit By Date:

Employee:

TMAccount	04/16/2020	04/17/2020	04/18/2020	04/19/2020	04/20/2020	04/21/2020
ADMIN	0	8	0	0	4	3
COMMUNITY ENGAGEMENT LEAVE	0	0	0	0	0	0
EMERGENCY PAY - FULL TIME	0	0	0	0	0	0
FUNERAL LEAVE	0	0	0	0	0	0
JURY DUTY	0	0	0	0	0	0
REG/PTE/STE/OT	0	0	0	0	0	1
SICK	0	0	0	0	0	0
TRAVEL TIME	0	0	0	0	0	0
VACATION	0	0	0	0	4	4
TOTAL:	0	8	0	0	8	8

Instructions for Approving Time on The Submit Payroll Hours Screen in Sprocket

1. Login to Sprocket, click on the Work Management tab, click on the Payroll menu, and select Payroll Approvals.

