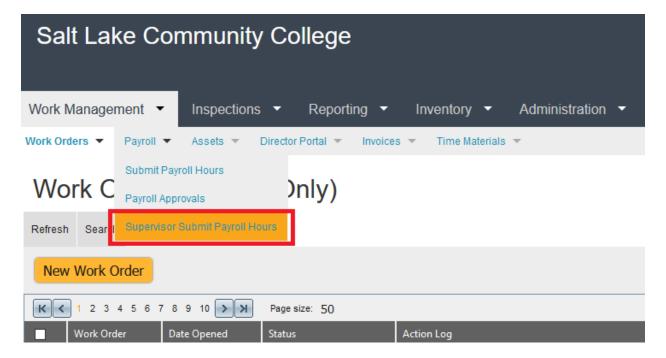
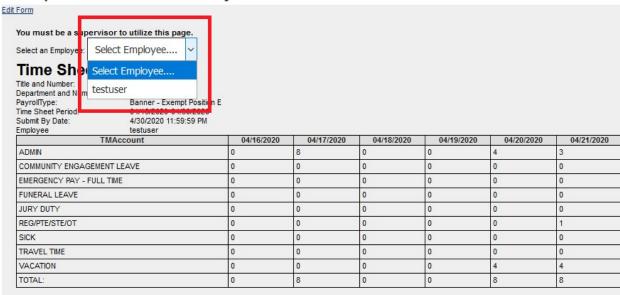
Supervisors/Approvers Instructions for reviewing time on the Submit Payroll Hours Screen

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



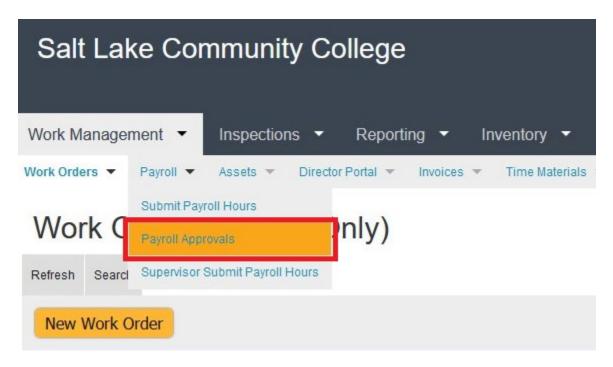
2. Select the appropriate employee using the Select Employee menu box. This will display their time entry screen. Please review and make any corrections as needed. If you have employees that are not appearing, please contact the Fix It office so we can update Sprocket for you. Exception and work time 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

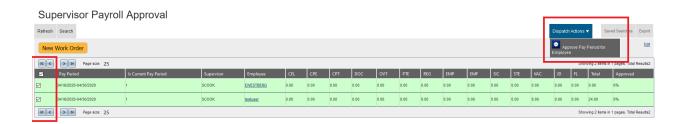


Instructions for Approving Time on The Submit Payroll Hours Screen in Sprocket

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



- 2. This screen shows the total of hours in each wage multiplier (sick, vacation, regular time, etc.). If all time has been reviewed in the previous steps and is correct, proceed to approving the time. If additional review or corrections are needed.
- 3. Go to step 4. To approve, select the check box on the left-hand side of the screen for each employee row you are ready to approve, then hover over the Dispatch Actions menu on the right-hand side of the screen and select "Approve Pay Period for Employee." This will approve the time for the selected employees. You will know it has been approved when the "Approved" column on the right-hand side says 100%. Process completed. This screen will only be available until the Noon on payroll approval day. (See screenshot below).



4. If additional review or corrections on work orders are needed, you can click on the employee's username and this will display a detailed breakdown of the time entries that have been entered in. If corrections are needed, they will need to be corrected on the Time Materials screen.

