



Wiztec

Unit 14, Airport East Technology Park, Farmers Cross, Co. Cork, Rep Of Ireland

www.wiztec.ie support@wiztec.ie

How to approve Hours – Supervisors Screen

1. Click on T A -> Supervisors approval

2. Select payroll, Tax Year and Period to check for approval
3. If this is the first time this is ran, click Set Defaults ->see **Setting up default for details**

Status	Emp Num	Forename	Surname	UNRs	Pay Code	Cost Centre	Cost Code	Job Code	Absence	Selected
Approved	0365	JANETTE	MACGOGAN	40	BASIC	943 943 -	1005 DEBERT	A00001 MAHON	NO	<input type="checkbox"/>
Approved	0568	LEONIE	KISSANE	2.5	BASIC				NO	<input type="checkbox"/>
Approved	0568	LEONIE	KISSANE	40	BASIC	89 PLUMBALLY	7255 STORE	A00010	NO	<input type="checkbox"/>
Approved	0905	MONICHOULAS	CONNOLLY	2.5	BASIC				NO	<input type="checkbox"/>
Approved	0905	MONICHOULAS	CONNOLLY	18	BASIC	909 909 - AG	2000	10322/DH6	NO	<input type="checkbox"/>
Approved	0905	MONICHOULAS	CONNOLLY	22	BASIC	996 996 -	1015 CURTAIN	A10324007	NO	<input type="checkbox"/>
Awaiting	1020	LISA	MCGINNEY	42.5					NO	<input type="checkbox"/>
Awaiting	1021	RAYMOND	FREIDA	42.5					NO	<input type="checkbox"/>
Awaiting	1022	GEORGINA	O'REILLY	42.5					NO	<input type="checkbox"/>
Awaiting	1023	MARGARET	KING	42.5					NO	<input type="checkbox"/>
Awaiting	1025	CATHERINE	WATERMAN	42.5					NO	<input type="checkbox"/>
Awaiting	1026	ANGELA	COCKERHAM	42.5					NO	<input type="checkbox"/>
Awaiting	1029	GEORGINA	GETOYEV	42.5					NO	<input type="checkbox"/>
Awaiting	1041	FELICIA	TWOMEY	42.5					NO	<input type="checkbox"/>
Awaiting	1044	BARBARA	PAGAN	42.5					NO	<input type="checkbox"/>
Awaiting	1053	MARY	CALLERY	42.5					NO	<input type="checkbox"/>
Awaiting	1057	AGNESZKIA	SHERIDAN	42.5					NO	<input type="checkbox"/>
Awaiting	1058	AGNESZKIA	QUINN	42.5					NO	<input type="checkbox"/>
Awaiting	1061	CAROLINE	CONNON	42.5					NO	<input type="checkbox"/>
Awaiting	1074	MARIA	CARNEY	42.5					NO	<input type="checkbox"/>
Awaiting	1095	PICHA	COSTELLO	42.5					NO	<input type="checkbox"/>
Awaiting	1214	ALLYSON	KELLY	42.5					NO	<input type="checkbox"/>
Awaiting	1216	HELEN	STONE	42.5					NO	<input type="checkbox"/>
Awaiting	1218	SINEAD	EGAN	42.5					NO	<input type="checkbox"/>
Awaiting	1228	JOHN	PAIR	42.5					NO	<input type="checkbox"/>
Awaiting	1229	EILEEN	O'CONNELL	42.5					NO	<input type="checkbox"/>
Awaiting	1230	SARAH	HALPIN	42.5					NO	<input type="checkbox"/>
Awaiting	1231	NIALL	FITZSIMONS	42.5					NO	<input type="checkbox"/>

4. Click Create Period



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5. Select the payments for approval and click “Quick Approve” to update their status
6. You can add payments by clicking Add Payments

	Emp. Num.	Forenames	Surname	Cost Centre
<input type="checkbox"/>	6001	(CECILY QUINN	MARTIN	Radiotherapy
<input type="checkbox"/>	0024	(MANNION)	HEALY (DOYLE)	Medics - Non
<input type="checkbox"/>	5520	(MANNION)	KENNEDY	Nursing
<input type="checkbox"/>	9007	ADAM	ENCARNACION	Portering
<input type="checkbox"/>	6042	ADENIKE	MURPHY	Medical Records
<input type="checkbox"/>	5328	AGNES	MUTUC	Catering
<input type="checkbox"/>	6038	AGNIESZKIA	MURPHY (BYRNE)	Nursing
<input type="checkbox"/>	8760	AGNIESZKIA	O'REILLY	Catering
<input type="checkbox"/>	1058	AGNIESZKIA	QUINN	Pastoral Care
<input type="checkbox"/>	1057	AGNIESZKIA	SHERIDAN	Nursing
<input type="checkbox"/>	1232	AGNIESZKIA	TROY	Laboratory
<input type="checkbox"/>	9075	AIDAN	CAHILL	Medical Records

Status: Cost Centre:
Pay Code: Cost Code:
Units: Job Code:
Use Employees Cost Centre:

7. Select the employees for the extra payment and enter in the details of the payments.
8. Click OK
9. Click Process Employees when you have completed all your changes.
10. Click on the approved tab to see the list of approved payments
11. You can either export the approved payments to excel or use WizPay to import the payment directly to payroll.



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Setting up default for details

1. Select the default response for each pay element type. There are four possible default responses available in the system

Pay Element	Default
1.5T	Awaiting
2T	Awaiting
Basic	Approved
Zero	Awaiting
T + Half	Awaiting

Emp Num.	Forenames	Surname	Pay Element	Default	Remove
0024	(MANNION)	HEALY (DOYLE)	1.5T	Approved	<input type="checkbox"/>
5520	(MANNION)	KENNEDY	1.5T	Approved	<input type="checkbox"/>
6001	(CECILY	MARTIN	1.5T	Approved	<input type="checkbox"/>
9007	ADAM	ENCARNACION	1.5T	Approved	<input type="checkbox"/>

- a. Awaiting -> this paycode must be approved by the supervisor
- b. Approved -> This paycode is approved by default and will pass to payroll unless edited by the supervisor
- c. Delete -> Do not display or pay this paycode
- d. Delay -> Pay this amount in a future period



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Emp Num.	Forenames	Surname	Add
6001	(CECILY QUINN	MARTIN	<input type="checkbox"/>
0024	(MANNION)	HEALY (DOYLE)	<input type="checkbox"/>
5520	(MANNION)	KENNEDY	<input type="checkbox"/>
9007	ADAM	ENCARNACION	<input type="checkbox"/>
6042	ADENIKE	MURPHY	<input type="checkbox"/>
5328	AGNES	MUTUC	<input type="checkbox"/>
6038	AGNIESZKIA	MURPHY (BYRNE)	<input type="checkbox"/>
8760	AGNIESZKIA	O'REILLY	<input type="checkbox"/>
1058	AGNIESZKIA	QUINN	<input type="checkbox"/>

Pay Element

Default

2. You may add an Employee exception to the above by clicking the add button – this will override the default settings for a pay element for certain employees.
3. Select the employees who are exception to the normal rules. I.e. people who have their overtime approved by default.
4. Click OK
5. Click OK when you have filled in the default and exceptions.