

# PAYROLL BATCH APPROVAL

## Payroll approval options:


1. Email approval
2. Approval within Time Entry program

## Option 1: Email approval

Notification of a pending batch approval will appear in your Inbox.

fcps.munis... PAYROLL TIME ENTRY BATCH APPROVAL

Click on the link to **Approve** or **Reject** or click **Additional information** then **Approve** or **Reject**.

 Tue 9/6/2016 11:34 AM  
fcps.munis@fayette.kyschools.us  
PAYROLL TIME ENTRY BATCH APPROVAL

To Pabian, Karin

A Time Entry batch has been released for approval.


Run: 2 Warrant: c11705 Batch: 20

This Time Entry batch can be accessed for approval in the Time Entry program in Munis.

To update this item within Munis use these links:

[Approve](#)  
[Approve with comment](#)  
[Reject](#)  
[Forward](#)  
[Hold](#)  
[Additional Information](#)

An email with a listing of the batch detail will also come to your Inbox. Use this to review the batch before approving.

 Mon 9/19/2016 3:35 PM  
FCPS Notifications <kde-fayette@tylertech.com>  
Batch Detail - Warrant c11706 Batch 68 MORTON MIDDLE FOOD SERV fcsj0073

To Coker, Michelle

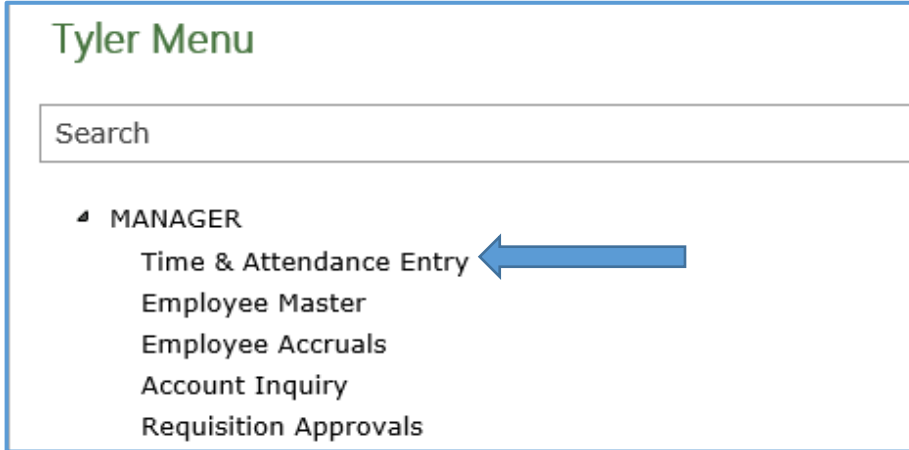
**f** Follow up. Start by Tuesday, September 20, 2016. Due by Tuesday, September 20, 2016.


ORG	Object	Project	Last Name	First Name	First Day	Last Day	Pay type	Leave Description	Quantity Taken	Sub Number	Sub Time	Sub Rate	Sub ORG	Sub Object	Sub Project
0765101	0130		I		09/06/2016	09/07/2016	223	CLSHSCK	12.00		0.00	0.00			
0765101	0130		S		09/16/2016	09/16/2016	222	CLSHEMG	2.50		0.00	0.00			

# PAYROLL BATCH APPROVAL

## Option 2: Approval within Time Entry program

Open Time & Attendance from the Manager menu.



To review batch detail in the program click on **Scan Detail** (1) on the right side of the screen. A list of batch detail opens on a new screen (2). Click **Return**  to return to the approval screen. Click **Approve** to finish the process. (3)

