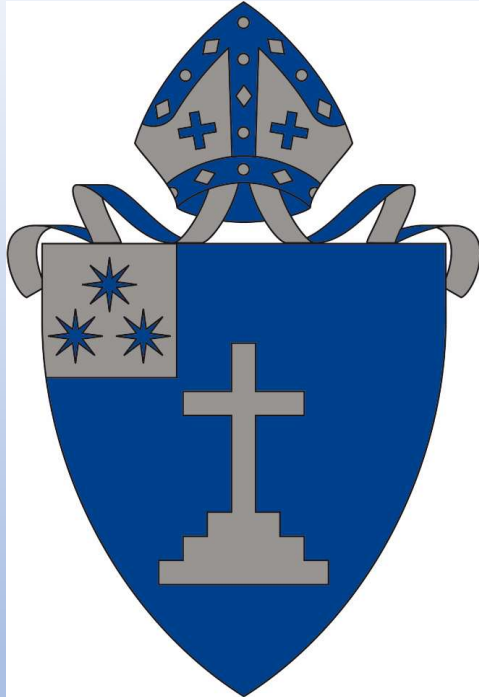




Module 4

Processing Hours Using Timelog In iPayroll

We Will Look At



- Leave vs Timelog Hours
- How to add hours into Timelog in iPayroll
- How to fix errors in Timelog

Leave Vs Timelog Hours



- No leave is processed through the timelog
- Only hours worked that you will be paid
- TOIL hours are processed via leave
- That includes TOIL credit hours that are earned

Example 1 Extra Hours Paid

- You normally work 20 hours a week (4 X 5 hour days)
- To cover someone else not being at work your manager asks you to work an extra day
- You enter the extra hours through your timelog
- Nothing goes through leave

Example 2 TOIL Earned

- You normally work 20 hours a week (4 X 5 hour days)
- To cover someone else not being at work your manager asks you to work an extra day
- Your normal 20 hours are processed through the timelog
- The extra day 5 hours is processed through the Leave screen as TOIL Credit

Example 3 You take a weeks Annual Leave

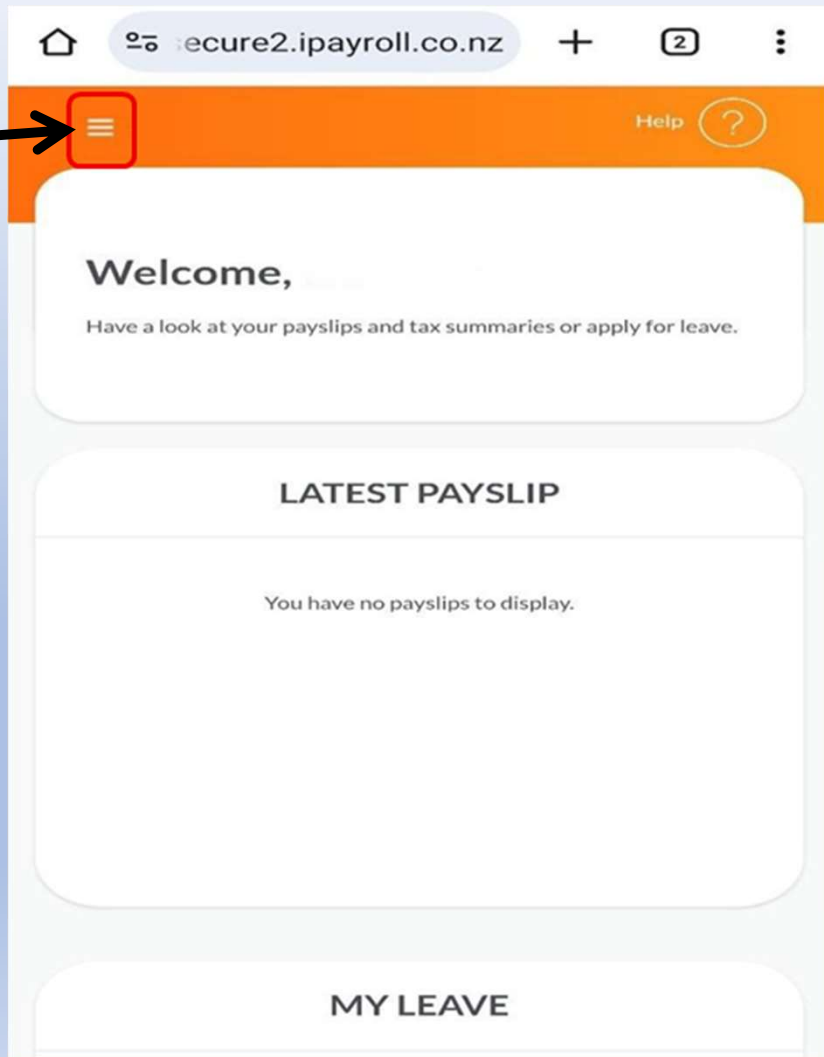
- You normally work 20 hours a week (4 X 5 hour days)
- During the Pay Fortnight you work one week and take one weeks annual leave
- The week you work (20 hours) are processed through the timelog
- The Annual Leave is processed through Leave screen (before you take your leave)

Example 4 You are sick for two days.

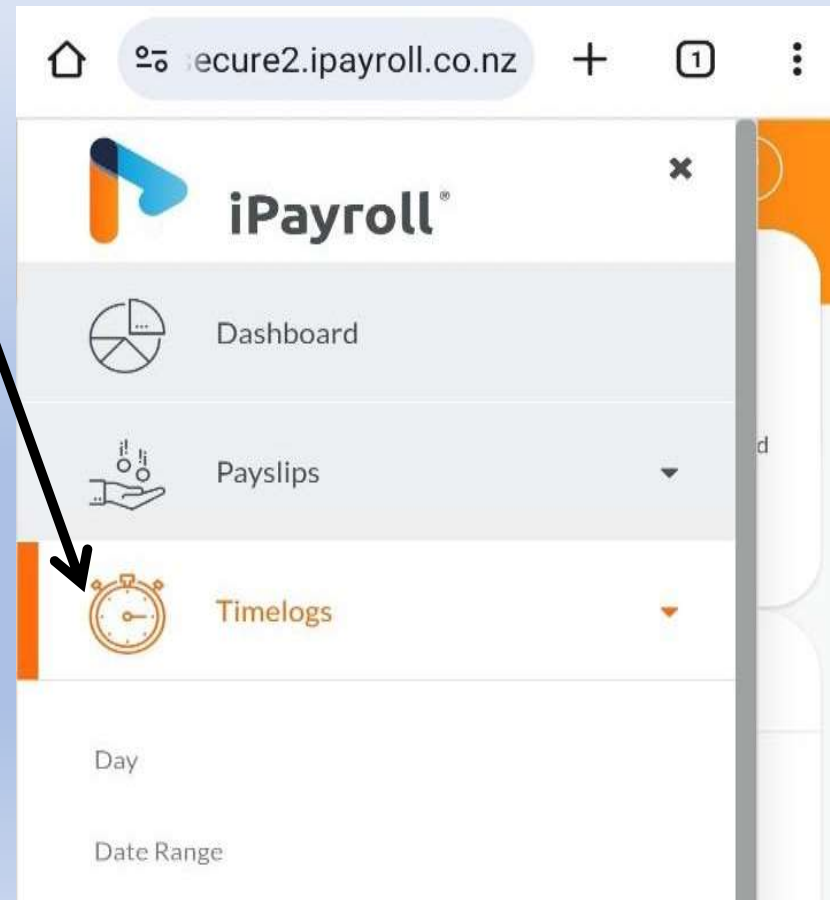
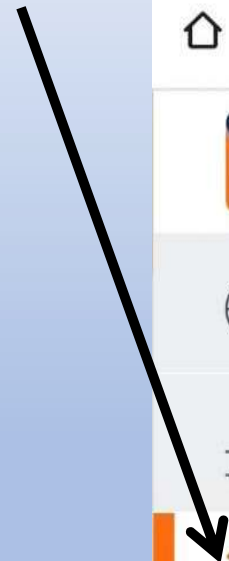
- You normally work 20 hours a week (4 X 5 hour days)
- During the Pay Fortnight you are sick for two days and you take 2 days sick
- The 6 days you work (30hours) are processed through the timelog
- The Sick Leave is processed through the Leave screen.

Getting to the Timelog

Click →



Then Click



Entering some time

Click

The screenshot shows the iPayroll mobile app interface. At the top, there's a navigation bar with a home icon, the URL 'secure2.ipayroll.co.nz', and a help icon. Below this is an orange header with a menu icon and a 'Help' button. The main content area is titled 'Timelogs' and shows the date 'Thursday, 07-Aug-2025 (Today)'. There's a table with columns for days of the week (Mon, Tue, Wed, Thu, Fri) and their corresponding hours (all 0.00 hrs). Below the table, there's a 'Time Code' field and a 'Hours' field. A 'Total' row shows '0.00'. At the bottom, there's a 'Send drafts for approval' button. An arrow points to the 'Add' button in the top right corner of the main content area.

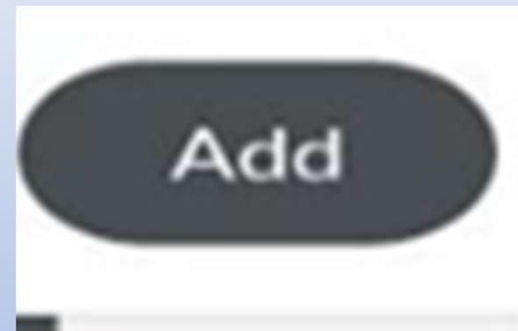
Mon	Tue	Wed	Thu	Fri
0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs

Time Code: _____ Hours: _____

No timelogs

Total: 0.00

Send drafts for approval



Fill out the Various Fields

Secure2.ipayroll.co.nz

Add Timelog

Date
07-Aug-2025

Time Code
Ordinary Time

Start Time
08:00 AM

End Time
12:00 PM

Break (mins)
0

Net Hours
4.00

Note (Optional)
Leave a note for a timelog approver

Cancel Save

Date

Timecode

Start and end times

Your Lunch Time

Any Notes (if unusual)

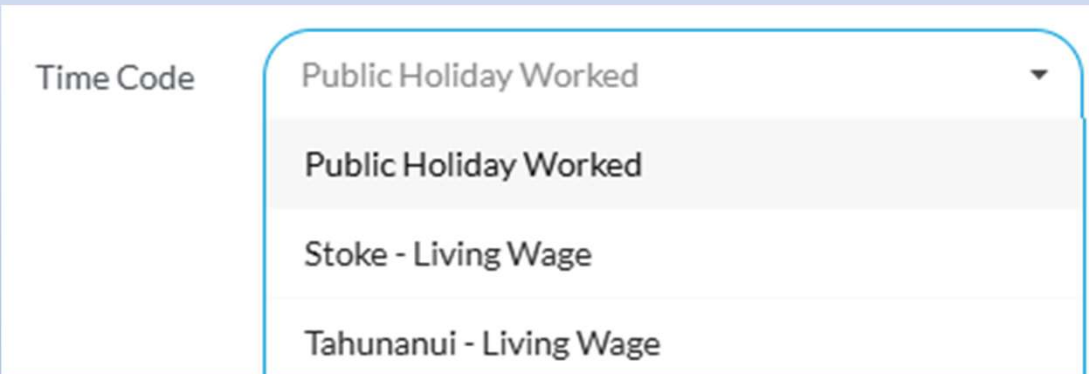
Then Hit Save

Timecode

Select the timecode applicable to hours worked

This person works in two parishes

Any questions ask a paymaster



The image shows a screenshot of a web form with a label 'Time Code' and a dropdown menu. The dropdown menu is open, displaying four options. The first two options are 'Public Holiday Worked', and the last two are 'Stoke - Living Wage' and 'Tahunanui - Living Wage'. The first 'Public Holiday Worked' option is highlighted with a light grey background.

Time Code
Public Holiday Worked
Public Holiday Worked
Stoke - Living Wage
Tahunanui - Living Wage

You Should get a Success Screen






SUCCESS!
Timelog Added

Monday, 08-Sep-2025 Add

Mon 8.00 hrs	Tue 0.00 hrs	Wed 0.00 hrs	Thu 0.00 hrs	Fri 0.00 hrs
Time Code		Hours		
Stoke 09:00 AM - 05:00 PM		8.00		
Draft				
Total		8.00		

Send drafts for approval 1

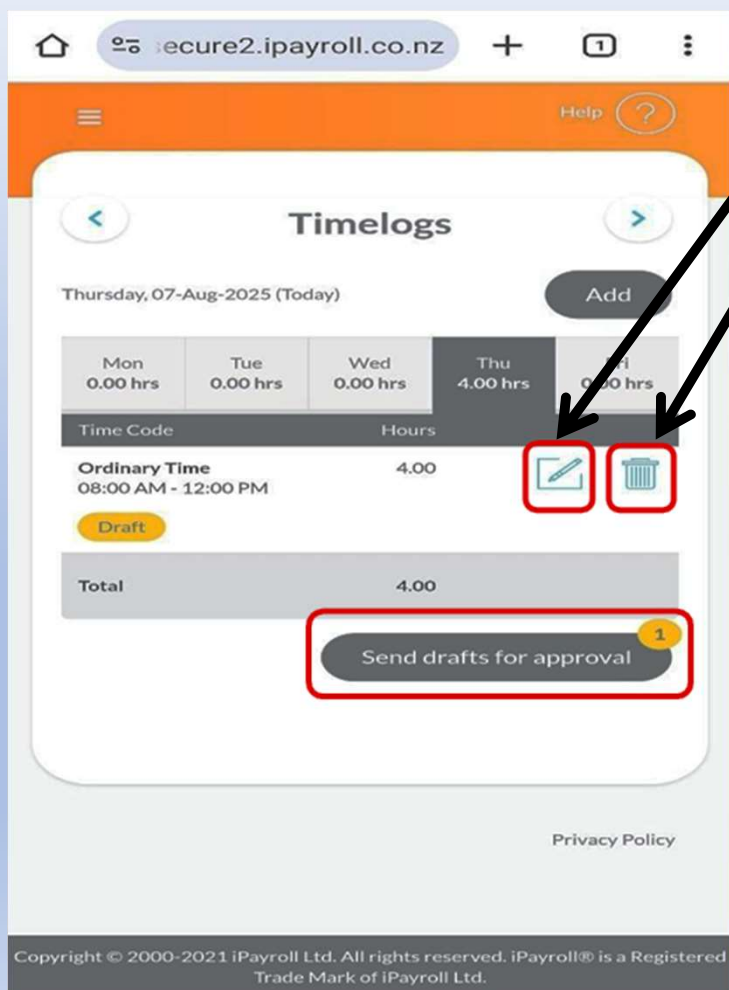
[Privacy Policy](#)

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Tips to remember

- You only process the hours you worked that are to be paid in the timelog (ordinary hours or extra time hours).
- Leave, including TOIL ,does not go into the timelog but through the leave screen.
- Enter your time every work day, set a reminder on your phone.

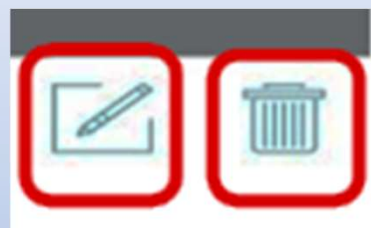
Editing and deleting before approval



Can edit and delete before sending

Edit

Delete



Can put more than one day in before sending for approval, (suggested method)

Must Send

Secure2.ipayroll.co.nz

Timelogs

Thursday, 07-Aug-2025 (Today)

Add

Mon	Tue	Wed	Thu	Fri
0.00 hrs	0.00 hrs	0.00 hrs	4.00 hrs	0.00 hrs

Time Code	Hours
Ordinary Time 08:00 AM - 12:00 PM	4.00
Draft	
Total	4.00

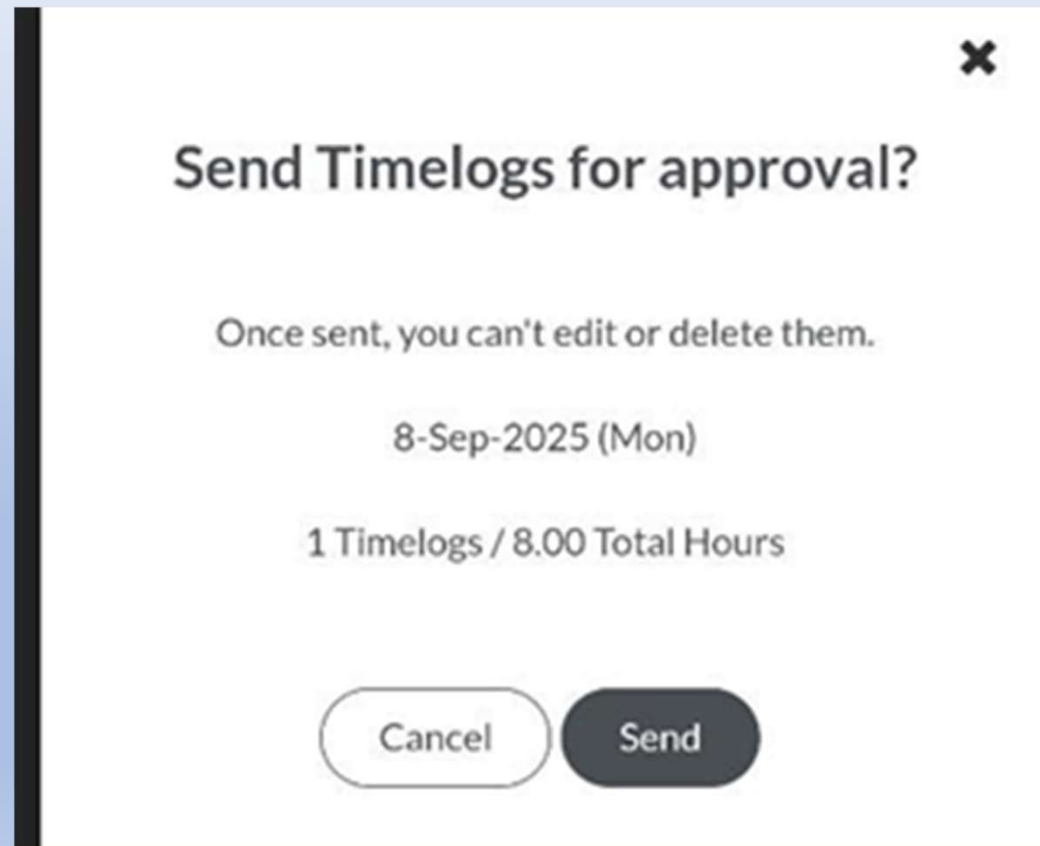
Send drafts for approval 1

Privacy Policy

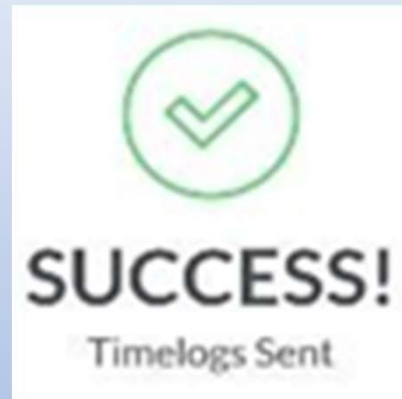
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- Must send draft to approver before they can approve
- Sends all
- Cannot change after sending.
- Ask approver or paymaster to void an incorrect entry

You Should get “Are you Sure”



You Should get a Success Screen



Secure2.ipayroll.co.nz

SUCCESS!
Timelogs Sent

Friday, 05-Sep-2025 Add

Mon	Tue	Wed	Thu	Fri
0.00 hrs	0.00 hrs	8.00 hrs	0.00 hrs	3.00 hrs

Time Code Hours

Stoke 3.00
09:00 AM - 12:00 PM

Sent

Total 3.00

Send drafts for approval

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Who Can Help - the Paymasters



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	Phone	03 548 3124
Ed	Email	ed@nelsonanglican.nz
	Phone	03 548 3124
	Mobile	021 206 5885

Guides Available On Website



www.nelsonanglican.nz/documents

Under iPayroll

- 4.1 How to Add Timelog Entries

Documents

Forms and guides to support you or your parish.

GRANTS & FUNDING



QUICK GUIDES



POLICIES & PROCEDURES



FORMS



PARISH STATUTES



DIOCESAN STATUTES



SYNOD



IPAYROLL



Any Questions

