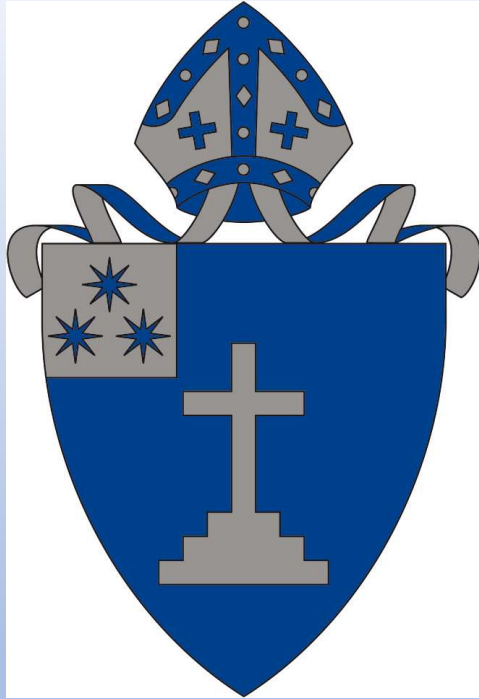




Module 5

Approving Leave and Timelogs in iPayroll

We Will Look At



- To Approve or Not to Approve
- Leave Approval
- Timelog Approval
- Communication re Approval

Approve or not to approve

There are times when not to approve

- Operational Implications e.g. 3 Paymasters
- Prior approval was not sought (especially TOIL credited or extra payment of hours)
- Person is “out of leave”
- TOIL is outside Diocesan Policy

If you have concerns regarding approval talk to

- Diocesan Manager (Chris Ward) or
- Finance Manager (Ed Duggan)

Login Opening Screen



58213 - Nelson Diocesan Synod and Diocese | Logged in as 58213test | [Logout](#)

Timelogs

Leave Requests

Leave Calendar

Leave Balances

Projected Leave

Reports

Help

Nelson Diocesan Synod and Diocese

People > Timelogs

Timelogs

Welcome to iPayroll's Timelogs. [Click here](#) to view a brief instruction video to get started.

i

If there are no results below, please check your date range spans less than a year.

Timelogs

Today's Date: 17-Sep-2025

Person

All

☐ Include inactive people

Status

Draft, Submitted, Suspended, Incomplete, Approved, Accepted

Date

◀ Wed 17-Sep-2025

📅

To

Wed 17-Sep-2025

📅

▶

Current Pay Period

Go

Only fully-submitted days may be approved below. Click a date to view entry details for that date.

☐ Overtime/Penal Hours

☐ More than standard hours

☐ Less than standard hours

☐ All irregular

☐ Show all

Approving Leave if no Queries

Leave Requests | Leave Calendar | Leave Balances | Projected Leave | Help

Best Employer Limited
Leave Requests

View People | Leave Requests ▾

Leave Requests

Search: | Show 10 ▾ entries | Showing 1 to 2 of 2 | Filter by Pending ▾ | [+ Add](#)

☐	SURNAME First name (Preferred)	Balance Details	Leave Request Group	Leave Type	Hours/Days	First Day	Last Day	Status	J
☐	DULLI, Greg	- Balance: 95.23 hrs - Leave approved: 16.00 hrs - Leave pending: 16.00 hrs - Remaining: 63.23 hrs	Leave Request Group	Annual Leave	16.00 hr(s)	06-Apr-2023	11-Apr-2023	Pending	✎
☐	EMPLOYEE, Anne	- Balance: -64.87 hrs - Leave approved: 24.00 hrs - Leave pending: 16.00 hrs - Remaining: -10.87 hrs	Leave Request Group	Annual Leave	⚠ 16.00 hr(s)	05-Apr-2023	06-Apr-2023	Pending	✎

Previous 1 Next

[Approve Selected](#)

Select who you want to approve

Edit if you want to look at request

Then Approve

Looking at Leave Request Details

Best Employer Limited
People > ID: 11 - DULLI, Greg's Leave Request

All DULLI, Greg's Leave Requests

Leave Request Details

Leave Type * Annual Leave

First Day * Thu 06-Apr-2023

Last Day Tue 11-Apr-2023

Reason Easter Holiday - Hot Cross Buns

Number of Hours * 16.00

Leave Request

Leave balances and projection

	Hours
Current Balance	95.23
Less Approved Leave Requests	16.00
Less Pending Leave Requests ⓘ	16.00
Plus estimated ⓘ leave accrual as at 11-Apr-2023	6.92
Balance after this Leave Request	70.15

You can approve/decline leave

Leave Tools

Approved? ☐ Pending
☒ Approved
☐ Declined
☐ Cancelled

Cc Email

Message A leave request has been Created for DULLI, Greg

Additional Message

Remove

Save

As Approver You Can Add Leave

Useful if person is off sick, follow steps on next page

[Leave Requests](#) [Leave Calendar](#) [Leave Balances](#) [Projected Leave](#)

Best Employer Limited

Leave Requests

[View People](#) [Leave Requests](#)

Leave Requests

Search:

Show entries

Showing 1 to 2 of 2

Filter by

[+ Add](#)

☐	SURNAME First name (Preferred)	Balance Details	Leave Request Group	Leave Type	Hours/Days	First Day	Last Day	Status	
☐	DULLI, Greg	- Balance: 95.23 hrs - Leave approved: 16.00 hrs - Leave pending: 16.00 hrs - Remaining: 63.23 hrs	Leave Request Group	Annual Leave	16.00 hr(s)	06-Apr-2023	11-Apr-2023	Pending	Edit
☐	EMPLOYEE, Anne	- Balance: -64.87 hrs - Leave approved: 24.00 hrs - Leave pending: 16.00 hrs - Remaining: -104.87 hrs	Leave Request Group	Annual Leave	16.00 hr(s)	05-Apr-2023	06-Apr-2023	Pending	Edit

Showing 1 to 2 of 2

Previous Next

Approve Selected

[+ Add](#)

Fill out the Various Field as follows

1. Select +Add
2. Select the employee's name
3. Select Leave Type* from drop down
4. Select First Day* - first day they are away on leave
5. Select Last Day* - last day they are away on leave
6. Enter Reason - only if required
7. Enter Number of Hours* or Number of Days* if not completed automatically
8. Select Approved OR Declined
9. Enter cc Email address for third party to be notified - only if required
10. Enter Additional Message for the employee - only if required
11. Save
12. A message will display - Success - Leave Request has been created.
13. An email will be sent to employee

Approving Timelog

Dashboard

Payroll

People

Time

Reports

Setup

Help

Best Employer 2025 Limited

People > Timelogs

View People

Leave Requests

Timelogs

Add Person

If there are no results below, please check your date range spans less than a year.

Timelogs

Today's Date: 16-Apr-2025

Person

All

☐ Include inactive people

Status

Submitted, Suspended, Approved, Accepted, Closed, Void, Incomplete

Date

Mon 10-Mar-2025

To

Mon 10-Mar-2025

Current Pay Period

Go

Only fully-submitted days may be approved below. Leave requests are read-only. Click a date to view entry details for that date.

☒ Overtime/penal hours

☐ More than standard hours

☐ Less than standard hours

☒ All irregular

☐ Show all

	Person	Date	Time Code	Standard Hours	Ordinary Hours	Overtime/penal hours	Total Hours	Status
☐	EMPLOYEE, Anne	Mon 10-Mar-2025	Ordinary Time	8.00	9.00	0.00	9.00	Submitted
☐	EMPLOYEE, Best	Mon 10-Mar-2025	Multiple	8.00	8.00	1.00	9.00	Approved
☐	EMPLOYEE, Casual	Mon 10-Mar-2025	Ordinary Time	—	9.00	0.00	9.00	Submitted
☐	EMPLOYEE, Louis	Mon 10-Mar-2025	Multiple	8.00	8.00	2.00	10.00	Submitted
☐	EMPLOYEE, Summer	Mon 10-Mar-2025	Ordinary Time	8.00	8.00	0.00	8.00	Incomplete
TOTALS				32.00	42.00	3.00	45.00	

Add/view

Void Selected

Suspend Selected

Approve Selected

People

Timelog

Approving / Voiding Timelog

The screenshot shows a timelog table with columns: Person, Date, Time Code, Standard Hours, Ordinary Hours, Overtime/Penal Hours, Total Hours, and Status. Two entries are selected with checkboxes. A callout box points to the first checkbox with the text 'Select the timelog entries you want to approve'. Another callout box points to the 'Approve Selected' button with the text 'Approve Selected'.

Person	Date	Time Code	Standard Hours	Ordinary Hours	Overtime/Penal Hours	Total Hours	Status
☒ EMPLOYEE, Best	Mon 10-Mar-2025	Multiple	8.00	8.00	1.00	9.00	Approved
☒ EMPLOYEE, Louis	Mon 10-Mar-2025	Multiple	8.00	8.00	2.00	10.00	Submitted
		Ordinary Time	8.00	7.00	0.00	7.00	Submitted
		Ordinary Time	—	9.00	0.00	9.00	Submitted
		Ordinary Time	8.00	8.00	0.00	8.00	Incomplete
		Ordinary Time	8.00	7.00	0.00	7.00	Submitted
		Multiple	8.00	8.50	2.00	10.50	Submitted
			48.00	55.50	5.00	60.50	

Buttons at the bottom: Add/view, Selected, Suspend Selected, Approve Selected.

If your employee has asked you to delete a timelog then select the timelog and hit void. At this stage do not suspend

Tips to remember

- Only approve timelog entries you are happy with
- First talk to your employee to discuss any issues
- If you have concerns regarding approval talk to
 - Diocesan Manager (Chris Ward) or
 - Finance Manager (Ed Duggan)

Who Can Help - the Paymasters



Erin	Email	payroll@nelsonanglican.nz
	Phone	03 548 3124
Mags	Email	magna@nelsonanglican.nz
	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

- 5.1 Leave Approver Guide
- 5.2 Timelog Approver Guide

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

