



# Approvers' Mini-Help Guide





astutepayroll.com is a web cloud based software that assists PEER to manage the administration of their apprentice and trainee employment business.

As an Astute Approver you are likely to be a manager who is responsible for approving timesheets and leave for PEER apprentices/trainees placed in your business by PEER.

Approvers will either be the designated Primary Approver, or a nominated Secondary Approver

- Primary Approvers are the main person responsible for this task.
- Secondary Approvers provide a backup in case the Primary Approver is unable to complete their tasks.

As an Approver, the system enables you to approve Timesheets and Leave by email or online, and to access reports relating to yov-1.404 T0a Apprekttesina6rain8-4.2 (e)0.7 (e) Tw 2.038 0 Td(.)Tj0.257 0 Td(.)TjEMC /P A



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1. You will see a password setup screen that looks like this image.
  - a. Type in your new password ensuring it contains a minimum of 10

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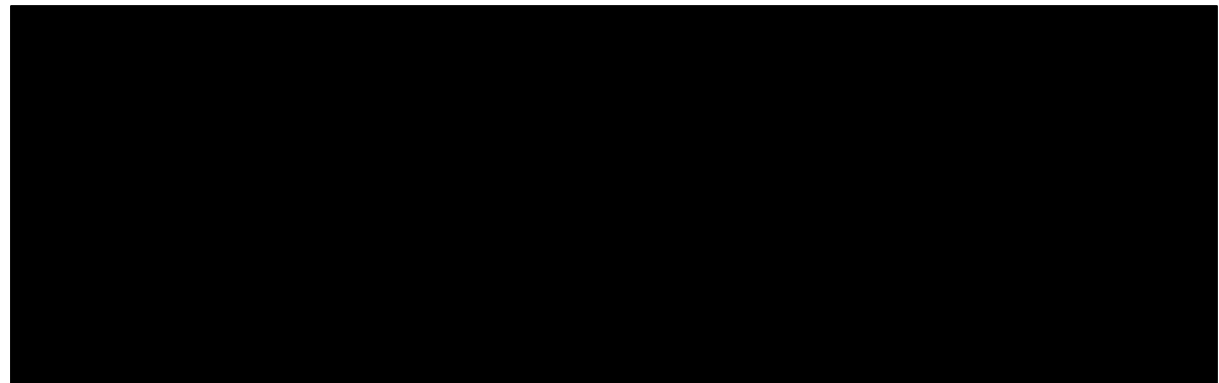
Timesheet data can be presented in two formats.

- x Recorded Time – Generally shows starting and ending times, breaks and total hours worked
- x Interpreted Data – Breaks down the data into more detail to reflect the different pay elements of ordinary and overtime and associated allowances.

There are two main ways in which a Primary Approver may approve a Timesheet, these are directly from the email notification or by logging into the Astute system.

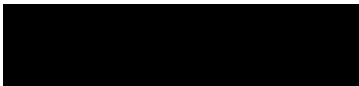
Once a Timesheet is approved, it will be ready for payroll processing.

If a Timesheet is rejected, it will be returned to the apprentice/trainee for correction and resubmission. If rejecting a timesheet please provide the reason in the notes as guidance for the apprentice/trainee to correct their timesheet.



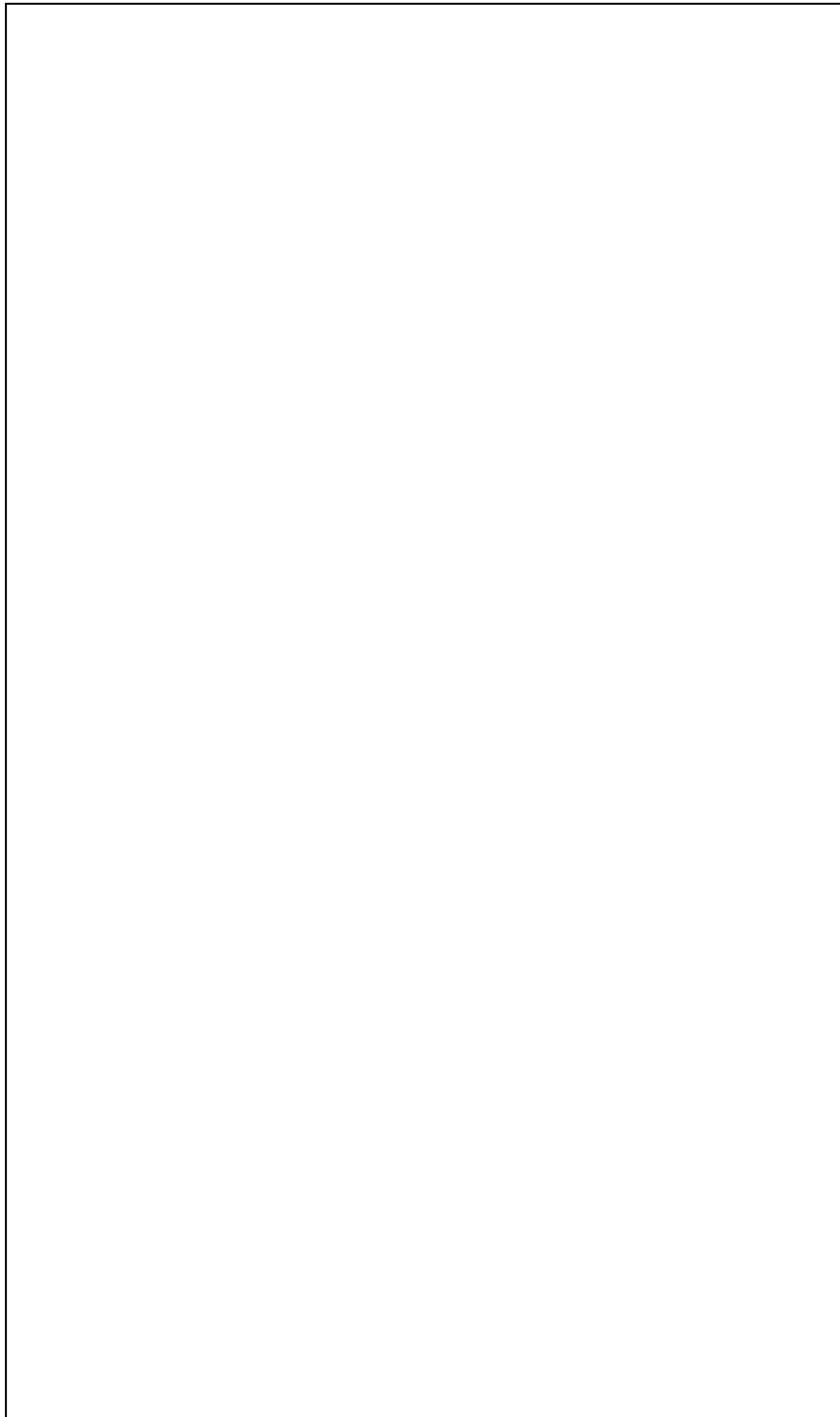
The Timesheet tab has the following screen options:

- x Pending Approval – a list of apprentice/trainee timesheets that require approval by yourself as either the Primary or Secondary Approver so it can be processed and paid by PEER. Note that pressing the + and – symbol by the Date will toggle the Timesheet data between the Interpreted Data and Recorded Time.
- x Pending Submission – a list of all historical outstanding and future timesheets that have not been submitted for approval by the apprentice/trainee. Sorting by Date will bring any outstanding Timesheets that require action to the top of the list.
- x Pending Payment Authorisation – a list of all authorised timesheets which have not been placed by PEER into an authorised pay run for apprentice/trainee payment and Host Employer invoicing.
- x Payment Authorised – a historical list of authorised timesheets for payment by PEER.



This is the most popular method for approving Timesheets and can be done from anywhere that you can access your email account, such as your mobile phone.

When an apprentice submits a Timesheet, the system will automatically send the Primary Approver an email with the Timesheet and an option to Approve or Reject the Timesheet by email, or by logging into the system.







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When you click Approve or Reject from the within the email a webpage will open. If this does not happen then the action has not been registered and you will need to login to the system to complete the approval/rejection.

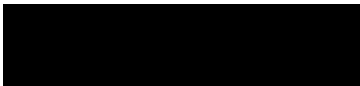
When you reject a Timesheet from the email, the web page that opens will provide a field for you to provide a reason.

**Please note:** if your employee has attached a file to their electronic timesheet (e.g. a signed paper copy of the timesheet, a medical certificate or other proof of work), you will be required to log in to the portal and approve the timesheet.

This option is typically only used for people approving multiple Timesheets as it enables you to bulk approve. It is also the only way that Secondary Approvers can approve or reject timesheets.

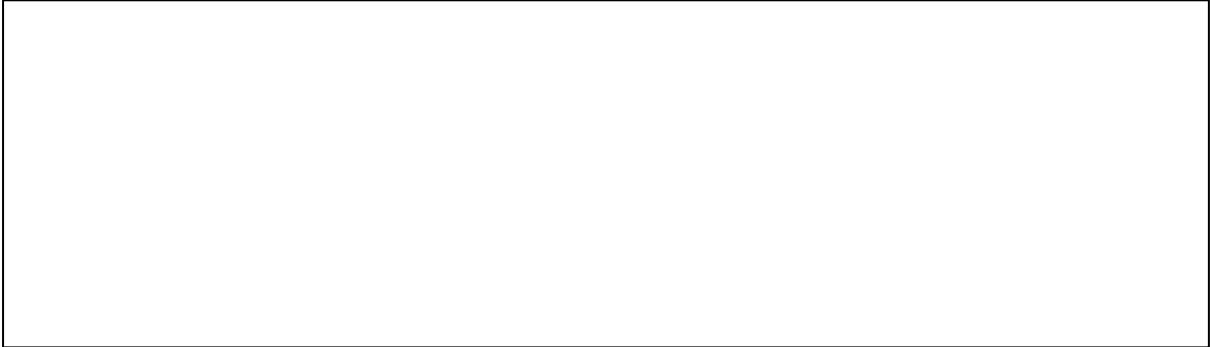
To action Timesheets through the system, select the 'Timesheets' tab and



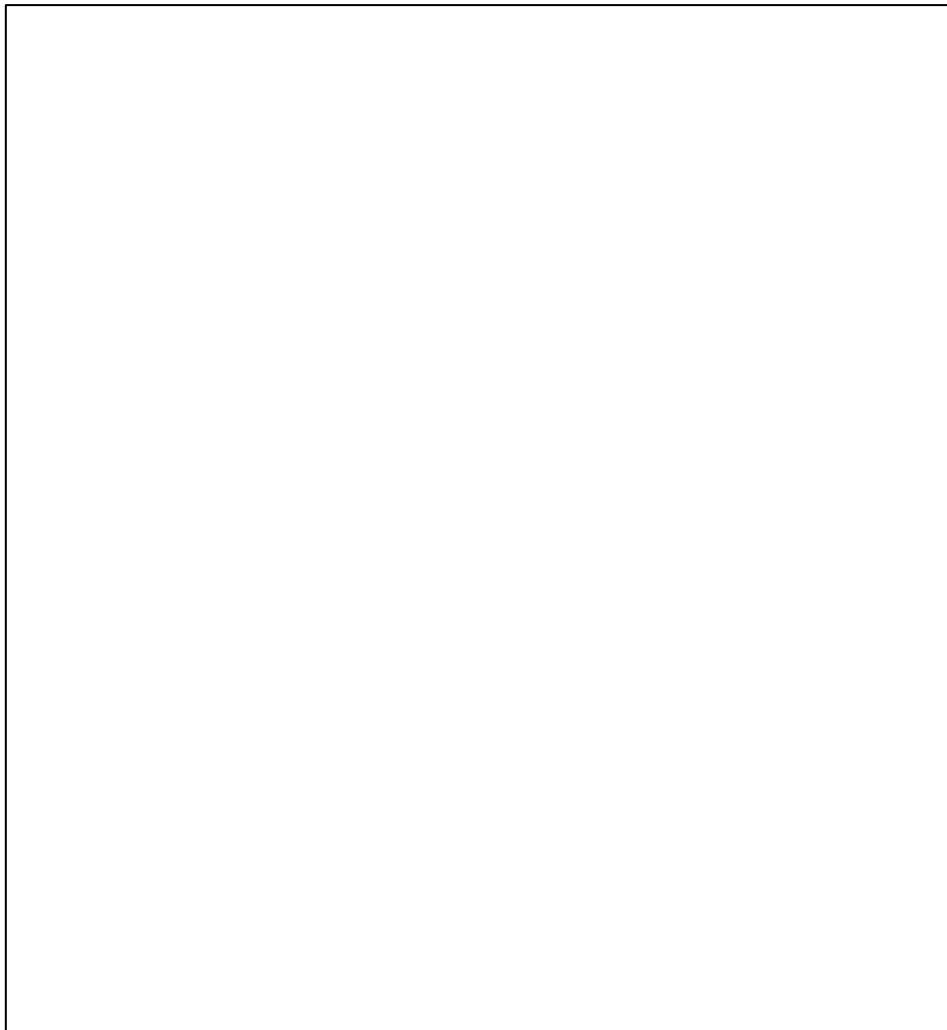


Leave Requests provides a listing of all leave forms and their status and incorporates the ability to approve leave.

You can narrow and sort your search through the 'Report Settings' drop down option. Filters applicable are by Host Employer organisational segments (if set up by PEER), date range, leave status and by individual apprentice.



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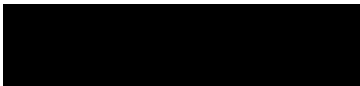
When an apprentice submits a Leave application, the system will automatically send, via a PEER Payroll review, the Primary Approver an email with the Leave details and an option to Approve or Reject the Leave by email, or by logging into the system.

When you click Approve or Reject from the email a webpage will open. If this does not happen then the action has not been registered and you will need to login to the system to complete the approval/rejection.

When you reject a Leave form



The Reports module enables you to access reports to assist with the overall management of apprentices/trainees reporting to you.



The Leave Calendar report enables you to view all leave in the system for 7/10 Tw Tw 0.22/3 (u)-5.1 6-5.1 Or



The Profile Tab is the section where your personal details are kept. PEER maintains the relationship between your Host Employer company and your User profile.

For ease of reference, your profile is separated into the following Tabs:

- Personal Details – name, email address and phone number (Note: the name can only be update by contacting PEER)
- Password – change your password and security questions under this tab
- Compliance Docs – this functionality will not be utilised by PEER.

