MacViP Online Training

Time Capture Processes

McMaster University

Time Capture Process

- **These processes are run for all employees – *Scheduled and Non-Scheduled*.**

- **Even if you are only responsible for capturing or approving time for *Regular Scheduled* employees, you will still be responsible for running the processes associated to your role.**

Time Capture Process

- *Time Capturers* **run the** *Release Time* **process and also the** *Interpretation*.

- *Time Approvers* **run the** *Transaction Authorization* **and the** *Batch Submission*.

Recalling a Batch After Submission to Payroll

- **If there is a need to revise a batch that has already been submitted to Payroll, you will need to advise Payroll.**

- **Payroll will ''delete'' the batch for you. You would then be able to make changes and resubmit.**

Batch Exercise

Once you've run the Batch Submission process, write down the Batch Number.

Click on the link at the end of this video and enter your Batch Number.

Evaluation

After you enter your Batch Number, you must fill in the evaluation where you will be able to provide your feedback regarding this Online Tutorial Training program.

Thank-you for your time and good luck with the exercise!

**Produced in Co-operation
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