

Shifted Admin Payroll Walkthrough

4/15/2025

Shifted Admin Payroll



1. Payroll Manager

- 1 • Select the **Payroll Manager** on your left menu
- There are 3 tabs at the top of your screen:
- 2 • **Payroll**
 - View all pending payrolls awaiting approval
- 3 • **Select** an individual technologist or click **Select All**
- 4 • Click **Approve** once you have reviewed their information
- 5 • **Expenses**
 - Displays all pending expense requests
 - View details: technologist name, category, reason, cost, and date.
- 6 • **Select** the expense
- 7 • Click **Approve** or **Decline** after review.
- 8 • **Incentives**
 - Displays all pending incentive requests
 - View details: technologist name, category, reason, cost, and date.
- 9 • **Select** the incentive
- 0 • Click **Approve** or **Decline** after review.

The screenshot displays the Payroll Manager interface with three tabs: Payroll, Expenses, and Incentives. The interface includes a left sidebar with navigation options, a top header with filters, and a main content area with tables and action buttons. Numbered callouts 1 through 10 highlight key features and steps.

Payroll Manager Interface Details:

- Left Sidebar:** Operations, Scheduling Manager, Dispatch Manager, Remote Manager, Payroll Manager (highlighted with 1), Request Manager, Billing Manager, Market Manager, Shift Manager.
- Top Header:** Market (Roshal), Pay Period (3/31/2025 - 4/14/2025), LOAD EXPORT button.
- Payroll Tab:** Pending Expenses/Incentives: 0. Buttons: SELECT ALL (3), APPROVE (4).
- Expenses Tab:** Search bar, table with columns: Selected, Name, Category, Reason, Cost, Date, Status. Rows: Griffin Park (Travel-related, \$50.00, 10/9/2024, Pending), Jonathan Alter (Gas, \$15.00, 10/14/2024, Approved). Buttons: APPROVE (7), DECLINE (7).
- Incentives Tab:** Search bar, table with columns: Selected, Name, Category, Reason, Cost, Date, Status. Rows: Griffin Park (Shift Incentive, \$100.00, 10/16/2024, Pending), Jonathan Alter (Walk Through, \$12.00, 10/21/2024, Approved). Buttons: APPROVE (0), DECLINE (0).

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2. Payroll Manager (Overtime)

- If one of your providers has entered in their timestamps as going over their original scheduled hours, you as the Admin must make any adjustments necessary to their schedule – this is required in order to make their payroll correct
- 1 • **Select** the employee’s name that needs to be updated
- 2 • **Select** the specific event that they went overtime on
- 3 • Within the **Edit Event** popup change the **activity** type to **Worked Beyond Shift**



Market
Roshal | Texas West | Austin

Pay Period
4/14/2025 - 4/28/2025

LOAD EXPORT

PAYROLL

EXPENSES

INCENTIVES

Pending Expenses/Incentives: 1

SELECT ALL

APPROVE

Selected	Approved	Signed	Name	Total Hours	Pay by Procedure	Pay by Encounter	Hours	On-Call Extra Hours	Holiday Hours	Overtime Hours	Travel	Travel Overtime	OT A
☐			Afshin Afrahi	0	0	0	0	0	0	0	0	0	
☐			Sohel Akhter	145		0	80	0	0	65	0	0	
☐			Jennifer Brookshire	0	0	0	0	0	0	0	0	0	
☐			Leah Cline	120.5	0	0	80	0	0	40.5	0	0	

Edit Event

Event Type:

Type

Dedicated

Provider:

Provider

Leah Cline

Dedicated Facilities:

+

On-Call

On-Call Extra Hours

Admin

Bereavement

Jury Duty

Training

PTO

Worked Beyond Shift

Employee Traveling:

Activity

Activity Type:

On-Call

Start:

04-15-2025 08:00 PM

End:

04-16-2025 08:00 AM

SAVE

DELETE

CANCEL



ROSHAL

Health™