

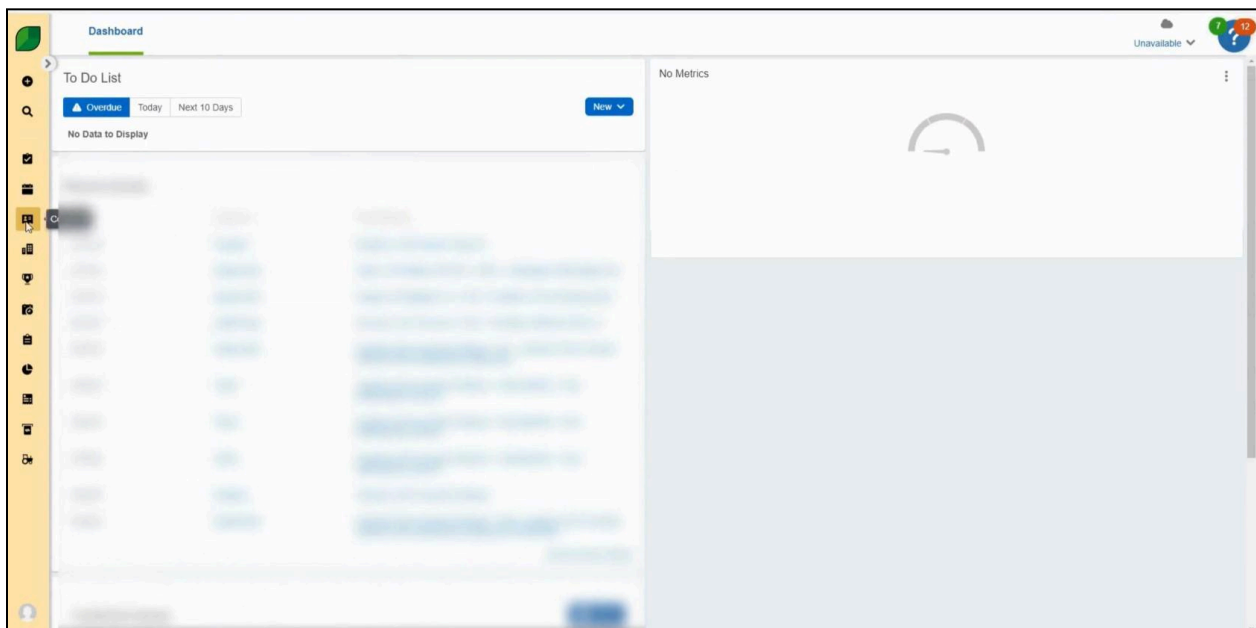
# Payroll Support in Aspire

This job aid provides a comprehensive guide for efficiently handling payroll-related tasks within Aspire. As a process-smart approach, these steps help you manage timekeeping, process payroll accurately, and support compliance with Aspire's payroll standards. By following these instructions, you can streamline payroll management, address timekeeping discrepancies, and maintain accurate employee records.

## Steps for Managing Contacts

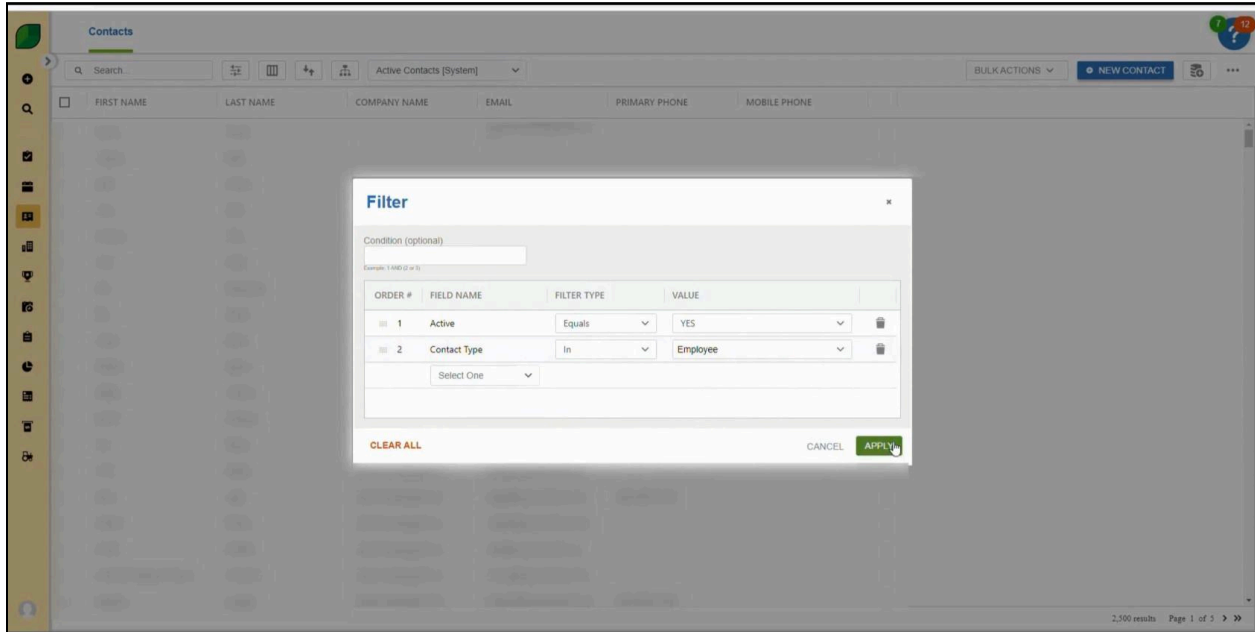
### 1. Access Contacts

- Begin by navigating to **Contacts** in Aspire.
- Sort to **Active Contacts** and click **Confirm**.
- Choose the desired contact from the active contacts list.



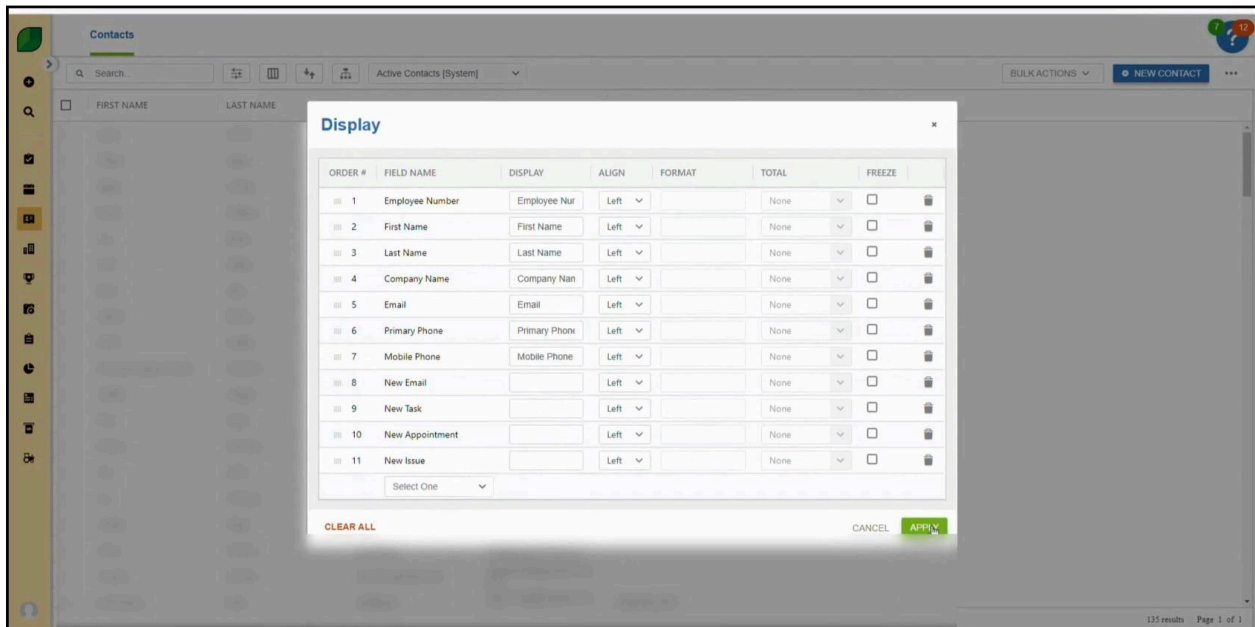
## 2. Apply Contact Type Filter

- Click on **Filters**.
- Under **Field Name**, select **Contact Type** and tick the relevant contact type.
- Click **Save**.



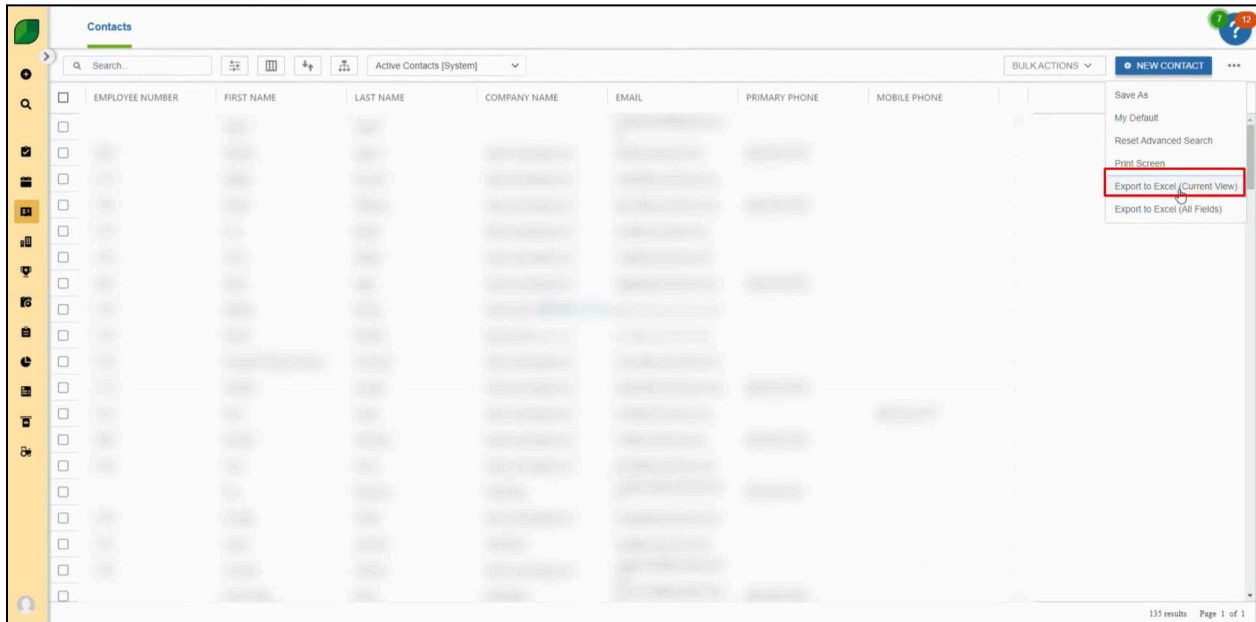
## 3. Adjust Display Settings

- Click on the **Display** icon (three vertical lines in a box).
- Scroll down to find **Select Options**.
- Choose **Employee Number**, then drag and drop it to the top of the list.



#### 4. Export Contact Data

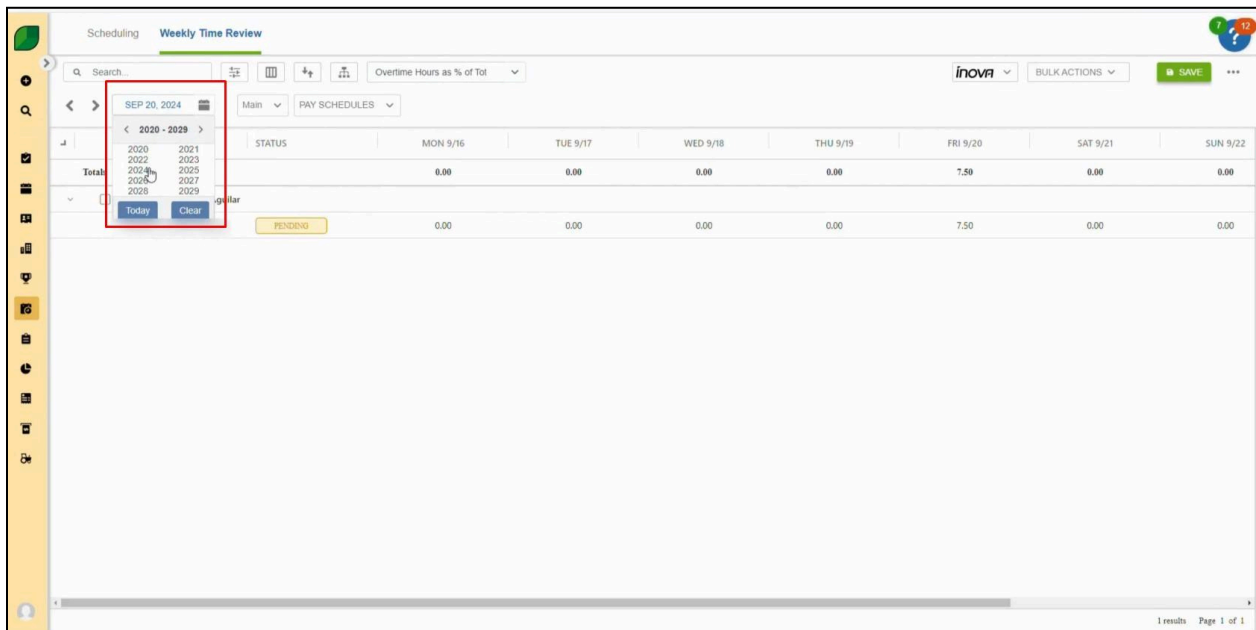
- Click on the **Three Dots** icon.
- Choose **Export to Excel - Current View** to download the contact data.



## Steps for Scheduling and Time Review

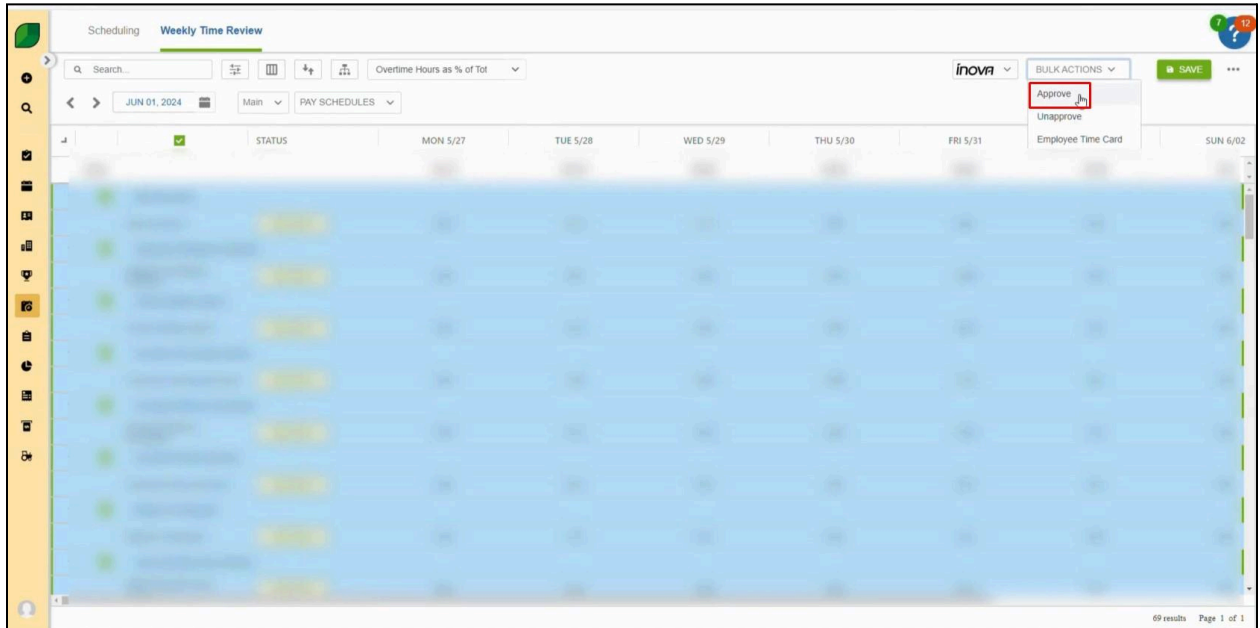
### 1. Access Scheduling

- Go to **Scheduling** in Aspire.
- Select **Weekly Time Review** and choose the appropriate date.



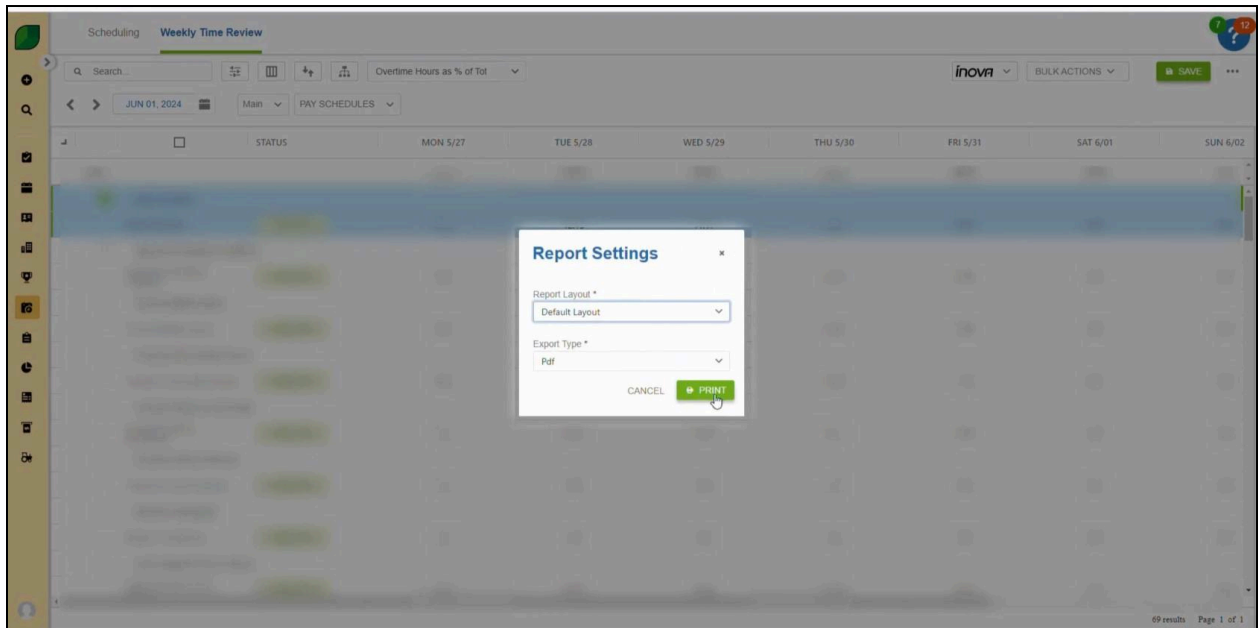
## 2. Approve Schedule in Bulk

- Tick the checkbox for the entries you want to approve.
- Select **Approve** under **Bulk Actions**.



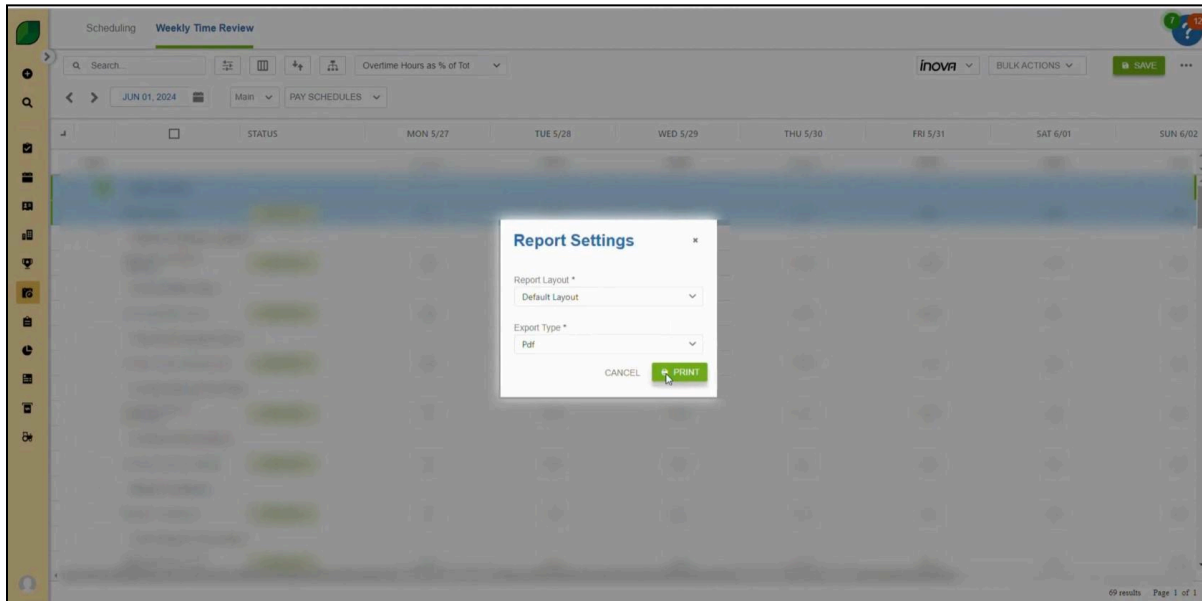
## 3. Set and Print Schedule

- Select the schedule name, tick the box, and set the **Layout of Report**.
- Click **Print**.



#### 4. Export Employer Time Card

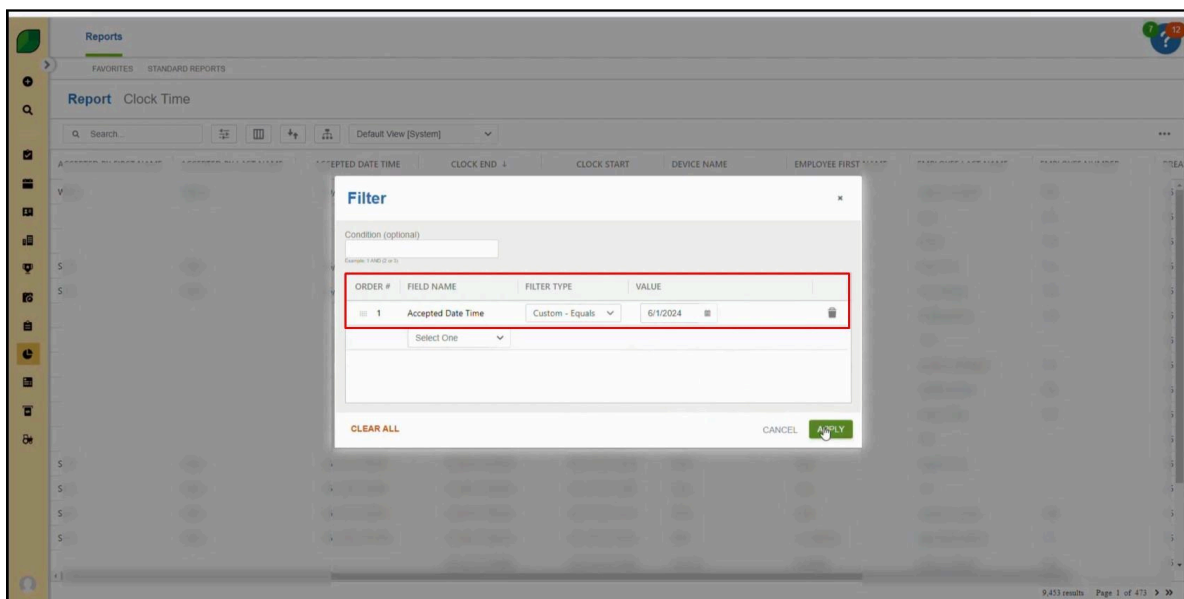
- Go to **Bulk Actions** and select the Employer **Time Card**.
- Select **All** and click **Print**.



## Steps for Payroll Reporting

#### 1. Navigate to Reports

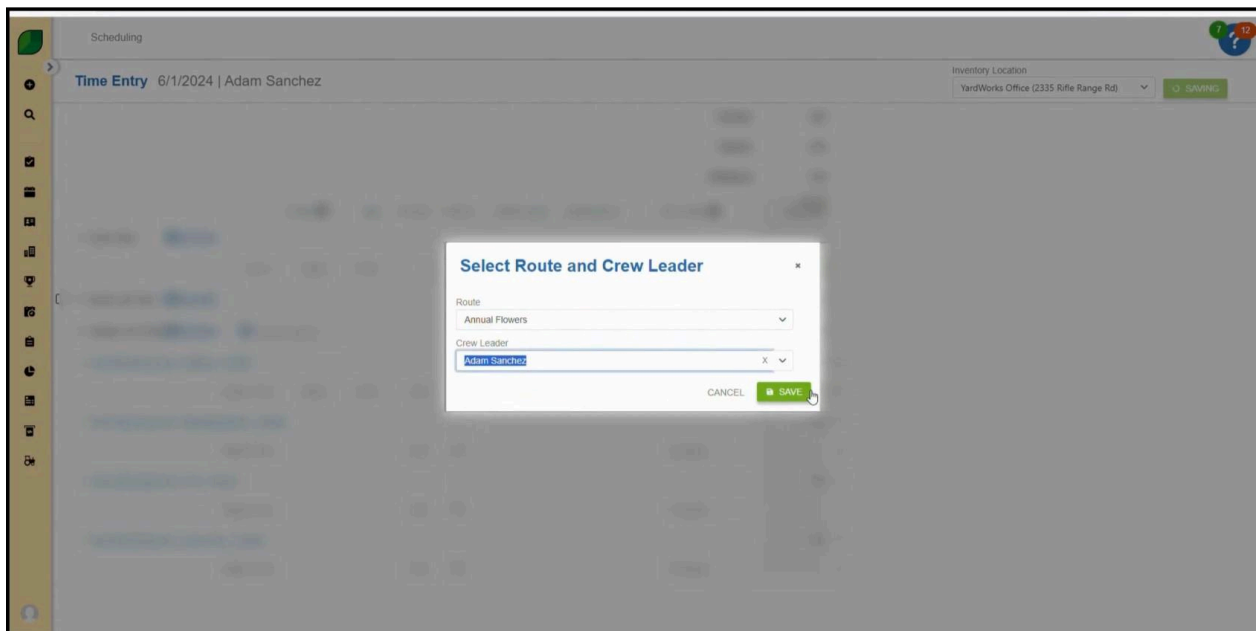
- Go to **Reports** and select **Standard Reports**.
- Set **Filter Type** to **Accepted Date/Time**.
- Change **Filter Type** to **Custom Equals**, then select the desired date.
- Click **Apply**.



# Steps for Updating Work Time Reviews

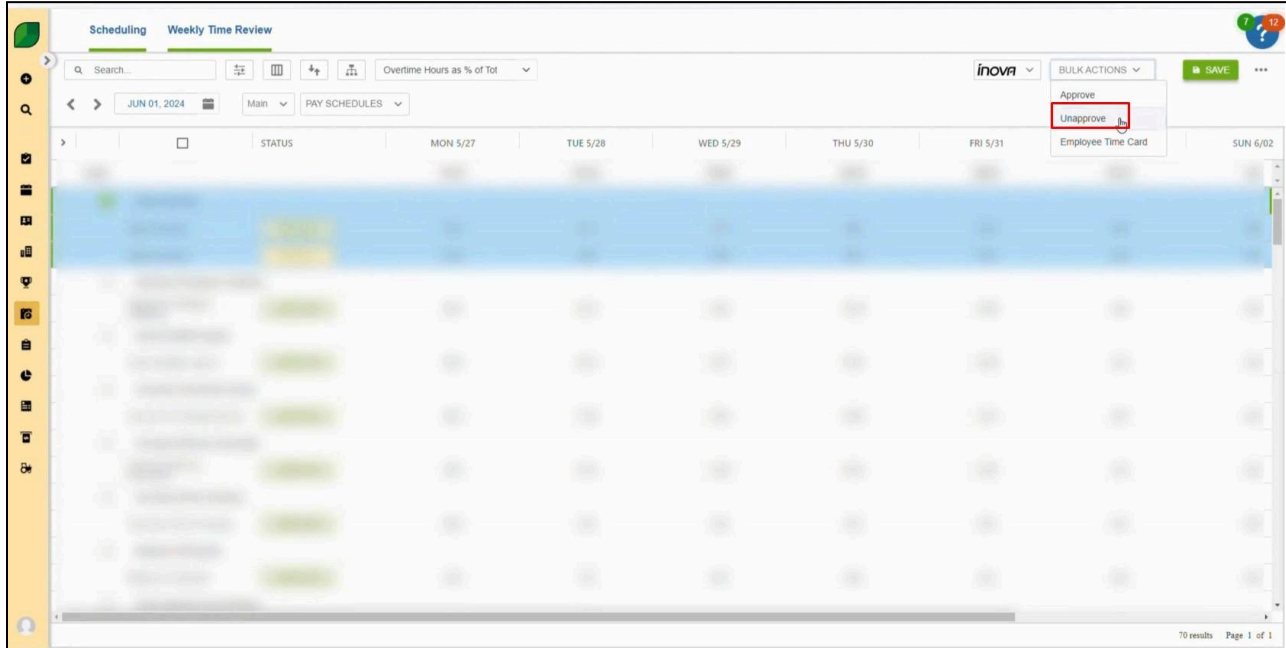
## 1. Open Work Time Reviews

- Go to **Scheduling** and select **Weekly Time Reviews**.
- Move to the desired day on the schedule.
- Select Route and Crew Leader.
- Click **Save**.



## 2. Update Schedule Status

- Tick the schedule type you're adjusting.
- Go to **Bulk Actions**, set to **Unapprove**, and click **Save**.



Using Aspire's payroll management features allows for accurate timekeeping, efficient payroll processing, and thorough reporting. By following these steps, you can help maintain payroll accuracy, address discrepancies, and support compliance with Aspire's payroll policies, ensuring seamless payroll operations for all employees.