Approve a Pay run

Pay runs · https://paiyroll.com/kb/approve-a-pay-run/

Follow this guide to check and **Approve** a pay run.

Overview

When you approve a pay run, you initiate a sequence of automated steps:

1. First, a pay-run workflow is launched.
2. Then, multiple report workflows are launched.
3. When all of these workflows are completed successfully, the pay run is finally approved.
4. If anything goes wrong, you can handle exceptions and even disapprove the entire pay run

Before Approval

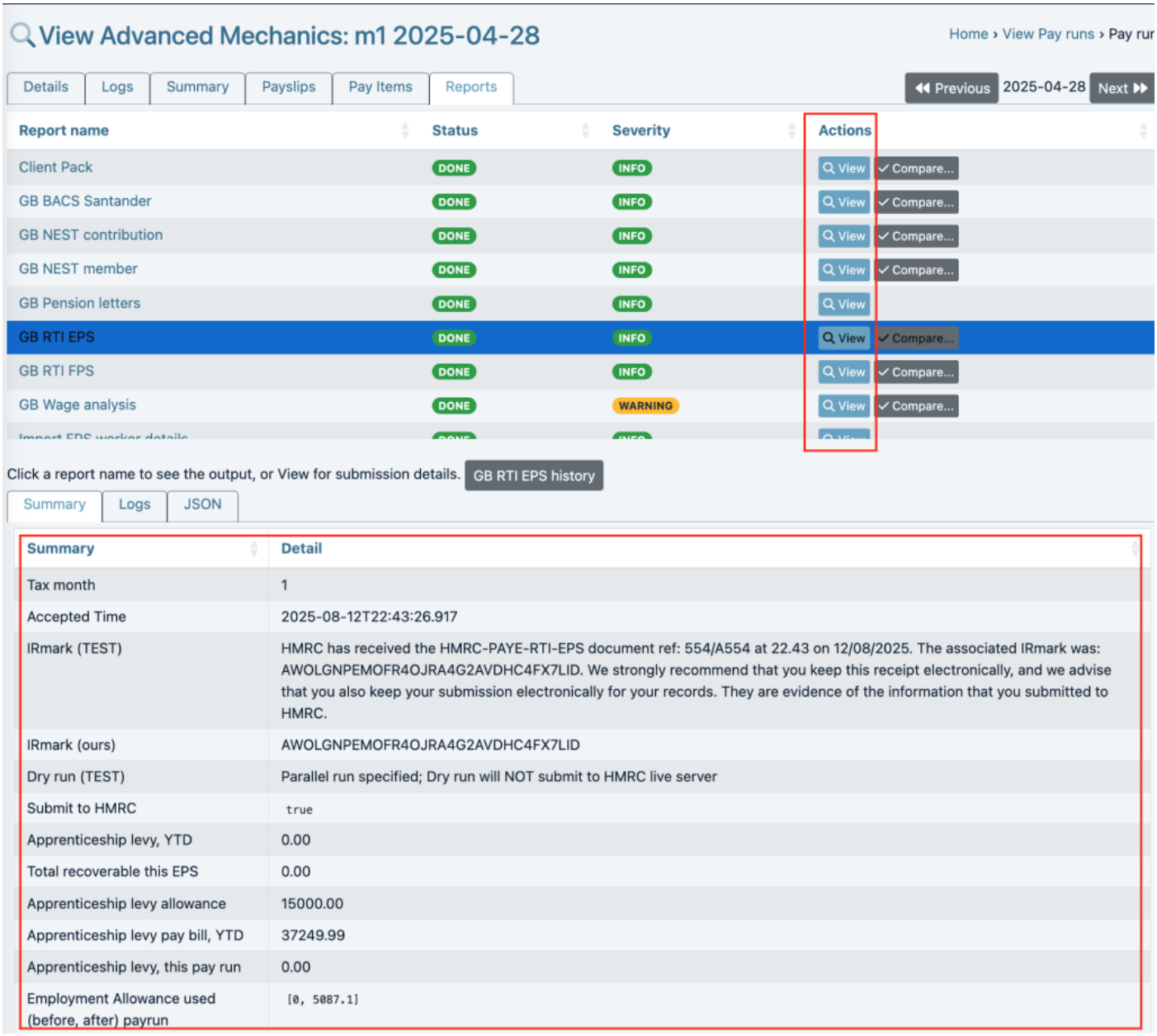
Before approving a Pay run, you **must check** the **pay run logs** and then all **reports**.

Pay run Logs

Pay Runs > View > Logs tab will display any issues with the Pay run.

Pay Run Reports

The software provides a straightforward way to do this in **Pay Runs > View > Reports** tab. Click on the **View** button for each report, and a summary will be shown below:

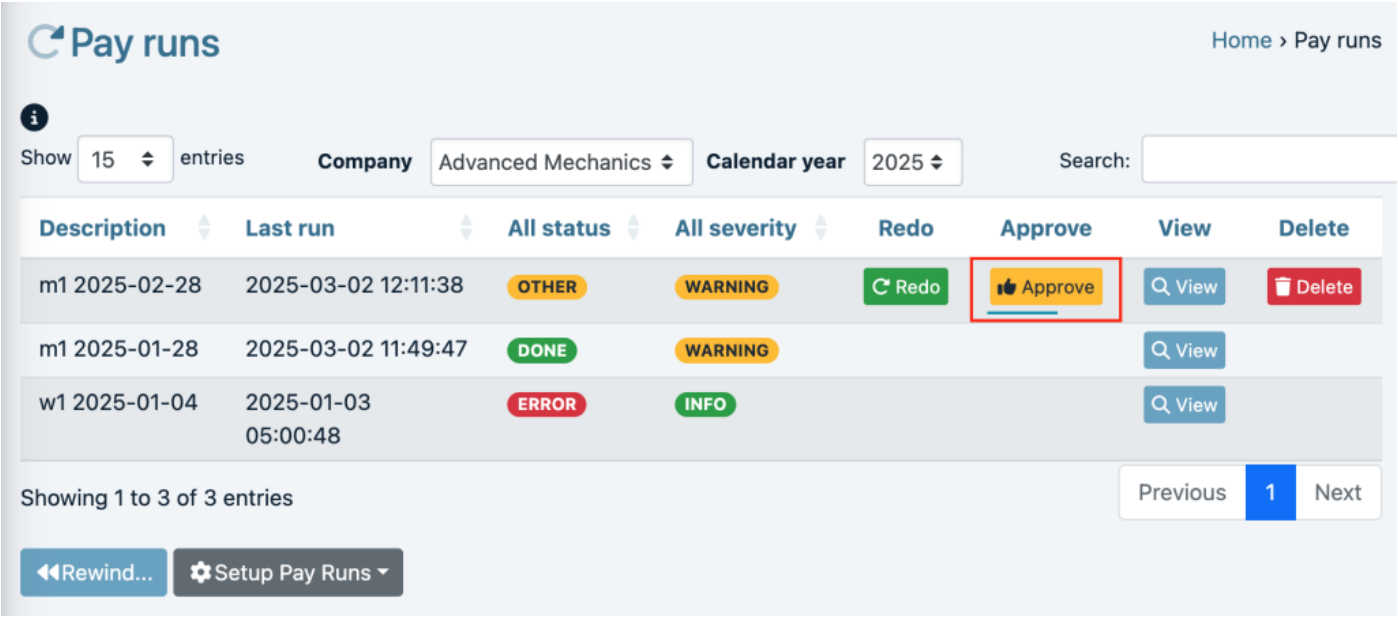


Ensure you recognise all values being displayed. Different types of reports display different data, but you must check each one. Skipping this app is the number one reason for unsuccessful pay run approvals.

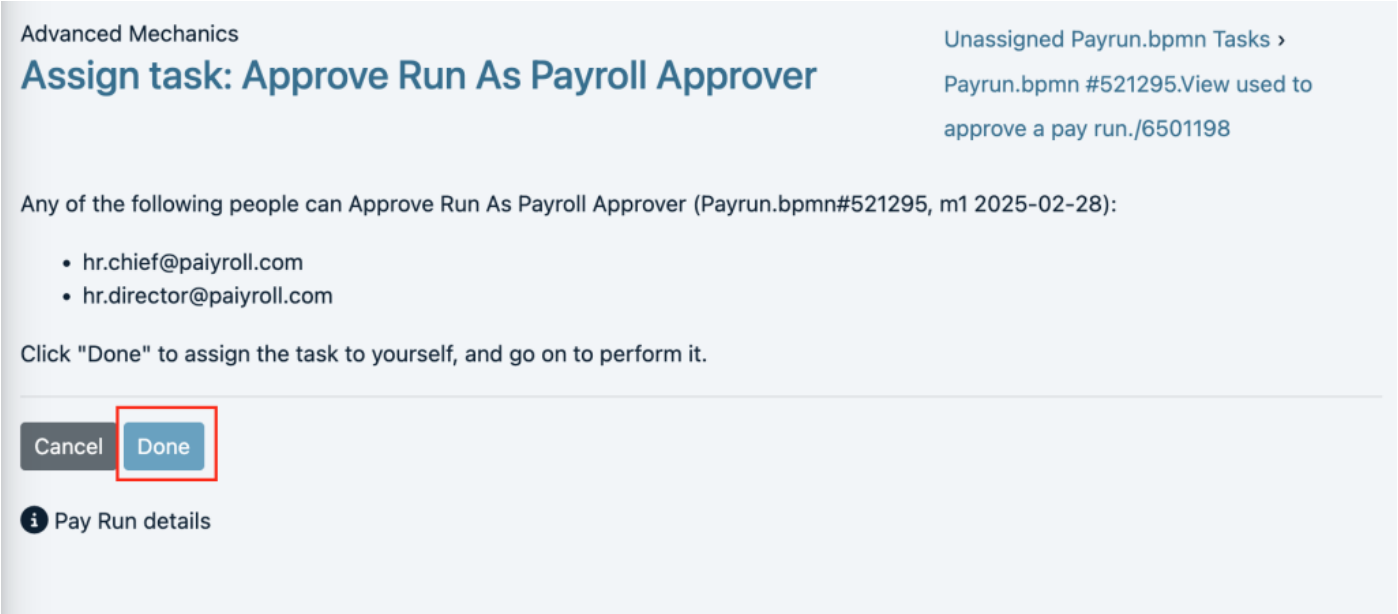
If you have made any updates following a previous pay run and are trying to approve it, the system will require you to **redo** the pay run before approval.

Approval

Pay runs > select the **Company** and click **Approve**:

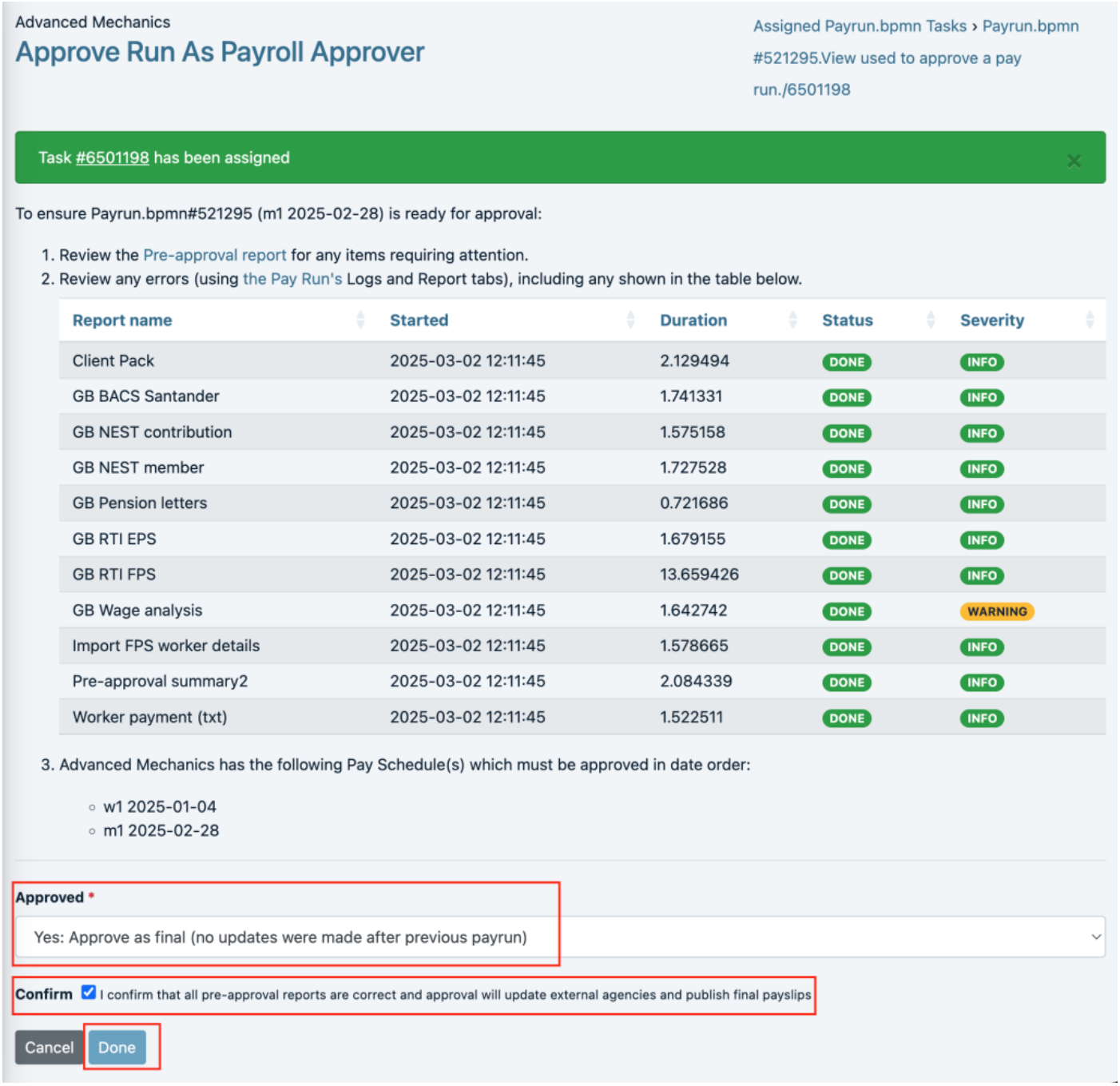


If you have multiple administrators, you will be asked to **Assign** the task to yourself by clicking **Done**. If you have only one administrator, this step is skipped.



On the final Approve view, verify that all reports are okay (Green "Done"). If there are any warnings, ensure that they have been previously verified and the reason is known.

Next, change Approved from No to **Yes: Approve as final...**, tick the **Confirm** box and click **Done**:



Checking Approval completion

Your pay run will be approved after a short delay.

Any online reports will be submitted, and any payslips will be updated from 'not approved' to 'final'. The usual way to confirm that the pay run approval has been completed is when the next pay run is automatically started and visible in **Pay runs**.

If you need to handle or pay exceptions, see this guide.