

## Mipayonline: Pay profile login

Video Link: [https://watertownwi-my.sharepoint.com/:v:/g/personal/lschwartz\\_cityofwatertown\\_org/EUYCxYGX6eNGj4a-76j8OHYBfMONZ1knCCGxufZWdgH7jw?e=HiFPTk](https://watertownwi-my.sharepoint.com/:v:/g/personal/lschwartz_cityofwatertown_org/EUYCxYGX6eNGj4a-76j8OHYBfMONZ1knCCGxufZWdgH7jw?e=HiFPTk)

After the first pay check an automatic email will be sent to your email on file. This email can be updated after your first login.

## Mipayonline: Pay profile login

**From:** miPayOnline <info@mipayonline.com>  
**Sent:** Tuesday, July 21, 2020 4:58 PM  
**To:** Lisa Schwartz <lschwartz@CityofWatertown.org>  
**Subject:** Welcome to City of Watertown, WI miPayOnline



This is an automated email that has been sent from an unmonitored account. Please do not reply to this email message. If you have questions, please send all email inquiries to [lschwartz@cityofwatertown.org](mailto:lschwartz@cityofwatertown.org).

### ***Welcome to the City of Watertown, WI miPayOnline web portal for your payroll information.***

This email contains the information that you will need to access your payroll stubs for the first time.

***Please note:*** Although you are able to view your paycheck online now, funds will not be available in your account until Tuesday of payroll week.

**Your miPay Online account name is:**  
**[name@cityofwatertown.org](mailto:name@cityofwatertown.org)**

**Click on the link once and only once. If you click on it more than once miPay will lock you out and you'll have to contact [lschwartz@cityofwatertown.org](mailto:lschwartz@cityofwatertown.org) for assistance.**

**In order to log in to the system for the first time, you will need to set an initial password. Please [click here to confirm your e-mail and set your initial password.](#)**

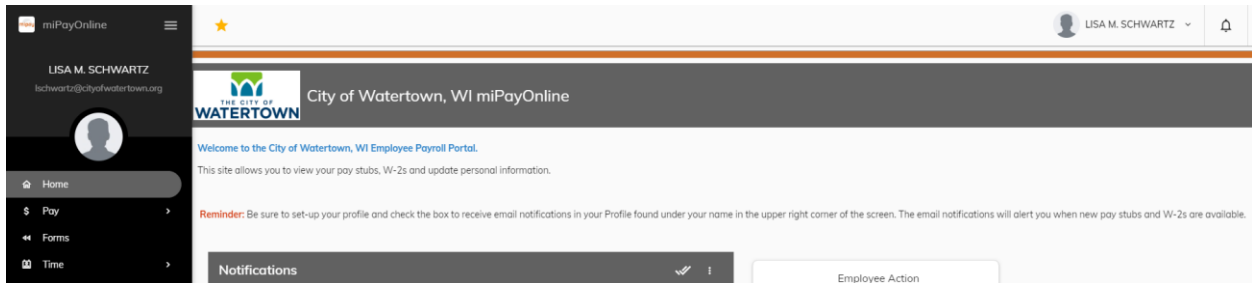
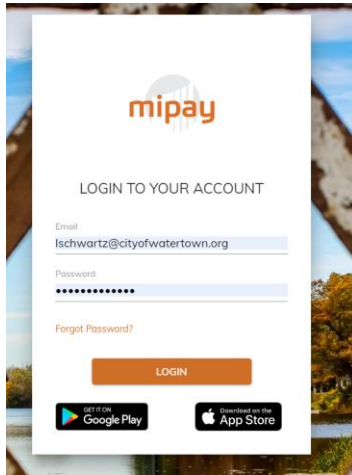
Once your password has been entered, you will be able to log in to the system at <https://www.mipayonline.com> using the account name listed above and the password that you selected. When you log into the system successfully for the first time, please click on your Profile found under your name in the upper right corner of the screen to select your preferences for receiving email notifications when new payroll statements are available for viewing.

The information contained in this communication is confidential, is intended only for the use of the recipient(s) named above, and may be legally privileged. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication, or any of its contents, is strictly prohibited. If you have received this communication in error, please return it to the sender immediately and delete the original message and any copy of it from your computer system.

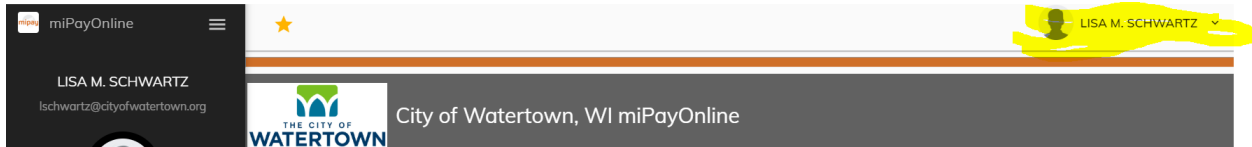
November 2020

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Log into the Mipayonline.com site or download the mipay ap for your smart device.



Select your profile icon.



Here you can verify your address, updated bank information, and review your point of contact.

<    General    Change Address    Direct Deposit    Contacts    Time Off    Change Password    Layouts

SUBMIT FOR APPROVAL

First name  
LISA M.

Last name  
SCHWARTZ

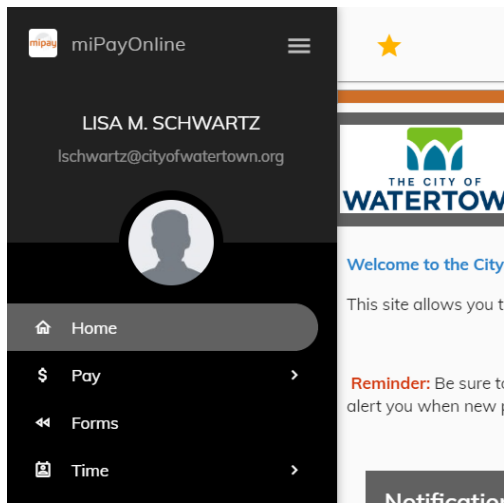
Middle name

Email  
lschwartz@cityofwatertown.org

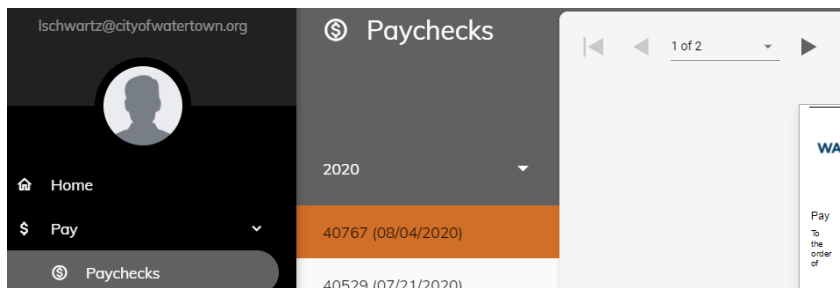
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Navigating the site:

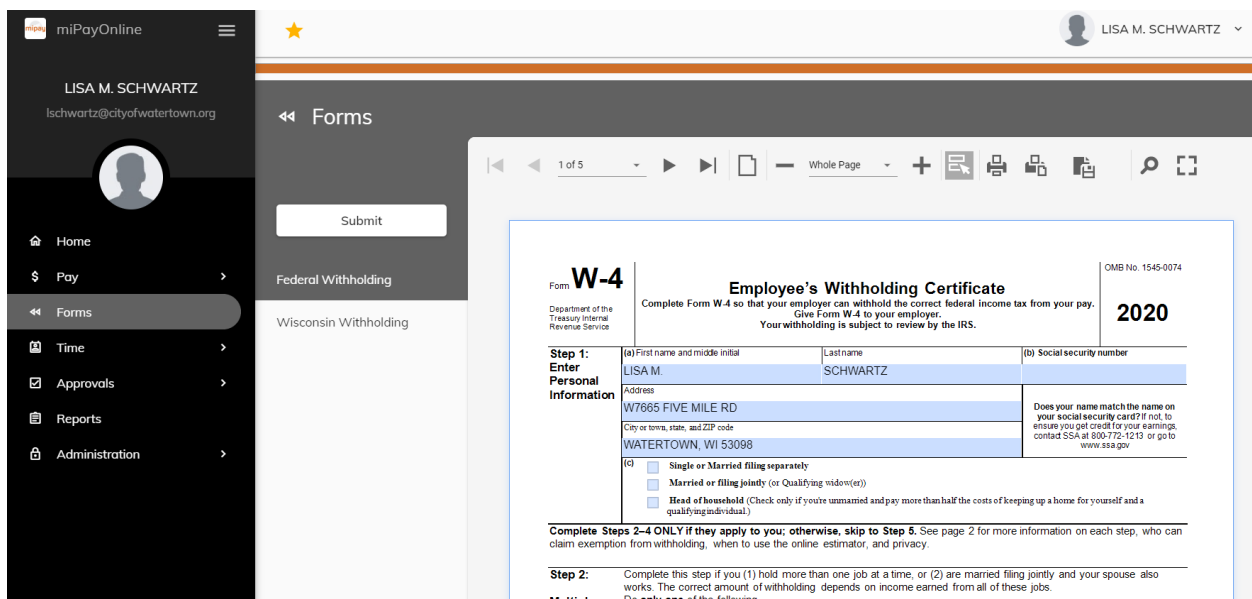
Home: Announcements are posted here



Pay: pay checks can be downloaded. W-2's will be located here for 2020. 2019 W-2s are still in pay portal.



Forms: Updated W-4 elections are located here. Future forms may be added

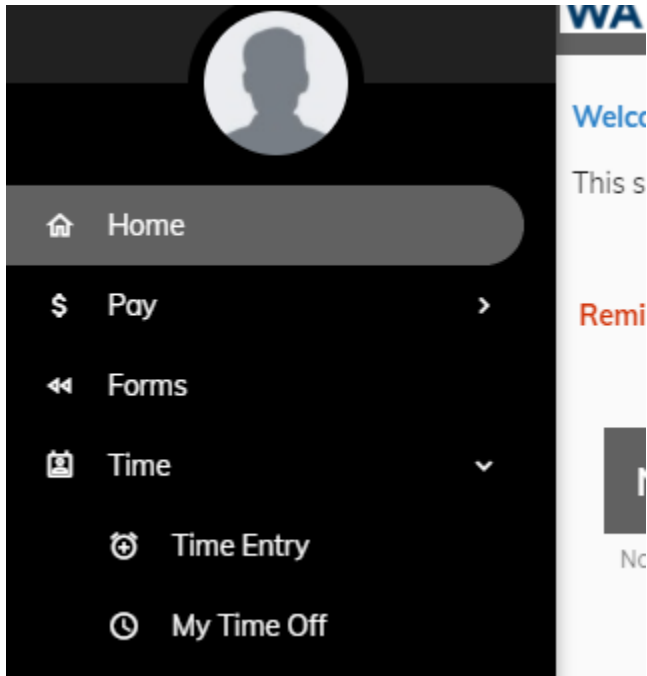


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## Time Entry

Video Link: [https://watertownwi-my.sharepoint.com/:v:/g/personal/lschwartz\\_cityofwatertown\\_org/ESI0M9bDAIplhdMyoWd5UiIBPhCAFANe07HuNrqrCjbrnw?e=tOcwA0](https://watertownwi-my.sharepoint.com/:v:/g/personal/lschwartz_cityofwatertown_org/ESI0M9bDAIplhdMyoWd5UiIBPhCAFANe07HuNrqrCjbrnw?e=tOcwA0)

The pay period ends on every other Tuesday. Time must be entered at the end of the day. To find your time entry click on “Time” and “Time Entry.”



Your standard hours will show automatically:

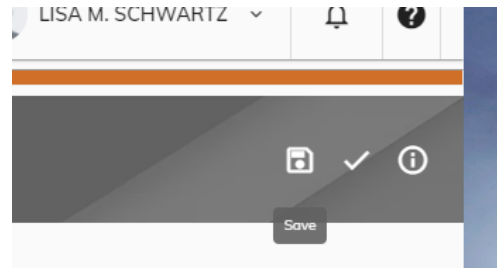
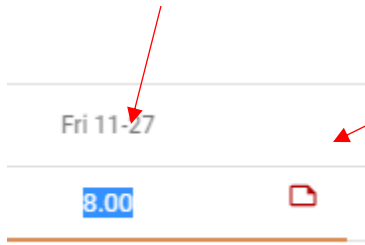
Current Pay Period (11/18/2020-12/01/2020)

Task	Wed 11-18	Thu 11-19	Fri 11-20	Sat 11-21	Sun 11-22	Total
Regular Hou...	8.00	8.00	8.00			80.00
Vacation						0.00
Holiday						0.00
Sick						0.00
Exempt Hou...						0.00
	Regular: 8.00 Overtime: 0.00 Subtotal: 8.00 Miscellaneous: 0.00 Leave: 0.00 Total: 8.00	Regular: 8.00 Overtime: 0.00 Subtotal: 8.00 Miscellaneous: 0.00 Leave: 0.00 Total: 8.00	Regular: 8.00 Overtime: 0.00 Subtotal: 8.00 Miscellaneous: 0.00 Leave: 0.00 Total: 8.00	Regular: 0.00 Overtime: 0.00 Subtotal: 0.00 Miscellaneous: 0.00 Leave: 0.00 Total: 0.00	Regular: 0.00 Overtime: 0.00 Subtotal: 0.00 Miscellaneous: 0.00 Leave: 0.00 Total: 0.00	Reg Regular: 80.00 Ove Overtime: 0.00 Sub Subtotal: 80.00 Mis Miscellaneous: 0.00 Lea Leave: 0.00 Tot Total: 80.00

You need to scroll to see the full pay period.

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Edit your hours by clicking on the hour. Make a note by clicking the note. Save when done.



## ENTERING HOURS FOR RECREATION AND POOL PT EMPLOYEES

Log in to miPay

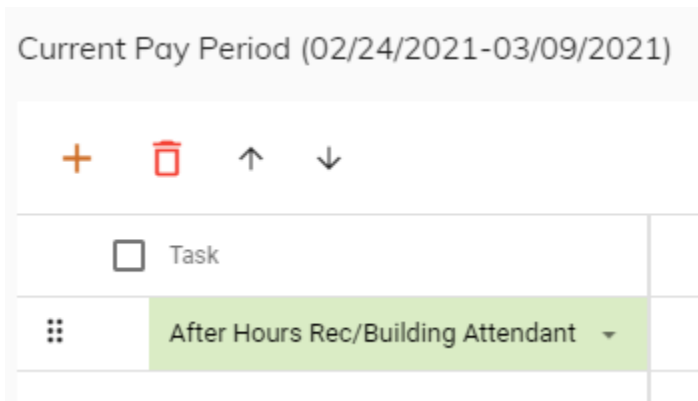
Click on Time: Time Entry

To add a task:

Click the down arrow in the “Select a task” field

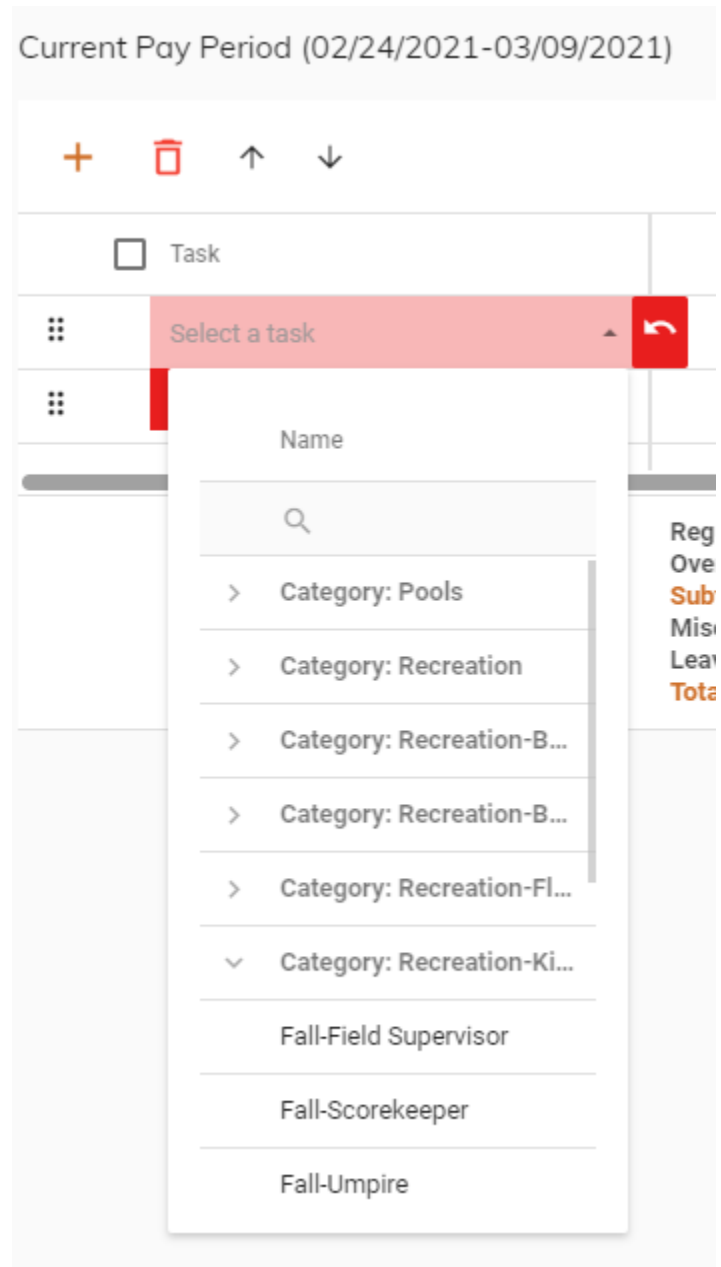
You will see all the categories for the employees in the “Recreation and Pools” time entry template.

Locate the category you want to enter from, and select the job within that category.



After selecting a job, it will remain in the employees time entry screen until you delete it. This is helpful for employees to typically work the same types of jobs so you don't have to scroll through the list every time you enter their time.

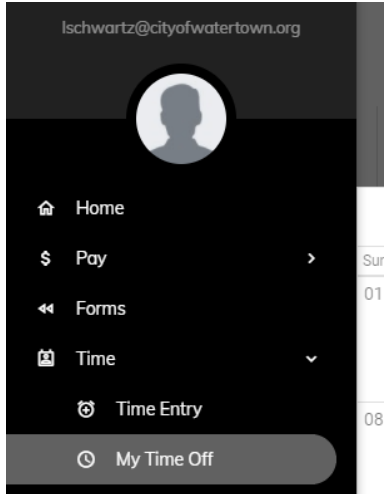
To delete, just click the box to the left of the job and click on the red trash can.



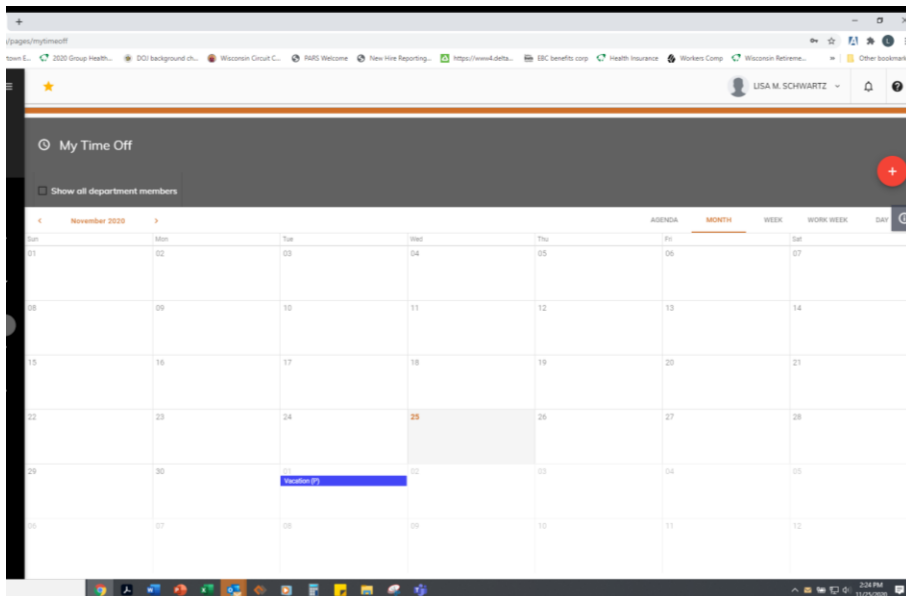
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## Requesting time off

Select My Time off



Select the day that you want to request off.





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Fill out the type of details of the date and time that you need to take.

**Time Off** ✕

Subject  
test

Description  
test

Start  
11/26/2020, 8:00 AM

to

End  
11/26/2020, 4:30 PM

Allocate To Individual Days

Lunch Hours  
0.5

Hours Per Day  
8

Type  
Vacation

Status  
Pending

Employee  
SCHWARTZ, LISA M. (653)

Date Entered:

Date Approved:

**SAVE** **CANCEL**

Select the type of leave to use and hit save.

Vacation

Holiday

Sick

Exempt Hours

Regular Hours

**SAVE** **CANCEL**