

IMS PAYROLL

online express

IMS Online Express & Plus

**IMS Online Express
& Plus Workflow:**

Permanent Rosters & Leave Requests

POWERED BY

The logo for TimeFiler, featuring the word "TimeFiler" in a blue sans-serif font. Above the text are five small dots of varying sizes and colors (blue, grey, blue, grey, blue) arranged in a slight arc.

www.timefiler.com

Workflow – permanent rosters and leave requests

This document describes the recommended tasks that the Administrator would undertake each pay period to ensure Permanent Rosters and Leave Requests are processed correctly in IMS Online.

Note that these steps are applicable to IMS Online Express only.

Task overview

