

# Payroll Guide for Diocese of Springfield in Illinois



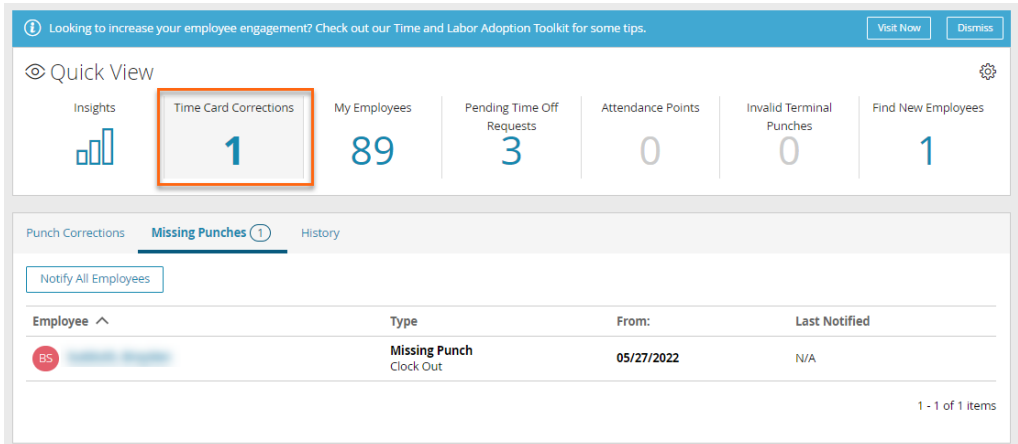
## Payroll Guide

### Bookkeepers Steps

1. Begin on the Supervisor Dashboard in Time and Labor

Address Timecard Corrections (Missing Punches and Corrections)

All **Missing Punches** and **Time Card Corrections** for the pay period being processed will need to be addressed **before** you transfer the hours to payroll. The tabs under **Time Card Corrections** will display Punch Corrections & Missing Punches.



Looking to increase your employee engagement? Check out our Time and Labor Adoption Toolkit for some tips. [Visit Now](#) [Dismiss](#)

Quick View

Insights	<b>Time Card Corrections</b> 1	My Employees 89	Pending Time Off Requests 3	Attendance Points 0	Invalid Terminal Punches 0	Find New Employees 1
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Punch Corrections **Missing Punches** (1) History

[Notify All Employees](#)

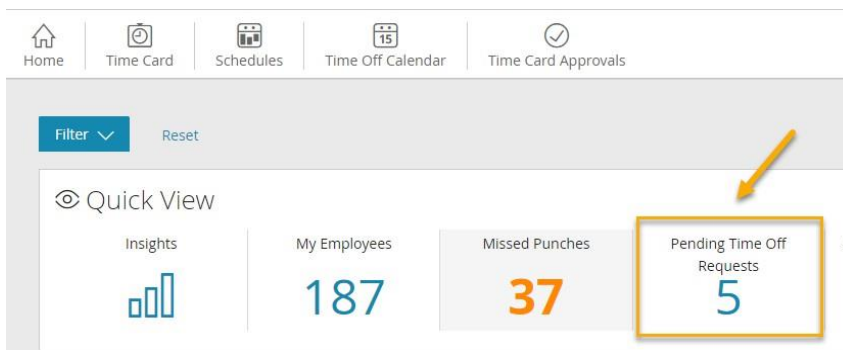
Employee ^	Type	From:	Last Notified
BS [Redacted]	<b>Missing Punch</b> Clock Out	05/27/2022	N/A

1 - 1 of 1 items

2. Approve Pending Time Off Requests

**Time Off Requests** for the pay period being processed need to be **Approved** or **Denied** **before** you transfer the hours to payroll. Click on **Time Off Requests** and it will list all pending requests.

**Tip:** Sort the list by clicking on the Request Start header.



Home Time Card Schedules Time Off Calendar Time Card Approvals

Filter Reset

Quick View

Insights	My Employees 187	Missed Punches 37	<b>Pending Time Off Requests</b> 5
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### 3. Complete Time Card Approvals

Click [Employee Time](#) > [Time Card Approvals](#). The list shows [Approvals](#) needed for the Pay Period.

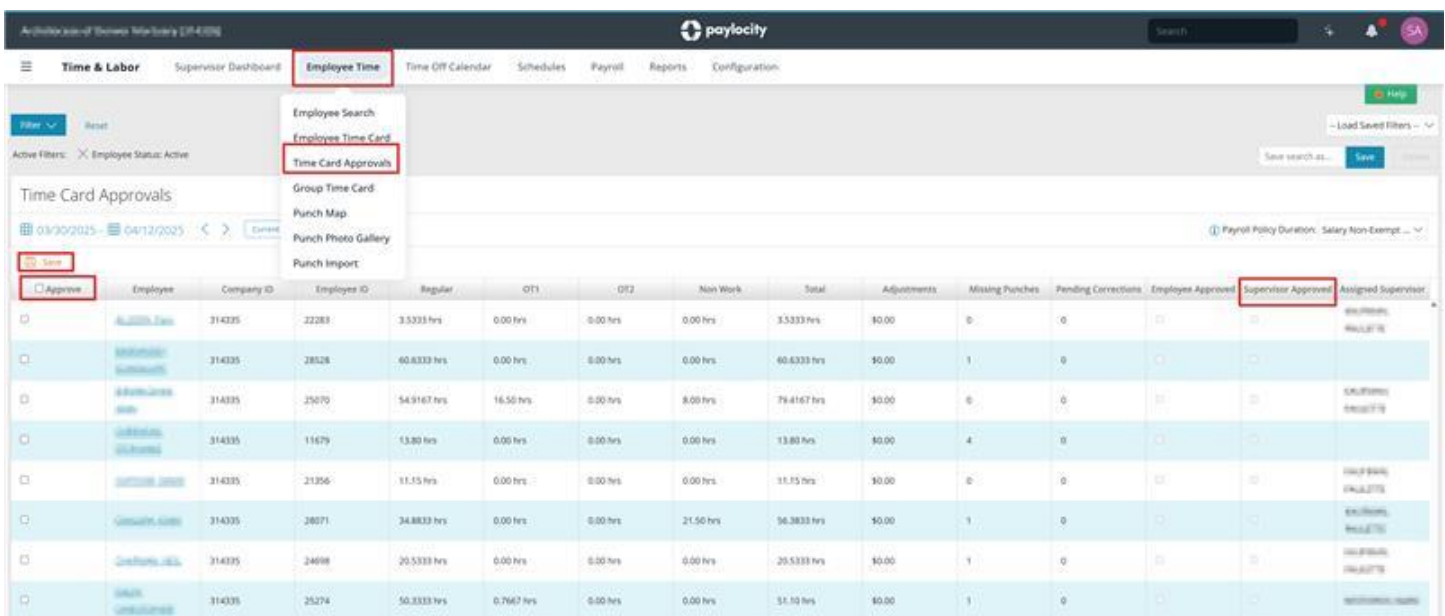
This page will only show employees with time on their timecard. *Employees with no time entered for the period will not show on this page.* The [No Pay Report](#) can be run to see who has no time card data.

The screen will default to your current pay period, so please use the back arrow to back up into the previous period.

The [Supervisor Approved](#) Column will display the Approvals already completed by the Supervisor. The [Employee Approved](#) Column will list the Approvals already completed by the Employee. (Employee approval is not required to process payroll but if you want to require your employees to you can.)

**Tip:** This page can be sorted by clicking on any of the gray headers.

To [Approve](#), click the check box(es) or the top check mark to Select All then Click [Save](#).



<input type="checkbox"/>	Employee	Company ID	Employee ID	Regular	OT1	OT2	Non Work	Total	Adjustments	Missing Punches	Pending Corrections	Employee Approved	Supervisor Approved	Assigned Supervisor
<input type="checkbox"/>	Alvin, Tom	314335	22283	3.5333 hrs	0.00 hrs	0.00 hrs	0.00 hrs	3.5333 hrs	\$0.00	0	0	<input type="checkbox"/>	<input type="checkbox"/>	Wm (19846)
<input type="checkbox"/>	Anderson, Matthew	314335	28528	40.6333 hrs	0.00 hrs	0.00 hrs	0.00 hrs	40.6333 hrs	\$0.00	1	0	<input type="checkbox"/>	<input type="checkbox"/>	Wm (19846)
<input type="checkbox"/>	Bell, Matthew	314335	25070	54.9167 hrs	16.50 hrs	0.00 hrs	8.00 hrs	79.4167 hrs	\$0.00	0	0	<input type="checkbox"/>	<input type="checkbox"/>	Wm (19846)
<input type="checkbox"/>	Boyd, Matt	314335	11679	13.80 hrs	0.00 hrs	0.00 hrs	0.00 hrs	13.80 hrs	\$0.00	4	0	<input type="checkbox"/>	<input type="checkbox"/>	Wm (19846)
<input type="checkbox"/>	Boyd, Matt	314335	21356	11.15 hrs	0.00 hrs	0.00 hrs	0.00 hrs	11.15 hrs	\$0.00	0	0	<input type="checkbox"/>	<input type="checkbox"/>	Wm (19846)
<input type="checkbox"/>	Conroy, Scott	314335	28071	34.8833 hrs	0.00 hrs	0.00 hrs	21.50 hrs	56.3833 hrs	\$0.00	1	0	<input type="checkbox"/>	<input type="checkbox"/>	Wm (19846)
<input type="checkbox"/>	Conroy, Scott	314335	24698	20.5333 hrs	0.00 hrs	0.00 hrs	0.00 hrs	20.5333 hrs	\$0.00	1	0	<input type="checkbox"/>	<input type="checkbox"/>	Wm (19846)
<input type="checkbox"/>	Conroy, Scott	314335	25274	50.3333 hrs	0.7667 hrs	0.00 hrs	0.00 hrs	51.10 hrs	\$0.00	1	0	<input type="checkbox"/>	<input type="checkbox"/>	Wm (19846)

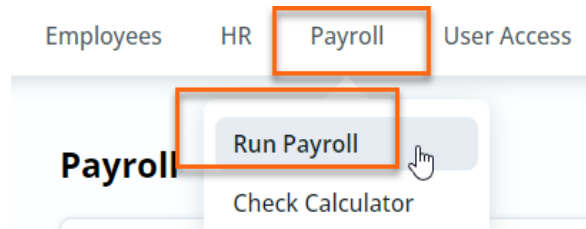
### 4. Run Reports

Now is a good time to run hours-based reports. Click [Reports](#) on the top menu. The [Master Timecard Summary](#) and the [No Pay](#) reports are recommended to verify totals and make sure no one is missed. This information can be used to validate with the display on the [Time Data](#) Tab in Payroll before you transfer the hours over. Reports can be saved as **Favorites** by clicking on the Star Icon ★ to the right.

<input type="checkbox"/>	<b>Employee Time Card Report</b> This report lists employee's actual clock in / clock out times and th...	10/27/23 10:39 am	Time & Labor	Standard	Template	★	⋮
<input type="checkbox"/>	<b>Master Timecard Summary</b> STANDARD report that shows summary timecard data for the sele...	10/18/23 10:08 am	Time & Labor	Standard	Template	★	⋮
<input type="checkbox"/>	<b>Master Timecard Summary - No Salary Work</b> STANDARD report that shows summary timecard data for the sele...	10/18/23 10:33 am	Time & Labor	Standard	Template	★	⋮
<input type="checkbox"/>	<b>No Pay Report</b> This report will list all employees' names and numbers who do not...	05/18/23 12:32 pm	Time & Labor	Standard	Template	★	⋮

## 5. Start Payroll and Create Batch in HR & Payroll

Navigate to HR & Payroll and on the top menu, go to **Payroll > Run Payroll**.



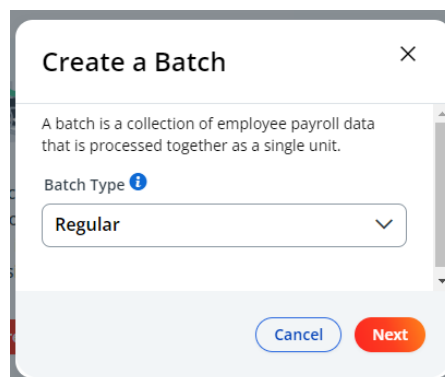
Find the applicable check date in the Upcoming Payrolls list and click **Start Payroll**.



## 6. Select **Create Batch**.



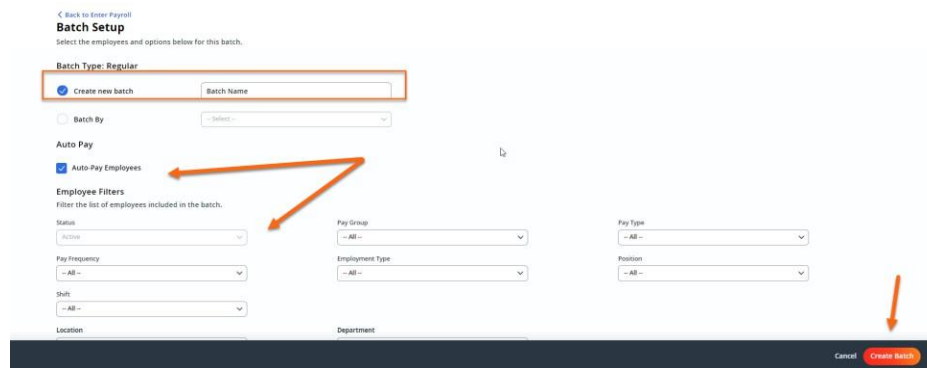
Select **Regular** (it will be pre-selected in the dropdown) as this is the standard batch for a regular payroll and click **Next**. This will pull in all active Hourly and Salary employees.



Where it says **Create new batch**, you'll delete "A" and enter the check date.

There are many options on this screen, however, they are pre-filled with the correct selections for a normal payroll, so all you need to do now is click **Create Batch** on the bottom right.

The Time and Labor Hours will not be there yet – this will be completed in step 7.

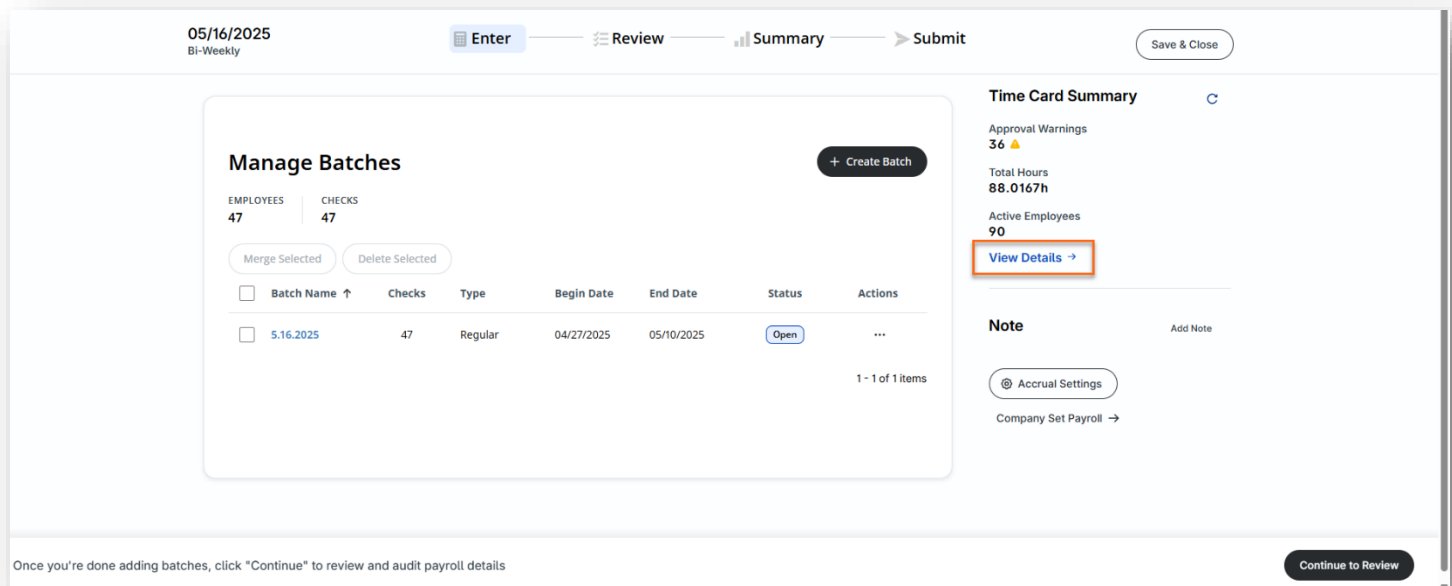


## 7. Pull Timecard Data into the batch

Once the Batch is created, you will automatically be pulled into the grid view.

On the bottom right, click **Back to Enter Payroll**.

On this screen, click **View Time Details** on the right.



05/16/2025  
Bi-Weekly

Enter Review Summary Submit Save & Close

### Manage Batches

EMPLOYEES 47 CHECKS 47

Merge Selected Delete Selected

Batch Name	Checks	Type	Begin Date	End Date	Status	Actions
5.16.2025	47	Regular	04/27/2025	05/10/2025	Open	...

1 - 1 of 1 items

### Time Card Summary

Approval Warnings 36

Total Hours 88.0167h

Active Employees 90

[View Details](#)

Note Add Note

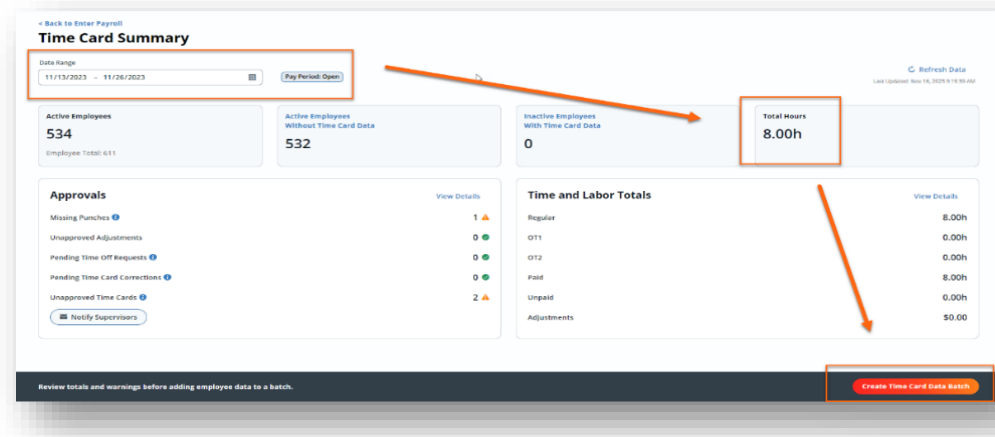
Accrual Settings

Company Set Payroll

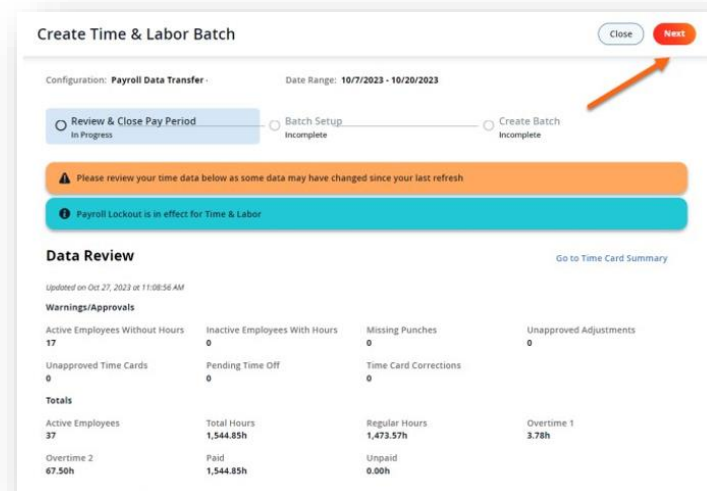
Once you're done adding batches, click "Continue" to review and audit payroll details

Continue to Review

- Double check the Date Range on the left to ensure it reflects the correct pay period start and end dates.
- Review the **Approvals** section, all lines should show 0 with a green check mark. If not, navigate back to T&L to correct them before moving forward.
- Review **Time and labor totals**, ensure these hours match your master timecard summary as well as what you expected to see.
- When ready, click **Create Time Card Data Batch**.



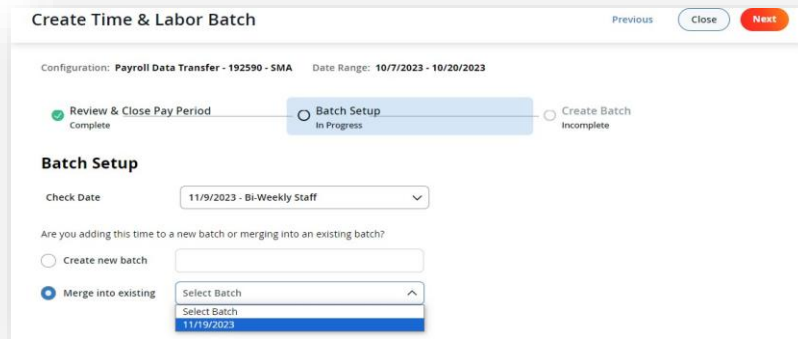
The **Create Time & Labor Batch** screen will slide out from the right.



**Pro Tip:** This is the third and **final** place to verify that there are no missing punches, unapproved time cards, time card corrections, or pending time off before pulling the time in. This action cannot be undone.

Click **Next**.

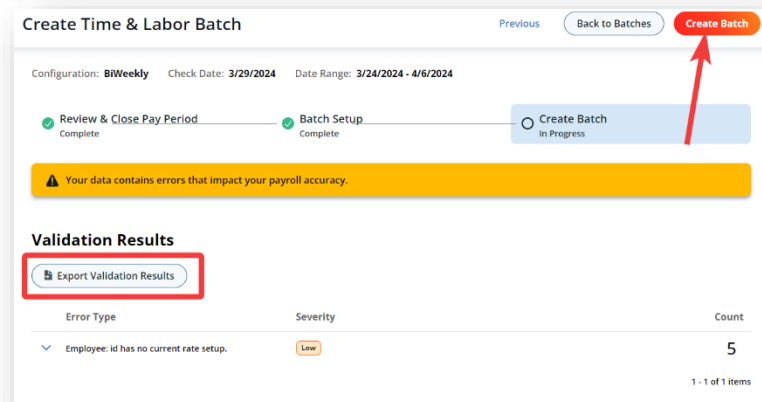
Select the radio button for **Merge Into Existing** and, in the dropdown, select the batch you created in step 5. Click **Next**.



The screenshot shows the 'Create Time & Labor Batch' interface. At the top, it says 'Configuration: Payroll Data Transfer - 192590 - SMA' and 'Date Range: 10/7/2023 - 10/20/2023'. There are three progress steps: 'Review & Close Pay Period' (Complete), 'Batch Setup' (In Progress), and 'Create Batch' (Incomplete). Under 'Batch Setup', the 'Check Date' is '11/9/2023 - Bi-Weekly Staff'. Below that, there are two radio buttons: 'Create new batch' (unselected) and 'Merge into existing' (selected). The 'Merge into existing' option has a dropdown menu open showing 'Select Batch' and '11/19/2023'. At the top right, there are 'Previous', 'Close', and 'Next' buttons.

Review any warnings/errors. You can Export Validation Results to get them into a report. Some may require action while some may just be items of note. Contact The Pastoral Center if you need assistance.

When ready, click **Create Batch**.

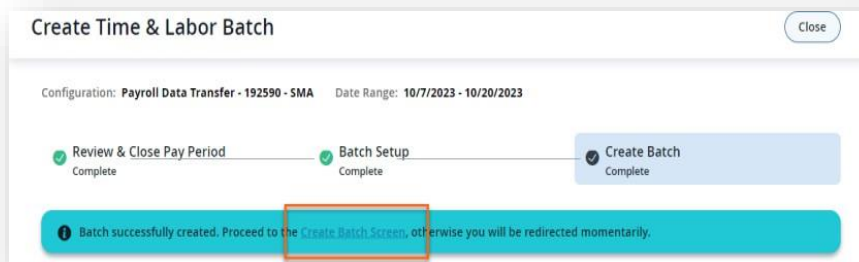


The screenshot shows the 'Create Time & Labor Batch' interface at the 'Create Batch' step. The progress bar shows 'Review & Close Pay Period' (Complete), 'Batch Setup' (Complete), and 'Create Batch' (In Progress). A red arrow points to the 'Create Batch' button. Below the progress bar, there is a yellow warning banner: 'Your data contains errors that impact your payroll accuracy.' Underneath is the 'Validation Results' section with an 'Export Validation Results' button highlighted by a red box. Below that is a table of error types.

Error Type	Severity	Count
Employee: id has no current rate setup.	Low	5

At the bottom right of the table, it says '1 - 1 of 1 Items'.

Click the **Create Batch Screen** link or wait approximately 5 seconds and you'll automatically be taken to the Enter Payroll screen.



The screenshot shows the 'Create Time & Labor Batch' interface with all three steps completed: 'Review & Close Pay Period' (Complete), 'Batch Setup' (Complete), and 'Create Batch' (Complete). A blue success banner at the bottom says: 'Batch successfully created. Proceed to the **Create Batch Screen**, otherwise you will be redirected momentarily.' The 'Create Batch Screen' link is highlighted with a red box. At the top right, there is a 'Close' button.

The Batch now has timecard data from Time and Labor.

## 8. Enter manual adjustments.

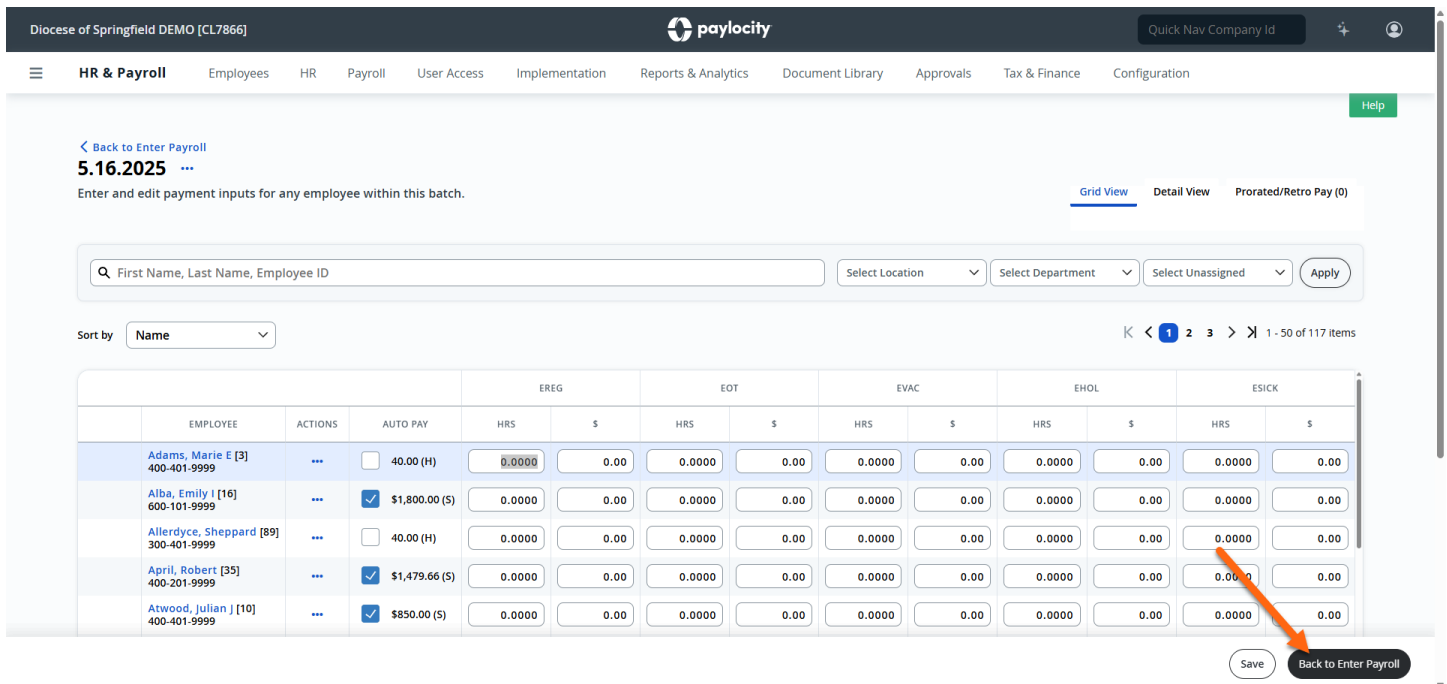
Now that the batch contains hourly and salary checks, you can begin entering manual adjustments.

Click your batch name to

### Adjustments may include:

- Additional one-time earnings for one or more employees
- Additional one-time deductions for one or more employees
- Manually adding a non-active employee to the batch
- Manually adjusting a Salary employee's pay data

Once you are finished making adjustments, click **Back to Enter Payroll** on the bottom right.



Diocese of Springfield DEMO [CL7866] Quick Nav Company Id

HR & Payroll Employees HR Payroll User Access Implementation Reports & Analytics Document Library Approvals Tax & Finance Configuration Help

[Back to Enter Payroll](#)  
**5.16.2025** ...

Enter and edit payment inputs for any employee within this batch. [Grid View](#) [Detail View](#) Prorated/Retro Pay (0)

Q First Name, Last Name, Employee ID Select Location Select Department Select Unassigned Apply

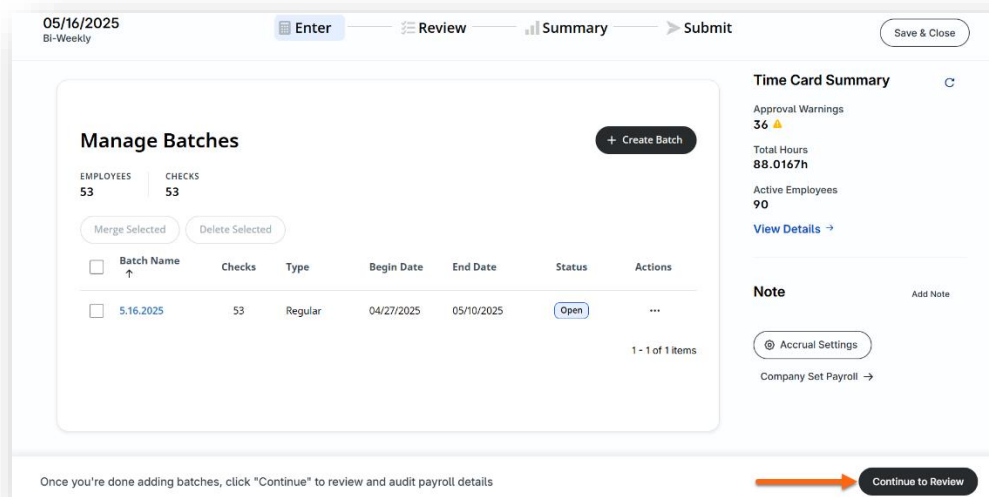
Sort by Name 1 2 3 1 - 50 of 117 items

EMPLOYEE	ACTIONS	AUTO PAY	EREG		EOT		EVAC		EHOL		ESICK	
			HRS	\$	HRS	\$	HRS	\$	HRS	\$	HRS	\$
Adams, Marie E [3] 400-401-9999	...	<input type="checkbox"/> 40.00 (H)	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00
Alba, Emily I [16] 600-101-9999	...	<input checked="" type="checkbox"/> \$1,800.00 (S)	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00
Allerdyce, Sheppard [89] 300-401-9999	...	<input type="checkbox"/> 40.00 (H)	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00
April, Robert [35] 400-201-9999	...	<input checked="" type="checkbox"/> \$1,479.66 (S)	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00
Atwood, Julian J [10] 400-401-9999	...	<input checked="" type="checkbox"/> \$850.00 (S)	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	0.00

Save **Back to Enter Payroll**

## 9. Review Payroll

Click **Continue to Review** at the bottom right of the screen



05/16/2025 Enter Review Summary Submit Save & Close

Bi-Weekly

**Manage Batches** + Create Batch

EMPLOYEES 53 CHECKS 53

Merge Selected Delete Selected

Batch Name	Checks	Type	Begin Date	End Date	Status	Actions
5.16.2025	53	Regular	04/27/2025	05/10/2025	Open	...

1 - 1 of 1 items

Once you're done adding batches, click "Continue" to review and audit payroll details **Continue to Review**

**Time Card Summary**

Approval Warnings 36

Total Hours 88.0167h

Active Employees 90

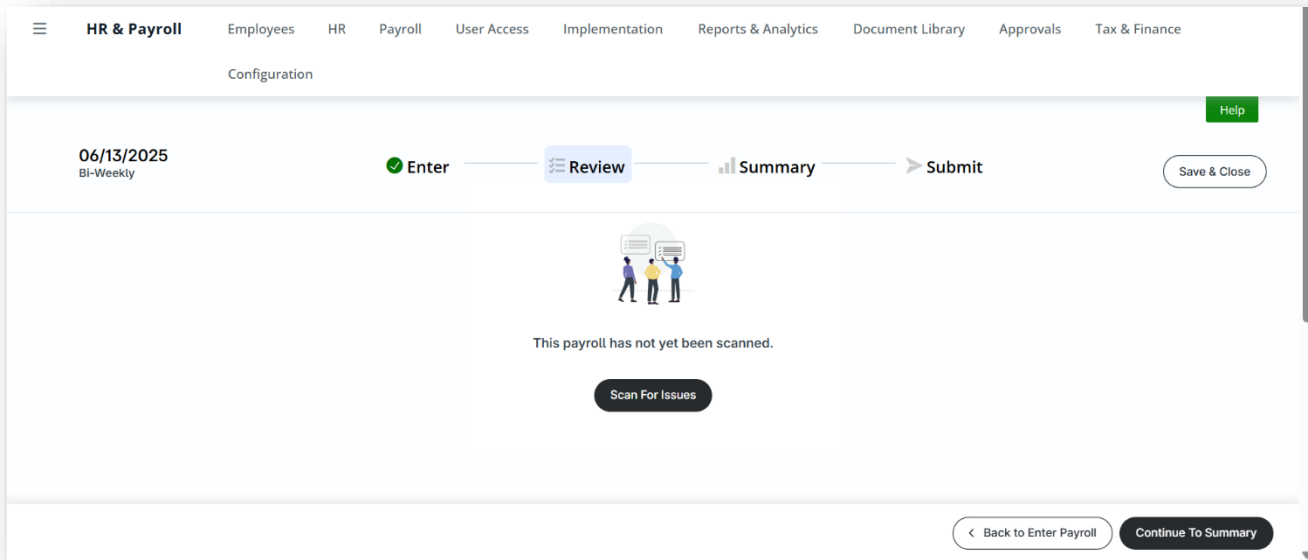
[View Details](#)

**Note** Add Note

Accrual Settings

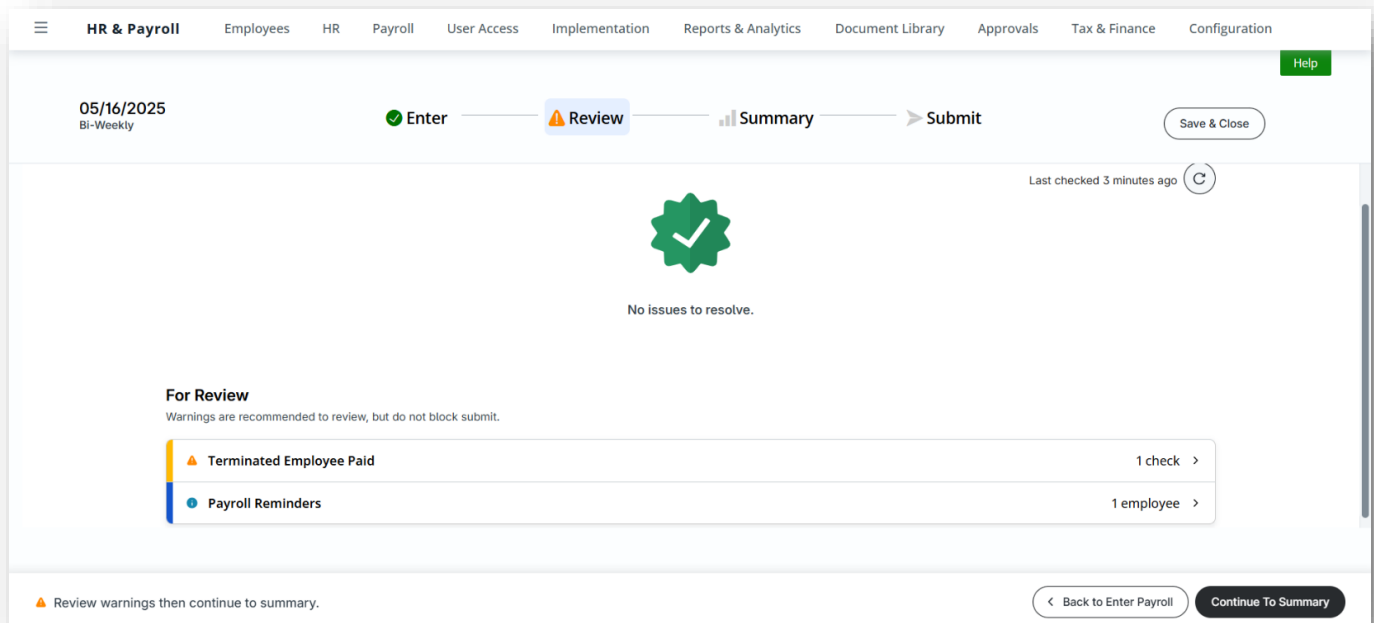
Company Set Payroll

## 10. Click Scan For Issues

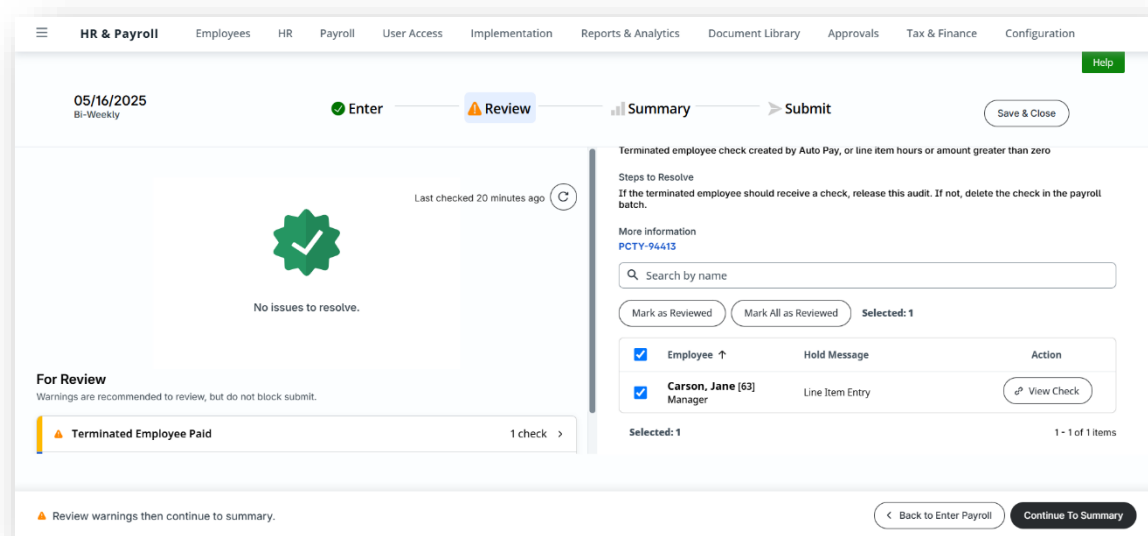


If there are any major issues that would prevent you from submitting payroll, you will see those listed under **Actions Required** header.

Warning Items for you to be aware of will be under **For Review**; these still need to review and released



Click on the warning to review. If you are comfortable with the warning and would like to move forward, click the check box next to the identified employee and click **Mark a Reviewed** or **Mark All as Reviewed**

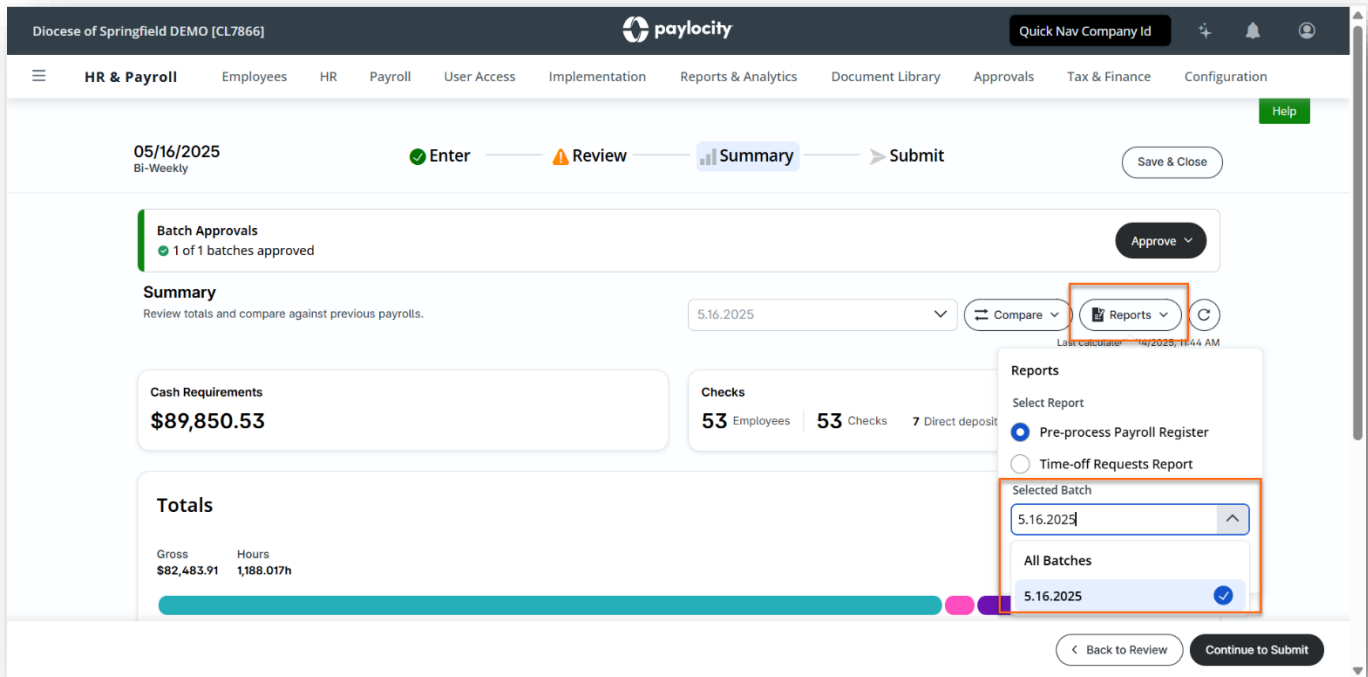


## Common holds include:

- Terminated employees with check (current EE status is Terminated)
- Pay Frequency hours exceeded.
- Negative Time Off Taken (the time off-related hours on the check will result in the employee going negative)
- Pending Employee Changes (You should **STOP** processing and contact The Pastoral Center. This could affect tax withholding and should be reviewed before approving and submitting)

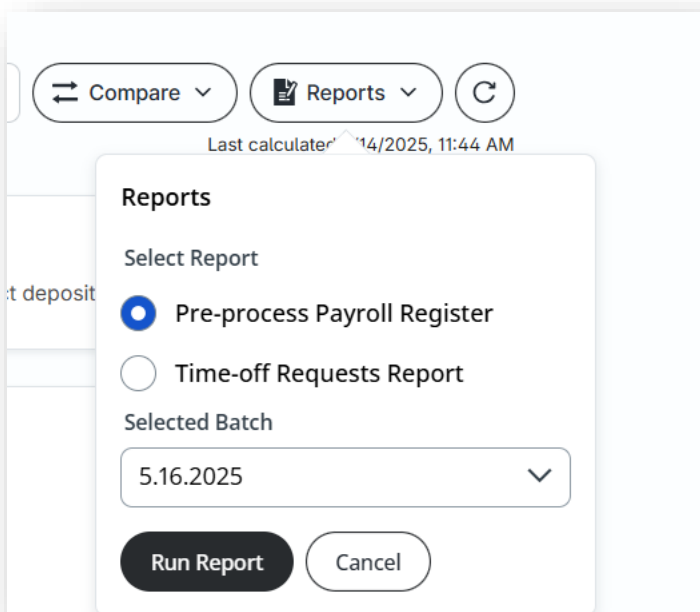
### 11. Click **Continue to Summary**

12. Click **Reports** button on right side of the screen.



Ensure **Pre-processed Register** is selected and open **Selected Batch** drop-down menu to choose your batch name.

13. Click Run Report



**IMPORTANT:** A pop-up window will appear. If you do not see that, your browser likely blocked it. Refer to your browser's pop-up blocker area to choose **Always Allow Pop Ups.** (In chrome this is at the top, near the address bar, but it only pops for a few seconds, then turns into a red dot, if you don't see it or any pop ups click run report again and watch the top of the screen)

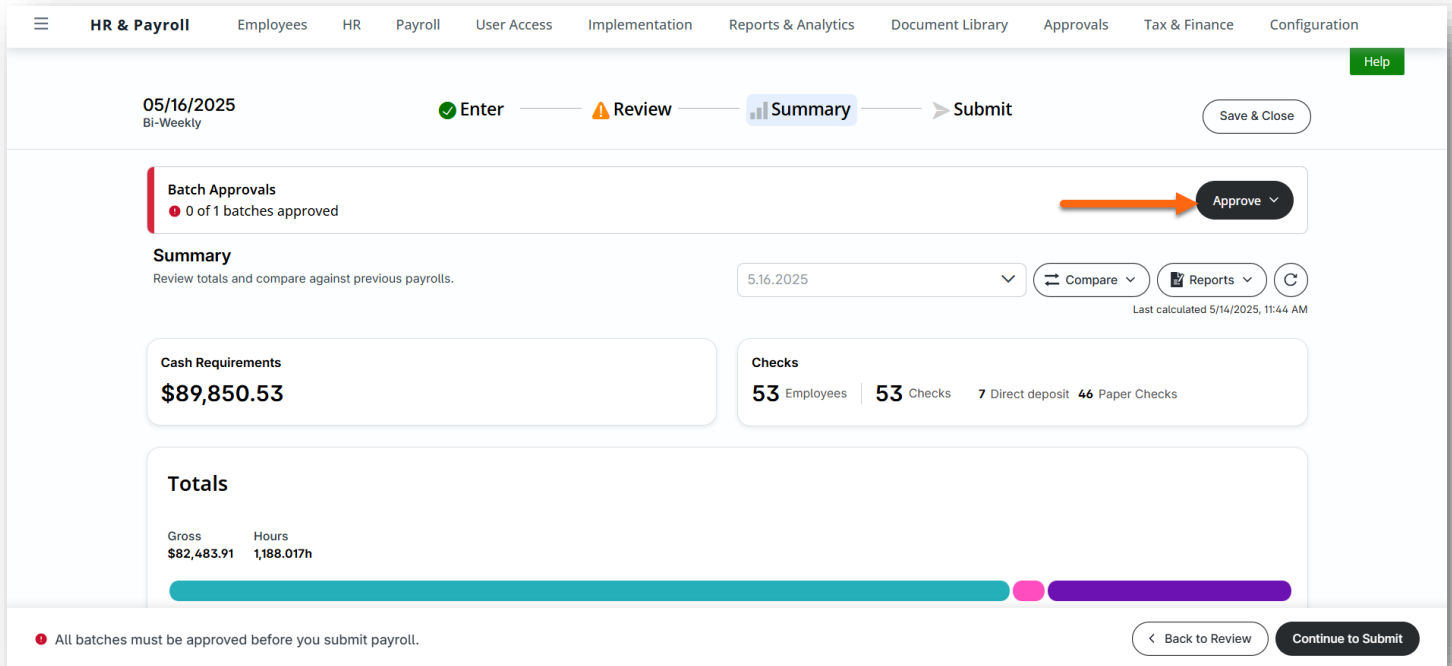
Preprocess Register														Check Date: 04/19/2013		Page 1 of 19	
The Garner Group (CLNT04)														Pay Period: 04/07/2013 through 04/13/2013			
Adams, Marie E	Code	Earning	Hours	Rate	Amount	Code	Tax	Status	Taxable	Amount	Code	Deduction	Amount	Type	Regular		
Empid	3	REG	REG	40.00	25.00	2,000.00	FITW	Federal Income	M-1	1,606.50	188.62	401K	401K	162.00	Tax Freq	(W) Weekly	
Salary	1000.00	401ER	401K MATCH			101.25	MED	Medicare		1,768.50	25.64	HSA	HSA	100.00	Chk Date	4/19/2013	
Rate	25.00	CAR	CAR			25.00	SS	OASDI		1,768.50	109.65	INSDN	INSDN	31.50	Net	1,204.24	
Freq	(W) Weekly	ERDEN	ERDEN			20.00	IL	Illinois SITW	M-1	1,606.50	78.35	INSHD	INSHD	125.00	Dir Dep	1,204.24	
		ERHDP	ERHDP			250.00								Chk		0.00	
<b>Totals:</b>			<b>40.00</b>		<b>2,025.00</b>	<b>Totals:</b>				<b>402.26</b>	<b>Totals:</b>		<b>418.50</b>				
Adams, Marie E	Code	Earning	Hours	Rate	Amount	Code	Tax	Status	Taxable	Amount	Code	Deduction	Amount	Type	Regular		
Empid	3	REG	REG	40.00	25.00	1,000.00	FITW	Federal Income	M-1	686.50	50.62	401K	401K	82.00	Tax Freq	(W) Weekly	
Salary	1000.00	401ER	401K MATCH			51.25	MED	Medicare		768.50	11.14	HSA	HSA	100.00	Chk Date	4/19/2013	
Rate	25.00	CAR	CAR			25.00	SS	OASDI		768.50	47.65	INSDN	INSDN	31.50	Net	544.74	
Freq	(W) Weekly	ERDEN	ERDEN			20.00	IL	Illinois SITW	M-1	686.50	32.35	INSHD	INSHD	125.00	Dir Dep	544.74	
		ERHDP	ERHDP			250.00								Chk		0.00	
<b>Totals:</b>			<b>40.00</b>		<b>1,025.00</b>	<b>Totals:</b>				<b>141.76</b>	<b>Totals:</b>		<b>338.50</b>				
Alba, Emily I	Code	Earning	Hours	Rate	Amount	Code	Tax	Status	Taxable	Amount	Code	Deduction	Amount	Type	Regular		
Empid	16	REG	REG	40.00		1,800.00	FITW	Federal Income	S-2	1,596.00	272.63	401K	401K	90.00	Tax Freq	(W) Weekly	
Salary	1800.00	401ER	401K MATCH			90.00	MED	Medicare		1,686.00	24.45	INSDN	INSDN	24.00	Chk Date	4/19/2013	
Rate	0.00	ERDEN	ERDEN			20.00	SS	OASDI		1,686.00	104.53	INSHM	INSHM	90.00	Net	1,114.59	
Freq	(W) Weekly	ERHMO	ERHMO			180.00	IL	Illinois SITW	S-0	1,596.00	79.80			Dir Dep	1,114.59	0.00	
														Chk		0.00	
<b>Totals:</b>			<b>40.00</b>		<b>1,800.00</b>	<b>Totals:</b>				<b>481.41</b>	<b>Totals:</b>		<b>204.00</b>				
Allerdycce, Sheppard	Code	Earning	Hours	Rate	Amount	Code	Tax	Status	Taxable	Amount	Code	Deduction	Amount	Type	Regular		
Empid	89	REG	REG	40.00	12.00	480.00	FITW	Federal Income	M-0	342.50	18.29	GARN4	GARN4	77.27	Tax Freq	(W) Weekly	
Salary	1800.00	ERHDP	ERHDP			125.00	MED	Medicare		342.50	4.97	HSA	HSA	75.00	Chk Date	4/19/2013	
Rate	0.00						SS	OASDI		342.50	21.24	INSHD	INSHD	62.50	Net	220.73	
Freq	(W) Weekly						FL	Florida SITW		342.50				Dir Dep	0.00	0.00	
														Chk		220.73	
<b>Totals:</b>			<b>40.00</b>		<b>480.00</b>	<b>Totals:</b>				<b>44.50</b>	<b>Totals:</b>		<b>214.77</b>				
April, Robert	Code	Earning	Hours	Rate	Amount	Code	Tax	Status	Taxable	Amount	Code	Deduction	Amount	Type	Regular		
Empid	35	REG	REG	80.00	35.57	2,845.50	FITW	Federal Income	M-0	2,560.50	443.63	401K	401K	50.00	Tax Freq	(W) Weekly	
Salary	1422.75	401ER	401K MATCH			50.00	MED	Medicare		2,610.50	37.85	HSA	HSA	110.00	Chk Date	4/19/2013	
Rate	35.57	ERHDP	ERHDP			250.00	SS	OASDI		2,610.50	161.85	INSHD	INSHD	125.00	Net	1,917.17	
Freq	(W) Weekly						TN	Tennessee SITW		2,560.50				Dir Dep	0.00	0.00	
														Chk		1,917.17	
<b>Totals:</b>			<b>80.00</b>		<b>2,845.50</b>	<b>Totals:</b>				<b>643.33</b>	<b>Totals:</b>		<b>285.00</b>				

**IMPORTANT:** Review this document **THOROUGHLY**. This is what the employees' checks will look like based on what's in the batch.

**PRO TIP:** You can run additional Pre-process Reports by navigating to Reports & Analytics > Report and typing in the word "Pre" in the search bar.

**If you find an issue,** you can go back to Enter Payroll to make changes. Remember to re-run the Pre-process Payroll Register to check again.

14. If everything is correct, click **Approve** in the top right corner of your screen



HR & Payroll Employees HR Payroll User Access Implementation Reports & Analytics Document Library Approvals Tax & Finance Configuration Help

05/16/2025  
Bi-Weekly

Enter Review Summary Submit Save & Close

**Batch Approvals**  
0 of 1 batches approved Approve

**Summary**  
Review totals and compare against previous payrolls. 5.16.2025 Compare Reports Last calculated 5/14/2025, 11:44 AM

**Cash Requirements**  
\$89,850.53

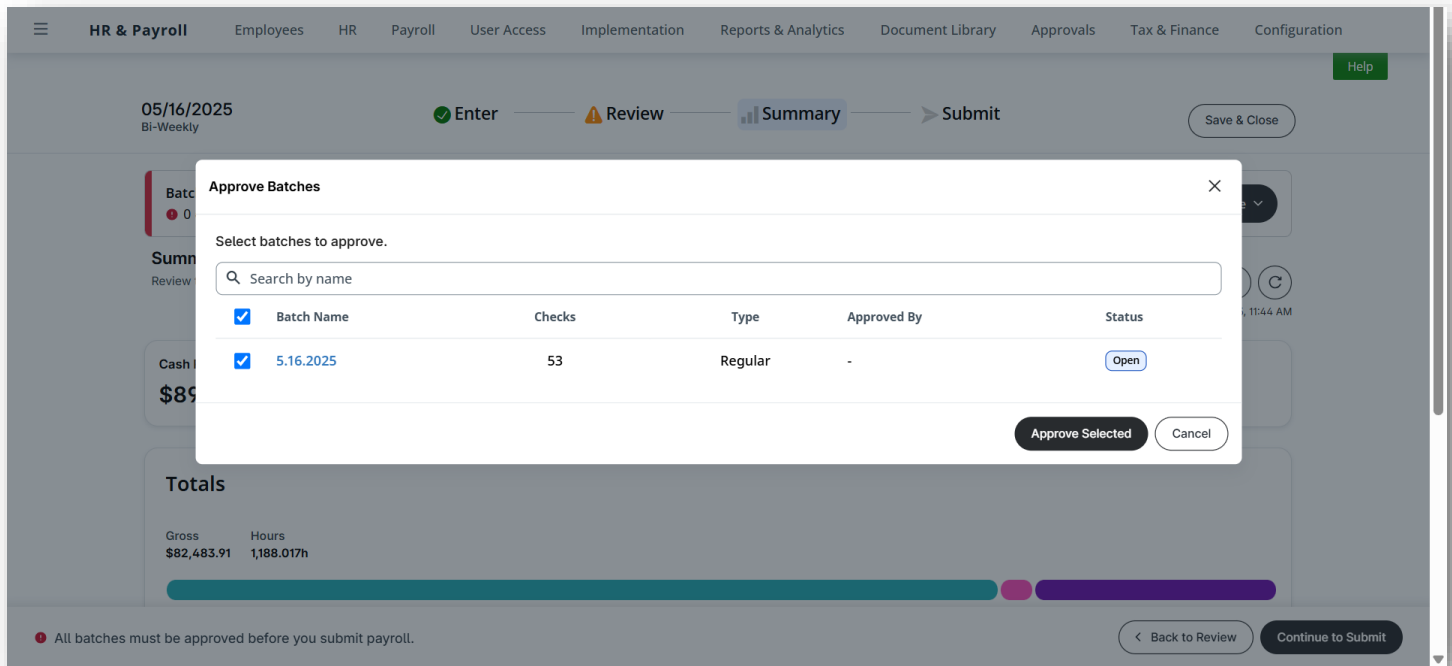
**Checks**  
53 Employees | 53 Checks | 7 Direct deposit | 46 Paper Checks

**Totals**

Gross	Hours
\$82,483.91	1,188.017h

All batches must be approved before you submit payroll. Back to Review Continue to Submit

A pop-up box will appear for you to click the check box next to your batch name and click **Approve Selected**.



HR & Payroll Employees HR Payroll User Access Implementation Reports & Analytics Document Library Approvals Tax & Finance Configuration Help

05/16/2025  
Bi-Weekly

Enter Review Summary Submit Save & Close

**Approve Batches**

Select batches to approve.

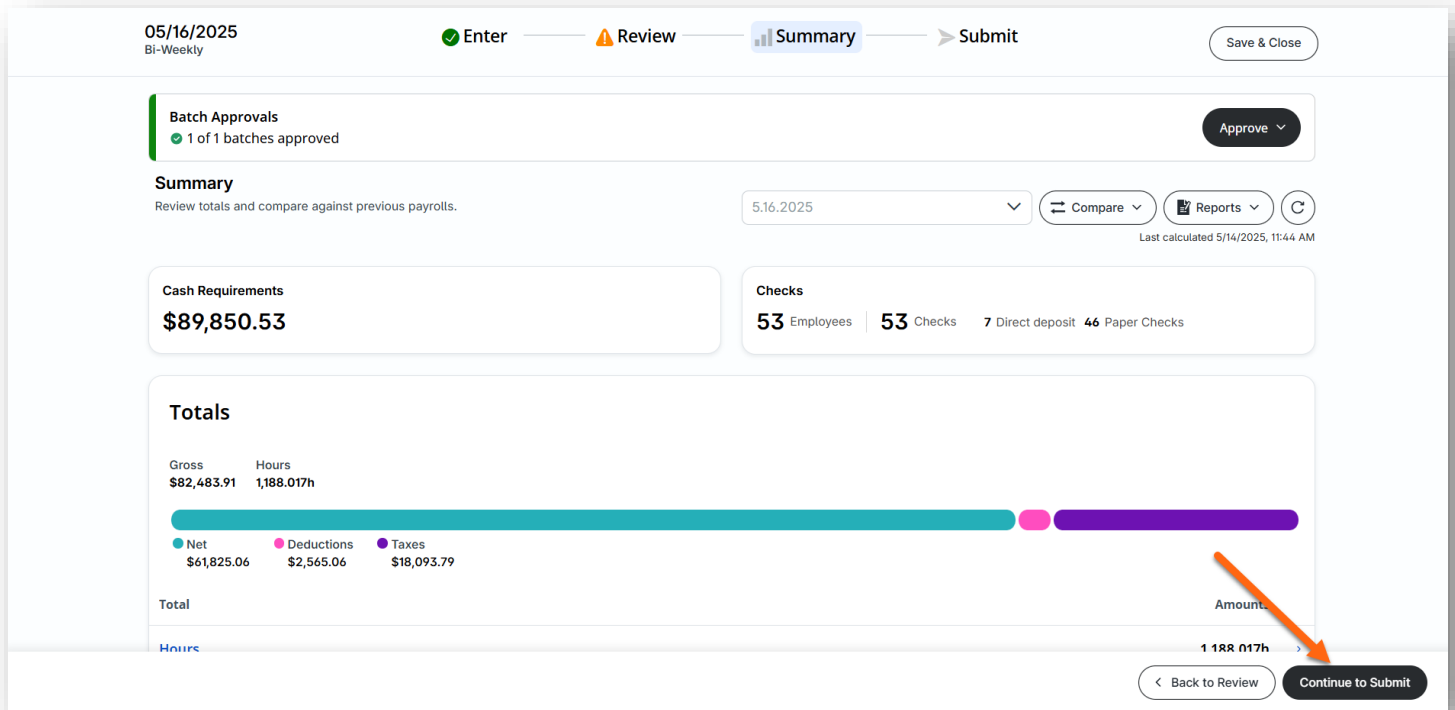
Search by name

<input checked="" type="checkbox"/>	Batch Name	Checks	Type	Approved By	Status
<input checked="" type="checkbox"/>	5.16.2025	53	Regular	-	Open

Approve Selected Cancel

All batches must be approved before you submit payroll. Back to Review Continue to Submit

## 15. Continue to Submit



05/16/2025  
Bi-Weekly

Enter — Review — **Summary** — Submit

Save & Close

**Batch Approvals**  
1 of 1 batches approved

**Summary**  
Review totals and compare against previous payrolls.

5.16.2025 Compare Reports

Last calculated 5/14/2025, 11:44 AM

**Cash Requirements**  
\$89,850.53

**Checks**  
53 Employees | 53 Checks | 7 Direct deposit | 46 Paper Checks

**Totals**

Gross	Hours
\$82,483.91	1,188.017h

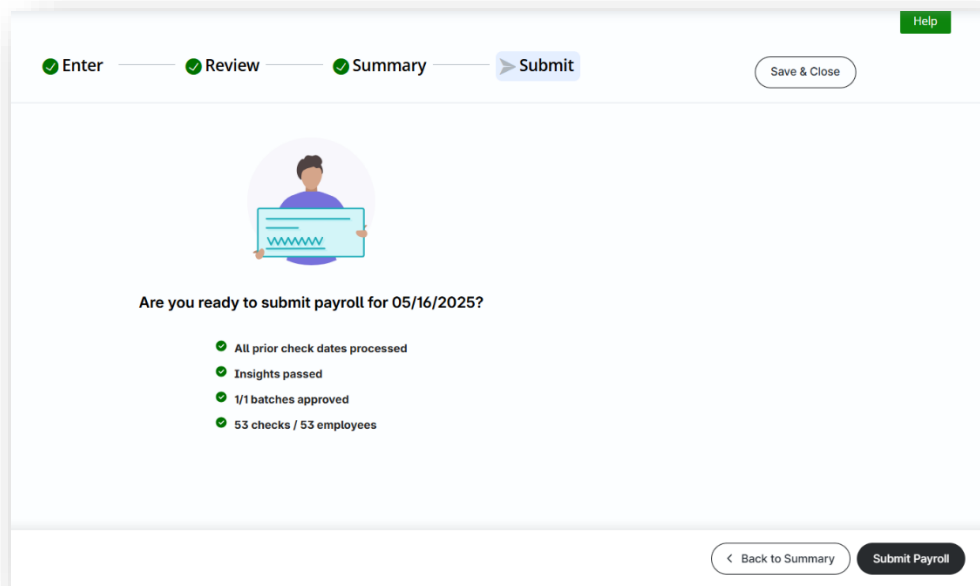
Net: \$61,825.06 | Deductions: \$2,565.06 | Taxes: \$18,093.79

Total Amount: 1,188.017h

Back to Review Continue to Submit

## 16. Submit Payroll

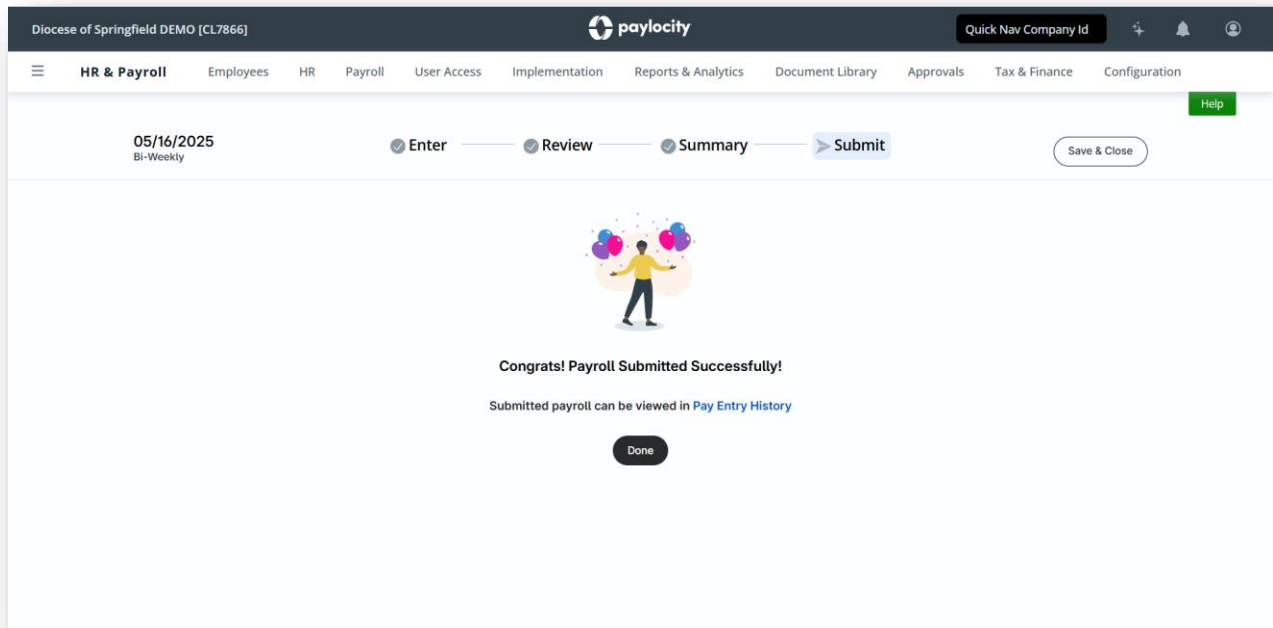
You will land on the final page, Submit. Below you will see the following graphic:



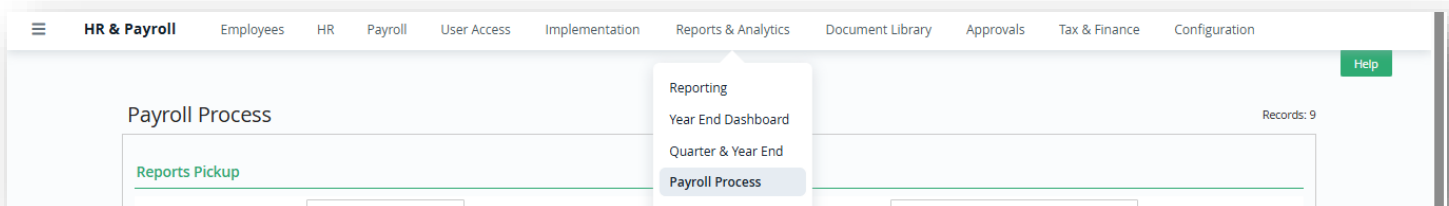
Only Proceed if you see all four items have green checkmarks:

1. All prior check dates processed
2. Insights passed
3. #/# batches approved
4. # Checks / # Employees

## 17. Click **Submit Payroll**

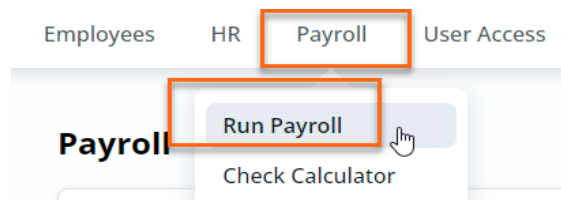


You have now successfully submitted/processed your Payroll. All Post Process Reports will generate for you automatically and be ready for you to pick up in approximately 30 minutes within the menu **Reports & Analytics > Payroll Process**.



## If you stop and need to resume

After logging in, on the top menu, go to **Payroll > Run Payroll**.



Under **Active Payrolls**, you'll see the check date. Click [Resume](#).

### Payroll

**Welcome to your new Payroll Experience, Emily Alba** ×

Below you can review and complete your active Payrolls, review upcoming Payrolls, and take additional Actions.

---

**Active Payrolls**

03/15/2024	PAY PERIOD	FREQUENCY		
BW	02/18/2024 - 03/02/2024	Bi-Weekly	IN PROGRESS	<span style="font-size: 1.2em;">⋮</span> <span style="background-color: #0070c0; color: white; padding: 2px 10px; border-radius: 5px; margin-left: 5px;">Resume</span>

Then click on the name of the batch you would like to continue working on.

You can start at the same place you stopped at.

- If you are unsure where you stopped, we would recommend starting at step 8.
- If you wish to completely start over from the beginning, after pressing resume, delete the batches on the manage batch screen by choosing the ellipses in the actions menu, then delete batch.
  - This means go back to step 6 and start from there.

Payroll **03/29/2024 Bi-Weekly** 
Enter Payroll
Review
Submit

i Effective dated employee changes have been applied to this check date. View Report

**Manage Batches** 
Merge Batches
Create a Batch

EMPLOYEES 83 | CHECKS 83

Batch Name ↑	Checks	Type	Begin Date	End Date	Status	Actions
3/29/2024	83	Regular	03/10/2024	03/23/2024	Open	<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">⋮</span> <div style="border: 1px solid #ccc; background-color: white; padding: 5px; margin-top: 5px; width: 150px;"> <ul style="list-style-type: none"> <li><span style="font-size: 1.2em;">✓</span> Approve Batch</li> <li style="border: 1px solid red; padding: 2px;"><span style="font-size: 1.2em;">🗑️</span> Delete Batch</li> <li><span style="font-size: 1.2em;">⚙️</span> Edit Batch Set</li> </ul> </div>