

Finalize Pay Period

Finalizing a pay period will set the period to a “Finalized” status and the data can no longer be changed on the time cards. However, if necessary, a pay period may be “un-finalized” by the employer with a client level login or by your timekeeping provider. Additionally, your service provider will have access to view if your pay period is finalized and ready to initiate payroll processing.

Steps to Finalize a Pay Period:

Step 1. Click on the “Maintenance Menu” to open the list of options. Then select Finalize Pay Period.

Step 2. Under “Finalization Status”, check to verify the correct pay period is displayed and specifies that the pay period has ended, but has not yet been finalized. If not, you may need to finalize a previous pay period to continue.

Step 3. Click the “Finalize Pay Period” button.

The pay period is now finalized. Your timekeeping provider will then be able to “Accept” the finalized pay period, which further locks it down and allows the continuation of processing payroll without the worry of changes being made to the employee time cards. If changes to the pay period are needed, contact your timekeeping provider.

Note: Finalizing the pay period will improve your system’s performance. It is recommended that you finalize all pay periods. If accruals are tracked in your timekeeping system, finalizing the pay period is mandatory.

The screenshot displays the 'Timekeeping Demo' web application interface. At the top, there is a search bar and navigation links for 'Home', 'Help', and 'Log Out'. The left sidebar contains a 'Maintenance Menu' with several options, including 'Finalize Pay Period', which is highlighted by a red arrow with the number '2' inside a circle. The main content area is titled 'Finalize Pay Period' and includes an 'INSTRUCTIONS' button. Below this, the 'Finalization Status' section displays a message: 'The pay period from Sunday, March 13, 2016 through Saturday, March 19, 2016 has ended but has not yet been finalized.' A 'Finalize Pay Period' button is visible. The 'Last Finalized Pay Period' section contains a radio button for 'Unfinalize (prior pay period)' and a 'Submit' button.

Steps to Un-Finalize a Prior Pay Period:

Step 1. Click on the “Maintenance Menu” to open its list of options. Then select “Finalize Pay Period.”

Step 2. Under “Finalization Status”, check to verify the correct pay period is displayed. If the pay period has been “Accepted” by your timekeeping service provider contact them for further assistance.

Step 3. Select the “Unfinalize” radio button.

Step 4. Click “Submit.” The period should now be un-finalized and available to be edited as needed.

Note: If un-finalizing a previous pay period, such as three or four months back, you will need to un-finalize all the previous pay periods until the desired pay period to un-finalize is reached. By doing so, the data is no longer locked down and any changes made to the Employee Setup or scripts added to the system will affect the un-finalized pay periods.

Maintenance Menu

- Accrual Balances
- Employee Groups
- Finalize Pay Period** ②
- Biometrics Maintenance
- Login Maintenance
- Manage Clock Prompts
- Quick Add Time Card Entries
- Unmatched Punches

Reports Menu

Settings Menu

HELP & SUPPORT

- Terms of Use
- Help

Finalize Pay Period ?

> INSTRUCTIONS

Finalization Status

The prior pay period (Sunday, March 13, 2016 through Saturday, March 19, 2016) has already been finalized, but has not yet been accepted for processing. You may unfinalize it if you need to make changes.

Last Finalized Pay Period

Unfinalize (prior pay period)

Submit