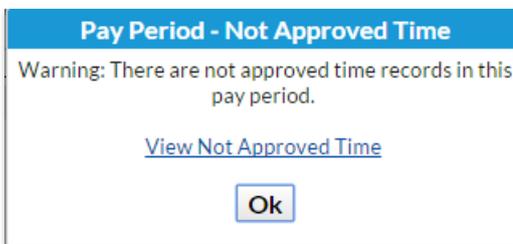


Manage the Time Clock Step 3 - Close Pay Periods

Last Modified on 09/14/2022 4:11 pm EDT

After all hours within a pay period have been approved, the pay period should be closed. The process of closing the pay period marks all hours as being paid with a Paid Date.

1. Go to the **Staff (menu) > Time Clock > Close Pay Period**. **Tip: There is also a Close Pay Period button on the Approve/Unapprove Time page.**
2. Select the **Pay Period**.
 - o If you'd like the report to display any unpaid time entries prior to the selected pay period, select **Yes** in the *Find unpaid time entries dated prior to this pay period?* field.
3. Click **Preview Staff Entries to Close**.
 - o A pop-up warning message opens if there are hours within the pay period that haven't been approved. If this alert pops up, click the **View Not Approved Time** link within the pop-up to view and approve the time.



- o If necessary, you can re-open a Pay Period by going to **Staff > Staff Portal > Portal Settings**. Click the **Re-Open Pay Periods** button in the **Time Clock Pay Periods** section.

Time Clock Pay Periods

Filter by:

View 1 - 1 of 1

| Start Date | End Date | Pay Date | Status | Close Pay Period? | Delete |
|------------|-----------|-----------|--------|-------------------|---------------------------------------|
| 3/7/2021 | 3/13/2021 | 3/19/2021 | Closed | | <input type="button" value="Delete"/> |

6. Select the **Pay Date** in the **Re-Open Pay Period** window.
7. Click **Re-Open Pay Period**. Click **OK** in the warning window.
8. Preview the hours listed by ensuring the **Process** checkboxes in the last column are checked.
 - o When satisfied with the list, click **Confirm Staff Entries to Close**.
9. Change the **Pay Date** if necessary.
10. Click **Close Pay Period**. If prompted, click **OK**.

Close Pay Period

← RETURN

RE-OPEN PAY PERIOD

← EXPORT TO PAYROLL

Close Pay Period - Final Results

Close Pay Period

Pay Period Successfully Closed.
View [Time Report - Staff Detail](#)

Click the link to open the
Time Report- Staff Detail
report.

After you've closed the pay period, you can export it to payroll. See [Export to Express Payroll](#) or [Excel \(CSV File\)](#).

Expand/Collapse
All

📄 Frequently Asked Questions