

Go to: helpside.com -> Employer -> Timeclock and login with your username and password.

Finalizing a Pay Period

Why is Finalizing your payroll important? Finalizing can:

- Protect timecard data from being changed once timekeeping is ready to submit
- Lock out all levels of users from editing and approving timecards
- Ensure that historical timecard data is consistent with payroll
- Prevent managers and supervisors from unintentionally or intentionally altering timecards post-payroll, exposing your company to compliance violations.
- Preserves rules on your account

Only client-level users can Finalize timecards.

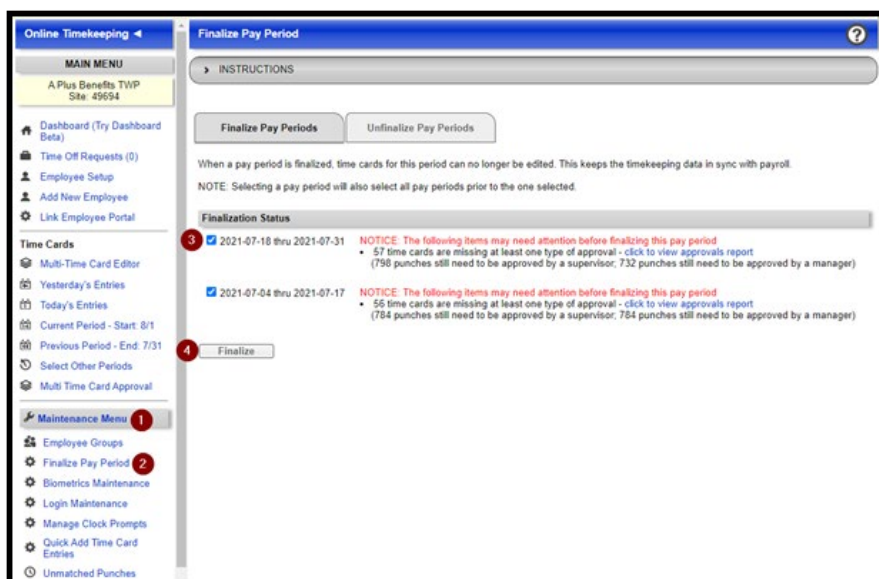
Step 1: Click **Maintenance Menu**.

Step 2: Click **Finalize Pay Period**.

Step 3: Once you are satisfied that all the timecard data is correct, check the box next to that pay period.

- You will see a list of issues next to pay periods. None of these issues will stop you from Finalizing the pay period, so make sure you resolve any issues before Finalizing.

Step 4: Click **Finalize**. (If you select the most recent, completed pay period, the system will also select any unfinalized pay period preceding it).



Unfinalizing a Pay Period

If you finalize a pay period then realize a timecard(s) needs changes, you can unfinalize the pay period if you haven't notified your Payroll Specialist that payroll is ready for processing. If you have notified your Payroll Specialist, contact them to notify them of the changes. If payroll is still being processed, your Payroll Specialist may unlock the pay period so you can unfinalize it and make the needed changes.

Step 1: Click **Maintenance Menu**.

Step 2: Click **Finalize Pay Period**.

Step 3: Check the box next to the pay period you want to unfinalize.

Step 4: Click **Unfinalize**.

The screenshot displays the 'Finalize Pay Period' interface. On the left sidebar, the 'Maintenance Menu' is highlighted with a red circle and the number 1. In the main content area, the 'Finalize Pay Period' option is selected with a red circle and the number 2. Below this, there are two buttons: 'Finalize Pay Periods' and 'Unfinalize Pay Periods'. A warning message is displayed: 'WARNING: Unfinalizing a pay period may allow any changes made to the sites settings to take effect for the periods being unfinalized. It is NOT recommended that you unfinalize. Please reconsider using this feature.' Below the warning, a note states: 'NOTE: Selecting a pay period will also select all pay periods after the one selected.' A list of pay periods is shown, with the first one selected (3) and an 'Unfinalize' button next to it (4). Below the list is a 'Processed Pay Periods' section with a list of accepted periods.

Pay Period	Status
2021-07-04 thru 2021-07-17	(accepted)
2021-06-20 thru 2021-07-03	(accepted)
2021-06-06 thru 2021-06-19	(accepted)
2021-05-23 thru 2021-06-05	(accepted)
2021-05-09 thru 2021-05-22	(accepted)
2021-04-25 thru 2021-05-08	(accepted)
2021-04-11 thru 2021-04-24	(accepted)
2021-03-28 thru 2021-04-10	(accepted)
2021-03-14 thru 2021-03-27	(accepted)
2021-02-28 thru 2021-03-13	(accepted)
2021-02-14 thru 2021-02-27	(accepted)