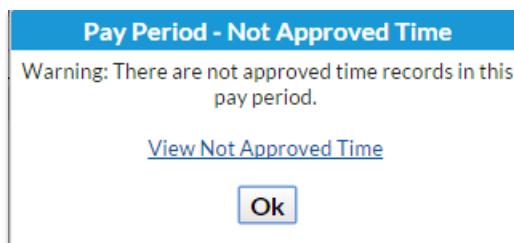


Manage the Time Clock Step 3 - Close Pay Periods

Last Modified on 03/16/2021 5:19 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 Portal** (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**.
 - If you'd like the report to also 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**.
 - If there are hours within the pay period that haven't been approved, a pop-up warning message opens. If this alert pops up, click the **View Not Approved Time** link within the pop-up to view and approve the time.



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

Time Clock Pay Periods					
Filter by: Current					
Add Pay Period Re-Open Pay Period Delete All					
View 1 - 1 of 1 Print Refresh					
Start Date	End Date	Pay Date	Status	Close Pay Period?	Delete
3/7/2021	3/13/2021	3/19/2021	Closed		

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** check boxes in the last column are checked.
 - 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](#), [QuickBooks](#), [Excel \(CSV File\)](#).