

Weekly Close out / Closing out Payroll

Weekly Close out

Must be performed weekly to ensure system stability

1. Go to Manager Menu
2. Select Reports Menu
3. Select Weekly Close out
4. Follow prompts to close out the week.

Closing out the Payroll

Must be performed weekly or bi-weekly

1. Go to Manager Menu
2. Select Reports Menu
3. Select Time Clock Reports
4. Enter Payroll start and end dates
5. Follow prompts to close the payroll