

Login to Helpside Tools at tools.helpside.com

Under **Quick Links** click on **Timeclock – Manager**



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.

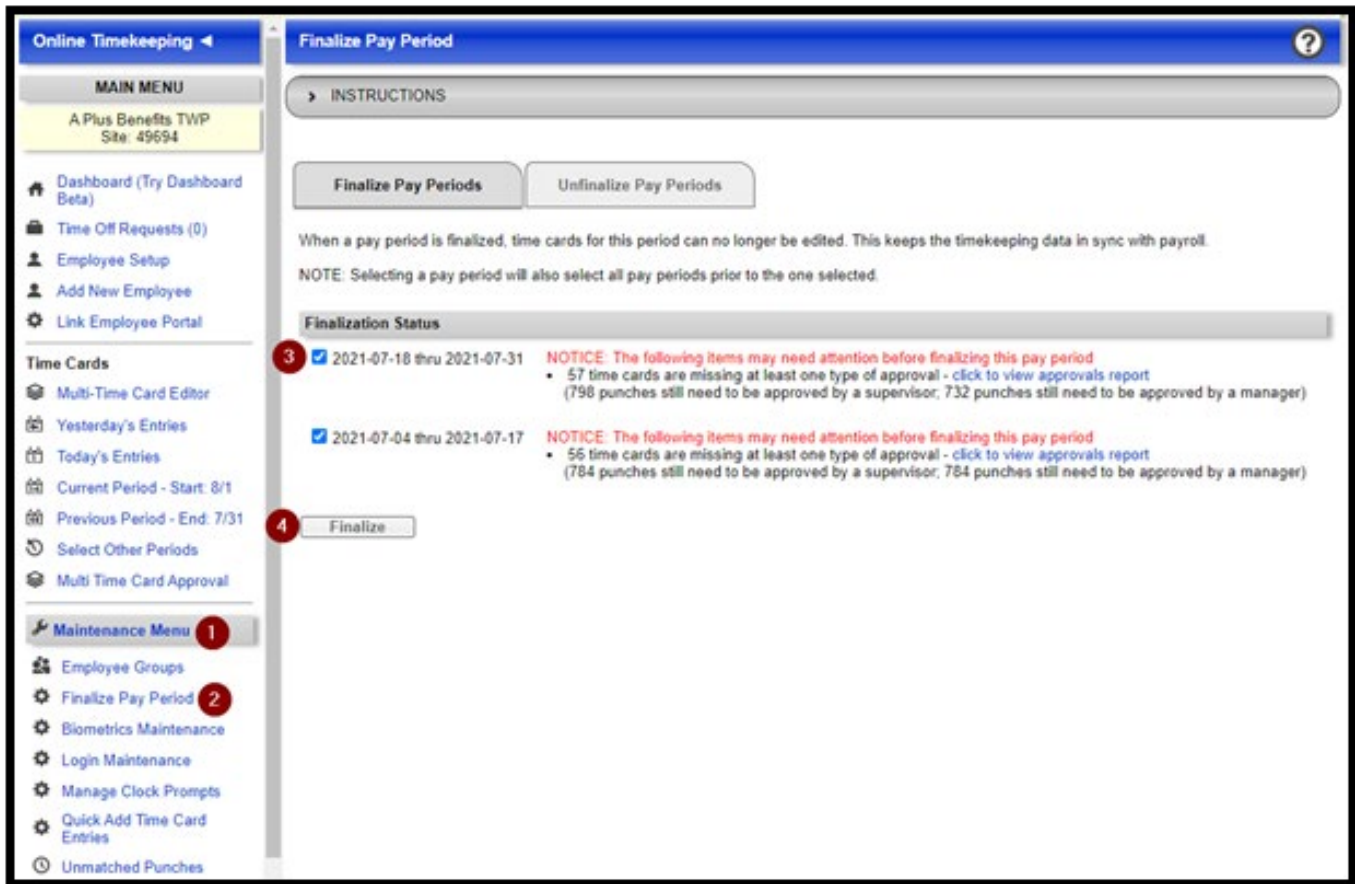
Step 1: Click **Maintenance Menu**.

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**.

Online Timekeeping ←

Finalize Pay Period ?

MAIN MENU

A Plus Benefits TWP
Site: 49694

- Dashboard (Try Dashboard Beta)
- Time Off Requests (0)
- Employee Setup
- Add New Employee
- Link Employee Portal

Time Cards

- Multi-Time Card Editor
- Yesterday's Entries
- Today's Entries
- Current Period - Start: 8/1
- Previous Period - End: 7/31
- Select Other Periods
- Multi Time Card Approval

Maintenance Menu 1

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

Reports Menu

INSTRUCTIONS

Finalize Pay Periods Unfinalize Pay Periods

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.

NOTE: Selecting a pay period will also select all pay periods after the one selected.

Unfinalize

3 2021-07-18 thru 2021-07-31

4 Unfinalize

Processed Pay Periods

- 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)