Seven major steps comprise End of Pay Period Processing.

1. Generating reports to verify all timesheets are submitted and approved and all exceptions are corrected.
2. Locking and calculating timesheets.
3. Unlocking timesheets (if needed)
4. Generating reports to verify data (repeat Step 1).
5. Exporting data to the payroll system.
6. Closing Timesheets
7. Advancing the Pay Period

- The Payroll No Advance Administrator performs the first five major steps to begin closing out the pay period.
- The Payroll Advance Administrator performs the last two major steps of End of Period Processing: close and advance. (This applies to the Comptroller’s Office in most cases.)

**Steps 1-5 are typically done at the agency level but will be available centrally in the Comptroller’s Office (if needed due to payroll deadlines).**

### Step 1. Generating Reports to Verify Data

Run the following reports to verify all timesheets have been submitted and approved and to identify any timesheets with problems which must be resolved:

- Timesheet Exceptions *(Run Exception reports for exceptions with lowest severity “Error (not paid)”)*
- Unsubmitted Timesheets
- Unapproved Timesheets

1. From the Reports section of the dashboard, select View Reports.

2. Navigate to and select the Timesheet Exceptions report.

### Step 2. Locking and Calculating Timesheets

We need to lock timesheets and run calculations in them to prevent any further modification by users. Locked timesheets provide Payroll No Advance administrators the ability to review data without additional changes.

After the system locks the timesheets, the timesheet is calculated to ensure the most up to date rules are applied. The lock and calculate process can be performed on a group of employees or individual assignments.

#### Lock and Calculate Timesheets for a Group

1. From the Administrative Processes area of the dashboard, select End of Period Processing.
   The End of Period Processing window opens, to the Instructions screen.

   *If at any time, you are unsure of what to do next in the End of Period Processing workflow, you
can reference the Instructions screen by clicking Instructions in the left side of the window.

2. Select Lock and Calculate on the left side of the window.

3. Select the By Assignment Group option.

4. Select one or more assignment groups by clicking the checkbox next to the assignment group name. The following is a sample.

5. Click Lock & Calculate at the top of the page.

The Submit Job Confirmation dialog appears listing the respective assignment groups, the total number of assignments, and pay periods affected.

6. Click the Lock & Calculate button.

The job appears in the My Active Jobs column on the right side of the screen.

When the Job completes, it will appear in the My Finished Jobs area.

7. Click the Job in either Active Jobs or Finished Jobs to view the details of the job.

The following defines the symbols in the Status section. A number indicates the number of occurrences of each type of message.
8. Click the View Log button to see the log file.

Note: When the job has completed, it is important to review the log for any errors or warnings. If you would like to see the Errors (with Details) and Warnings only, change the selected value in the radio button from 'Errors Only' to the type of output you would like to see.

Lock and Calculate Timesheets for an Individual Assignment

It is a best practice to calculate timesheets by assignment groups, rather than by individual assignments.

1. Select Lock and Calculate from options on the left side of the window.
   The Lock and Calculate Timesheets window appears.
3. Enter an Employee ID in the Employee ID field. This generates other employee information to verify that the appropriate employee will be locked and calculated. To process more than one employee, enter multiple employee IDs.

4. Select Lock & Calculate from the bar at the top of the page. The Submit Job Confirmation dialog appears.

5. Click the Lock & Calculate button. The job appears in the Active Jobs area. When complete, the job appears in the Finished Jobs area.

6. To view details of the job, click it from either the Active or Finished Jobs area. The Job Details dialog appears.

7. Click View Log to view the job log.

8. Click Close to end.

**Step 3. Unlocking Timesheets (if necessary)**

Unlocking timesheets returns them to their last approval before being locked, and should occur only when a timesheet absolutely requires changes for the current period. Only users with the appropriate security level can modify unlocked timesheets.

You can unlock timesheets for an employee group or individual assignments.

*After making changes to a timesheet, you must again lock and calculate any unlocked timesheets.*

- **TIP:** It is a best practice to only unlock a small number of timesheets at once, and only unlock those timesheets which require modifications.

**Unlocking Timesheets for a Group of Employees**

The following steps will guide you through the process required to unlock timesheets for a group of employees.

1. From the Lock and Calculate window, select one or more assignment groups by clicking the checkbox.

2. Click Unlock from the bar at the top of the page.
The *Submit Job Confirmation* dialog appears.  

![Submit Job Confirmation](image1)

3. Click **Unlock**. The job appears in the **Active Jobs** area of the window.

![My Active Jobs](image2)

When complete, the job will move to the **Finished Jobs** area.

![My Finished Jobs](image3)

4. View the details of the job by clicking on it from either area.

![Job Details](image4)

5. Click **View Log** to view details.
6. Click the **Close** button.

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### Unlocking Timesheets for Individual Assignments

To unlock timesheets for select individual assignments:

1. From the **Lock and Calculate** window, click the **By Individual Assignment** option.

![Lock and Calculate](image5)

The **By Individual Assignment** area generates.

2. Enter an Employee ID into the **Employee ID** field. This generates other employee information to verify that the appropriate employee will be Unlocked. To process more than one employee, enter multiple employee IDs.

![Lock and Calculate](image6)

3. Click **Unlock** from the bar at the top of the page.

![Submit Job Confirmation](image7)

The *Submit Job Confirmation* dialog appears.

4. Click **Unlock**.
When the Job finishes, it will appear in the **Finished Jobs** area.

Note: Timesheets to be exported must be in either locked or closed status.

5. To view details about the Job, click it from the **Finished Jobs** area.

![Job Details](image)

6. Click **View Log** to view further details about informational messages, warnings, and errors.

![View Log](image)

### Step 4. Rerun Reports to Verify Data
Repeat the process described in Step 1 to verify all timesheets are submitted and approved and all exceptions have been corrected.

### Step 5. Payroll Export
After making all timesheet data current and correcting all errors and exceptions, you can export the data to a payroll or other system for further processing.
The Submit Job Confirmation dialog appears.

4. Choose PAYROLL_EXPORT from the Generic Export Type drop down menu.

5. Choose a Specified Period from the drop down menu.

6. If desired, select an email notification option from the drop-down.

7. Click the Export Data button. The job appears in the Active Jobs area.

When complete, the job appears in the Finished Jobs area.

8. Click the Job in either area to view details about the job. The Job Details dialog appears.

9. Click the View Log button to see the log file of the process.
9. The View Log window appears.

10. Select Job Status to determine the job status.
    The Job Status window appears showing the job status, time remaining, and other information.

11. To see the log file of the process, select the Job Name and click View Log.

   The log file reports any issues with the script execution.

You can specify the types of errors to display.

If you enabled the check box of Send E-mail upon completion field, the email you receive contains the same information as the log file.

Step 6. Closing Timesheets

Note: This step only applies to the Payroll Advance administrator role; the No Advance administrator does not perform this step.

Close timesheets at the end of a pay period after all processing calculations are complete. You can close timesheets for groups of employees or individual assignments.

CAUTION! Perform this task only if your payroll data is 100% correct and all errors and warnings have been resolved. You cannot change timesheet data for the current pay period after closing the timesheets.

After closing a pay period, you can make amendments to the timesheet, and those amendments will process in the next pay period.

Closing Timesheets for Groups of Employees

1. From the options ribbon on the End of Period Processing window, click Close Timesheets.
   The Close Timesheets window appears.
2. Select the By Assignment Group option.
3. Select the required Assignment Group.
4. Click Close Timesheets from the bar at the top of the screen.
5. The Submit Job Confirmation dialog appears listing the assignment groups, assignment counts, and pay period begin and end dates.
6. Click the Close Timesheets button. The job appears in the Active Jobs area.

7. Click the Job in either area to view details about it. The Job Details dialog appears.

8. Click the View log button to view a log of the job.

9. Click the Close button.

Closing Timesheets for Select Individual Assignments

1. From the options ribbon on the End of Period Processing window, click Close Timesheets. The Close Timesheets window appears.

2. Select the By Individual Assignment option. The Close Timesheets by Individual Assignment screen appears.

3. Enter an Employee ID in the Employee ID field. This generates other employee information to verify that the appropriate employee will be locked and calculated. To process more than one employee, enter multiple employee IDs.

4. Click Close Timesheets from the bar at the top of the screen.
5. The **Submit Job Confirmation** dialog appears listing the assignment groups, assignment counts, and pay period begin and end dates.

6. Click the **Close Timesheets** button. When complete, the job appears in the **Finished Jobs** area.

7. Click the Job to view details about it. The **Job Details** dialog appears.

8. Click the **View Log** button to view a log of the job.

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**Accrual Export**

*In most cases, an accrual export is done centrally within the Comptroller's Office.*

Export the data to a payroll or other system for further processing.

1. From the ribbon on the left side of the **End of Period Processing** screen, click **Export Data**.

2. Select the required **Assignment Group**.

3. Select the **Generic Export** button at the top of the window.
4. Choose \_ACCRUAL\_EXPORT from the Generic Export Type drop down menu.

5. Choose a Specified Period from the drop down menu.

6. If desired, select an email notification option from the drop-down.

7. Click the Export Data button.

The job appears in the Active Jobs area.

When complete, the job appears in the Finished Jobs area.

8. Click the Job in either area to view details about the job.

The Job Details dialog appears.

9. Click the View Log button to see the log file of the process.

10. Select Job Status to determine the job status.

The Job Status window reports the status, time remaining, and other information.

11. Specify the types of errors to display.

If you enabled the check box of Send E-mail upon completion field, the email you receive contains the same information as the log file.
Step 7. Advancing the Pay Period

**Note:** This task only applies to the Payroll Processor – Advance role; this does not apply to the Non-Advance role.

After timesheets for a pay period have been processed and closed, the related policy profile(s) must be advanced to the next pay period (to move all employees into the current pay period).

1. To advance a policy profile, select **Advance Period** from the End of Period Processing window.

   The **Advance Period** window appears.

2. In the **Advance Policy Profile Groups** dialog box:
   - A marked (✓) checkbox in the All Assignments Closed column indicates properly processed and closed policy profiles.
   - If the second column does not have a check mark in the box, then you will not be able to run the job.
   - If the check mark is missing, the next thing to check is timesheets not closed.

3. To determine which timesheets are still open, run the **Timesheets Not Closed** report.
   (Select **Reports ➔ View Reports** and search for **Timesheets Not Closed**.)

The **Timesheets Not Closed** report lists the employees with open timesheets for the current period. Rerun the close timesheets step for the employees listed. Once all timesheets are closed, the check mark should be visible in the box, and the Advance Period job should be ready to run.

4. Click **Advance Period** from the bar at the top of the screen.

   The **Submit Job Confirmation** dialog appears.

5. Click **Advance Period**.

   The job appears in the **Active Jobs** area.

   When complete, the job appears in the **Finished Jobs** area.

6. The policy profile(s) advance and a dialog appears with a list of policy profiles. The value of true in the **Processed** column verifies that the policy profile advance was successful.