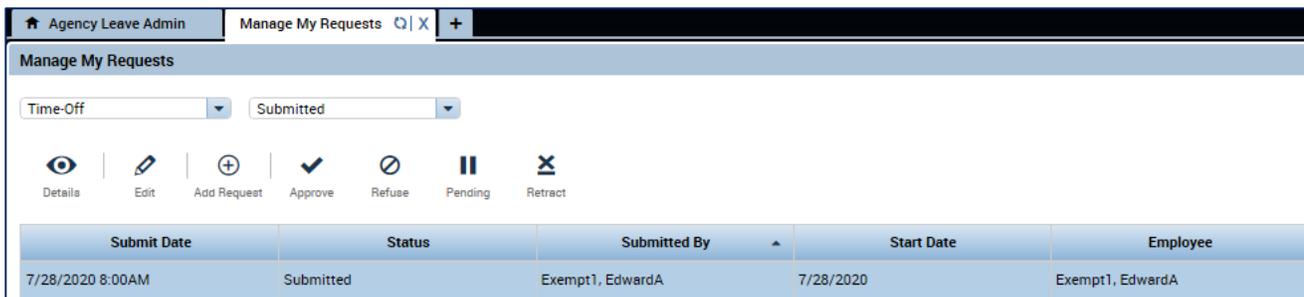


## Pay Period Close and Sign-Off – Arrears Employees

To retrieve shorter, more manageable employee listings, set up HyperFind queries by agency/division. Refer to the **HyperFind Query Setup** job aid on the eSTART Online Resources website for assistance. There is a **Sign-Off Preparation Checklist** job aid available on the site as well.

1. Begin by accessing the **Manage My Requests** widget to ensure that all time off requests have been appropriately acted upon. This widget is accessed from **Go To>Manage My Requests** or from **Related Items>Manage My Requests**. Any requests in Submitted, Pending, Cancel Submitted or Cancel Pending status must be addressed.



Submit Date	Status	Submitted By	Start Date	Employee
7/28/2020 8:00AM	Submitted	Exempt1, EdwardA	7/28/2020	Exempt1, EdwardA

2. Next, select **Employee Hours View**. This widget provides a view of employee regular hours, non-worked hours, total hours, overtime and comp hours. Review the information on this page for any possible issues with employee time and correct any missing or incorrect time as needed.



Person Name	Person ID	Pay Rule	Regular Hours	Non Worked Hours	Reg & Non Worked	OT 1.5	OT 1.0	Comp 1.5	Comp 1.0	Total Hours
Exempt1, EdwardA	10101	ESMARS-EXEMB-EXEMP-UNL	89:00		89:00					89:00
Manager1, JuniorA	10301	SMARS COMP 60P	80:00	8:00	88:00					88:00
Newby1, NeilA	10501	Needs Update								
Punch1, PennyA	10201	SMARS COMP 60P	88:00		88:00			0:30		88:30
Stamp1, SandyA	10401	SMARS COMP 60P	86:00		86:00					86:00

3. Once review is finished, select **Pay Period Close View**.
4. Select **Arrears Employees** from the Show drop-down. The Time Period drop-down defaults to **Previous Pay Period**.



Name	Employee Approval	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Leave Without Pay	Pay Rule	Assigned Manager
Exempt5, EdwardA	✓	1					ESMARS-EXEMB-EXEMP-...	Manager5, JohnA
Manager5, JuniorA	✓	1					SMARS COMP 60P	Manager5, JohnA
Newby5, NeilA	✓	1					Needs Update	Manager5, JohnA
Punch5, PennyA	✓	1					SMARS COMP 60P	Manager5, JohnA
Stamp5, SandyA	✓	2					SMARS COMP 60P	Manager5, JuniorA

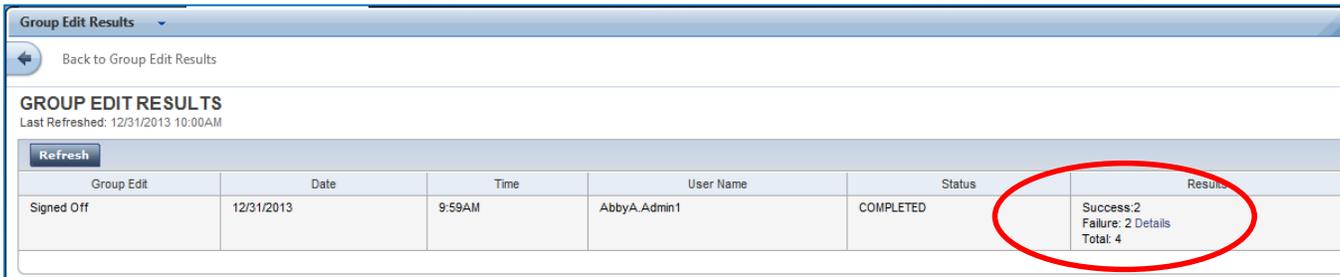
Once all exceptions have been corrected, and all approvals obtained, the timecards are ready for sign-off.

5. Click on the **Select All Rows** icon. All employees in the list will be selected.
6. Select **Approval>Sign Off** to sign off all timecards. Select **Yes** to the verification message. Click the **Refresh** icon on the page to view check mark indicators in the **Signed Off** column.



Name	Employee Approval	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Leave Without Pay	Pay Rule	Assigned Manager
Exempt5, EdwardA	✓	1					ESMARS-EXEMB-EXEMP-...	Manager5, JohnA
Manager5, JuniorA	✓	1					SMARS COMP 60P	Manager5, JohnA
Newby5, NeilA	✓	1					Needs Update	Manager5, JohnA
Punch5, PennyA	✓	1					SMARS COMP 60P	Manager5, JohnA
Stamp5, SandyA	✓	2					SMARS COMP 60P	Manager5, JuniorA

- Once all timecards have been signed off, go to the **Related Items** pane and select **Group Edit Results**. This page is used to display the success or failure of the sign-offs.



The screenshot shows the 'Group Edit Results' page. At the top, there is a 'Back to Group Edit Results' link. Below that, the page title is 'GROUP EDIT RESULTS' with a sub-header 'Last Refreshed: 12/31/2013 10:00AM'. A 'Refresh' button is visible. The main content is a table with the following data:

Group Edit	Date	Time	User Name	Status	Results
Signed Off	12/31/2013	9:59AM	AbbyA.Admin1	COMPLETED	Success: 2 Failure: 2 Details Total: 4

The 'Results' column for the 'Signed Off' row is circled in red.

- In the **Results** column, the word **Details** is a link. If failures are present, select the link to open the **Group Edit Error Log**. A new section of the page displays with the Employee Name and a description of the failure. The manager or manager delegate must correct the timecards before Sign-Off can be completed on these timecards.

**NOTE:** If a timecard has already been signed off due to resignation or transfer, this may cause a sign-off failure, but would not require correction.



The screenshot shows the 'GROUP EDIT ERROR LOG' page. At the top, there is a 'Last Refreshed: 12/31/2013 10:01AM' timestamp. Below that, there are 'Refresh' and 'Return' buttons. The main content is a table with the following data:

Group Edit	Date	Time	User Name	Status	Results
Signed Off	12/31/2013	9:59AM	AbbyA.Admin1	COMPLETED	Success: 2 Failure: 2 Total: 4

Below the table, there is a section for 'Error Description' with the following data:

Employee Name	Error Description
Manager1, JuniorA	The timecard cannot be signed off because it contains one or more violations: Missing Punches
Manager10, JuniorA	The timecard cannot be signed off because it contains one or more violations: Missing Punches

At the bottom, it says 'Row Number 2 of 2'.

- Once errors have been corrected, return to the **My Views>Pay Period Close**, select employees and **Sign Off** again.

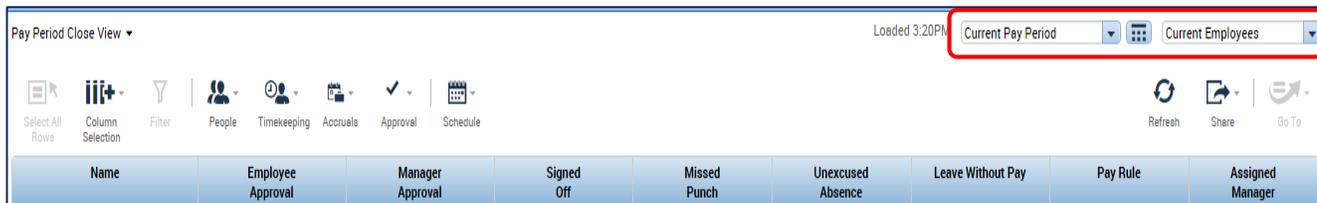
**NOTE:** Sort failed timecards to the top of this list by clicking on the **Signed Off** column header once.

- Return to **Related Items>Group Edit Results** to verify there are no remaining exceptions.

**NOTE:** An individual timecard sign off error will not display from **Group Edit Results**. It is used only for *group* edit errors. Sign-off on an individual timecard may be verified from employee timecard.

## Pay Period Close and Sign-Off – Current Employees

Some agencies have employees who are paid “current” instead of “arrears”. These timecards must be signed off in the **Current Pay Period**.



The screenshot shows the 'Pay Period Close View' page. At the top, there is a 'Loaded 3:20PM' timestamp. Below that, there are two drop-down menus: 'Current Pay Period' and 'Current Employees', both of which are circled in red. Below the drop-downs, there are several icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accruals', 'Approval', and 'Schedule'. To the right, there are icons for 'Refresh', 'Share', and 'Go To'. The main content is a table with the following data:

Name	Employee Approval	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Leave Without Pay	Pay Rule	Assigned Manager
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- From **Pay Period Close**, select **Current Employees** from the Show drop-down.
- Select **Current Pay Period** from the Time Period drop-down. Employees in Current status display.
- Perform Sign-Off using the method above. Verify the results from **Related Items>Group Edit Results**.