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.

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.

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.

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 Approvals>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.
7. 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.

8. 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.

9. 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.

10. 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.

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### 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.

1. From Pay Period Close, select Current Employees from the Show drop-down.


3. Perform Sign-Off using the method above. Verify the results from Related Items>Group Edit Results.