

# Early Deadline Sign-Off Process (Current Pay Period Override)

1

- Go to the **Data View** to perform sign-off.
- Navigate to the **Sign Off Status** as usual.
- Switch from **previous pay period to current pay period**.
- Complete the **sign-off process as normal** after switching.
- Normally, the system **does not allow sign-off in the current pay period**.
- **Payroll must enable a special system switch** to allow sign-off in the current pay period.
- Once the switch is enabled, users can proceed without issues.