

Org Manager – Closing a Pay Cycle Checklist

Purpose: Guide for the standard pay period close review process for Org Managers. Refer to the [LoboTime job aids](#) for supporting material including assistance with more complex timekeeping needs including compensatory time, schedules, or specialized timekeeping scenarios.

Non-Exempt Employees

Date Range: Date of Pay Period Closing (Bi-Weekly Pay Period)

Hyperfind: Non-Exempt Employees-Active/Non-Exempt Employees-Terminated

1. Review Pending Timecard Changes

Ensure all pending timecard changes, such as punch modifications, have been approved.

- Access the **Timecard Changes Dataview**
- Contact applicable supervisor to resolve any changes in a “Submitted” status
- All timecard changes should be in an “Approved” or “Refused” status

2. Review Pending Time Off Requests

Ensure all leave requests have been approved.

- Access the **Time Off Request Info Dataview**
- Contact applicable supervisor to resolve any requests in a “Submitted” status.
- All leave requests should be in an “Approved” or “Refused” status

3. Review Special Pay Scenarios

- Review timecards for special scenarios, if applicable (ex. Other Paid Leave, FMLA, Comp Time Payout)

4. Complete Sign-Off Review

Review timecards for missed punches or unexcused absences, employee and supervisor approvals, and perform sign-off to submit timesheets to payroll.

- Access the **Sign Off Status Dataview**
- Contact the applicable supervisor to resolve any missed punches, unexcused absences and missing timecard approvals

- All missed punches and unexcused absences fields are blank
- Confirm employee and manager timecard approval
- Sign-off

Exempt Employee

Date Range: Date of Pay Period Closing (Monthly Pay Period)

Hyperfind: Exempt Employees-Active/Exempt Employees-Terminated

1. Review Pending Time Off Requests

Ensure all leave requests have been approved.

- Access the **Time Off Request Info Dataview**
- Contact applicable supervisor to resolve any requests in a “Submitted” status
- All leave requests should be in an “Approved” or “Refused” status

2. Complete Sign-Off Review

Review timecards for employee and supervisor approval and perform sign-off to submit timesheets to payroll.

- Access the **Sign Off Status Dataview**
- Contact the applicable supervisor to resolve any missing timecard approvals
- Employee and manager timecard approval status should be “Full”
- Sign-off