

Manager – Closing a Pay Cycle Checklist

Purpose: Guide for the standard pay period close review process for supervisors. 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

- Resolve all notifications on the **Manage Timecards** tile
- Resolve all notifications on the **My Notifications** tile
- Access employee timecards through the **Manage Timecards** tile
 - Verify all time entries are complete and accurate
 - Ensure all leave taken has been entered correctly on the timecard
 - Review and enter any special pay scenarios (ex. Other Paid Leave, FMLA, Comp Time Payout)
 - Ensure employees have approved their timecards
- Approve timecard

Exempt Employees

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

Hyperfind: Exempt Employees-Active/Exempt Employees-Terminated

- Resolve all notifications on the **My Notifications** tile
- Access employee timecards through the **Manage Timecards** tile
 - Ensure all leave taken has been entered correctly on the timecard
 - Review and enter any special pay scenarios (ex. Other Paid Leave, FMLA)
 - Ensure employees have approved their timecards
- Approve timecards