

Locking Time Cards

Time cards can be locked individually if your Time and Attendance system is set up with that functionality. Supervisors will generally lock time cards at the end of the pay period for the previous pay period.

- Locking a time card means that no additional changes can be made. Only Payroll Managers can unlock time cards.

Follow these steps to lock a time card for an individual:

- 1 Select **Time Cards** from the Daily Operations menu.
- 2 Click the name of the employee whose time card you want to lock.
- 3 At the bottom of the schedule, click Time Card Not Yet Locked icon (shown below) to lock the time card.



Payroll Manager Time Cards

Period Excel Print Preview

Employee REG OT PTO VAC Totals

Totals	4994:30	74:15	88:00	196:00	5352:45
Addison, Irene S	33:00				33:00
Allen, Connie T	40:00	0:15			40:15
Anderson, Brian Ja	40:00	2:15			42:15
Anderson, Heather S					
Antonia, Demetria K	17:00				17:00

Allen, Connie T (Other Locations, Other Departments, **Default)**

Last Name	First Name	ID	Badge Location		Depa
Allen	Connie	193	193	Other Locations	Othe

	Date	Schedule		Punches		Hours
		Start	End	In	Out	
Sa	Aug-27					
Su	Aug-28	8:00	17:00			∨
Mo	Aug-29	15:00	23:30	14:55	23:24	8:00
Tu	Aug-30	15:00	23:30	15:00	23:41	∨ 8:15
We	Aug-31	15:00	23:30	14:59	23:32	8:00
Th	Sep-1	15:00	23:30	14:55	23:33	8:00
Fr	Sep-2			14:57	23:27	∨ 8:00

Time Card Not Yet Approved Time Card Not Yet Locked