# Manage the Time Clock Step 3 - Close Pay Periods

After all hours within a pay period have been approved, the pay period should be closed. The process of closing the pay period marks all hours as being paid with a Paid Date.

1. Go to the **Staff** (menu) > **Time Clock** > **Close Pay Period.** *Tip: There is also a* Close Pay Period *button on the* Approve/Unapprove Time *page.*

2. Select the **Pay Period.**
   - If you'd like the report to display any unpaid time entries prior to the selected pay period, select **Yes** in the *Find unpaid time entries dated prior to this pay period?* field.

3. Click **Preview Staff Entries to Close.**
   - A pop-up warning message opens if there are hours within the pay period that haven't been approved. If this alert pops up, click the **View Not Approved Time** link within the pop-up to view and approve the time.

   Pay Period - Not Approved Time

   Warning: There are not approved time records in this pay period.

   View Not Approved Time

   Ok
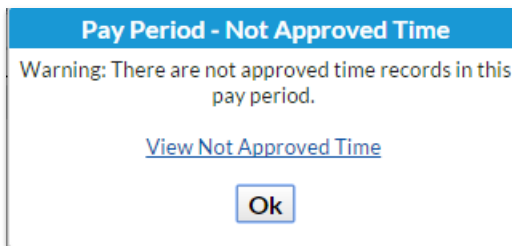
   - If necessary, you can re-open a Pay Period by going to **Staff** > **Staff Portal > Portal Settings**. Click the **Re-Open Pay Periods** button in the **Time Clock Pay Periods** section.

   Time Clock Pay Periods

   Filter by: Current

   Add Pay Period | Re-Open Pay Period | Delete All

   View 1 - 1 of 1   Print   ↺ Refresh

Start Date	End Date	Pay Date	Status	Close Pay Period?	Delete
3/7/2021	3/13/2021	3/19/2021	Closed		🗑

6. Select the **Pay Date** in the **Re-Open Pay Period** window.

7. Click **Re-Open Pay Period**. Click **OK** in the warning window.

8. Preview the hours listed by ensuring the **Process** checkboxes in the last column are checked.
   - When satisfied with the list, click **Confirm Staff Entries to Close**.

9. Change the **Pay Date** if necessary.

10. Click **Close Pay Period**. If prompted, click **OK**.

After you've closed the pay period, you can export it to payroll. See Export to **Express Payroll** or **Excel (CSV File)**.

⊙ Frequently Asked Questions

Expand/Collapse All