

Lock or Unlock Payroll from Further Edits

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To LOCK Payroll

- Run Payroll by Pressing **SHOW REPORT** of **Export as CSV**
- Press **Lock Payroll**
- After locking, employee time data and tips will no longer be editable

The screenshot shows the 'Reports' section of a software interface. At the top, there are date range selectors for 'Aug 29, 2022' to 'Sep 11, 2022' and 'Current Pay Period is Monday Oct 10, 2022 5:00am to Sunday Oct 23, 2022'. Below this, there are options for 'Search for Employees' and 'Everybody'. A table lists report statuses with columns for 'Status', 'Requested on', 'Time', 'Name', and 'Download / Open'. At the bottom, there is a 'Lock Payroll' button with a padlock icon, followed by an 'Email Addresses' field and a 'Send Payroll CSV CSV to Email' button. An orange arrow points from the 'Show Report' button in the top right to the 'Lock Payroll' button.

If you need to **UNLOCK** Payroll, simply repeat the running of the payroll report, and press **Unlock Payroll**

The screenshot shows the 'Reports' section of the software interface. At the top, there is a navigation bar with 'Dolce by SpotOn' logo and menu items: 'Dashboard', 'Schedules', 'Employees', 'Reports', 'Share Files', and 'Tools'. Below the navigation bar, there is a 'Payroll Is Locked by' section with a padlock icon. To the right, there is an 'Unlock Payroll (locked by Dori Daniels)' button with a padlock icon and a key icon. An 'Email Addresses' field is also visible. An orange arrow points from the 'Reports' menu item to the 'Unlock Payroll' button.