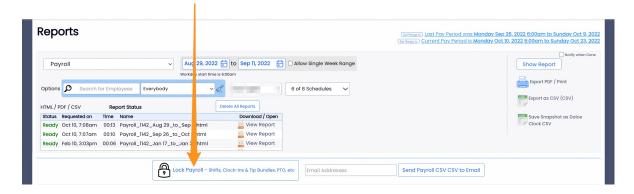
Lock or Unlock Payroll from Further Edits

Last Modified on 10/10/2022 8:16 am MDT

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



If you need to UNLOCK Payroll, simply repeat the running of the payroll report, and pressUnlock Payroll

