Finalize Payroll

LINQ

Finalize Payroll
This menu is done after all data for the pay period has been entered and payroll has been calculated, verified and saved.

Help Files
Click the information icon to access step-by-step instructions for this particular menu.

Error
1) Click this button to view the errors on the pay run.

Finalize Payroll ⓘ

SCHOOL LINQ

Pay Group	Start Date	End Date	Check Date	Cutoff Date ▼	Calculated By	
General Pay Group	08/01/2019	08/31/2019	08/31/2019	08/31/2019	susan@thinklinq.com	👍 ERROR
DEMO 12 MONTH	07/01/2019	07/31/2019	07/31/2019	07/31/2019	aboerner@linq.com	👍 ERROR
Hourly 104						

Page ❶

Pay Group: General Pay Group   Calculated By: susan@thinklinq.com

Start Date: 08/01/2019   End Date: 08/31/2019   Check Date: 08/31/2019

Retry Finalize
2) When the errors have been corrected, click this button if the error does not require you to recalculate the pay run.

👍 RETRY FINALIZE

Description	Message
Processing Error	Employee: 123457 Sixteen, Sloan	Error: ACH Credit Account # 3.2160.000.000.000.000.00 is invalid or does n...

Finalize
3) Click this button to continue finalizing payroll.

👍 FINALIZE   DONE

Finalize Pay Run?

The Pay Run for "General Pay Group" (**Check Date: 08/31/2019**) will be finalized.   This cannot be undone!

☐ Do not Accrue Leave
☐ Change method of payment from Direct Deposit to Check

Finalize Pay Run
4) Indicate if leave should be accrued or if the method of payment should change.

Finalize
5) Click this button to finalize payroll.

CANCEL   FINALIZE

Quick Start Guide