

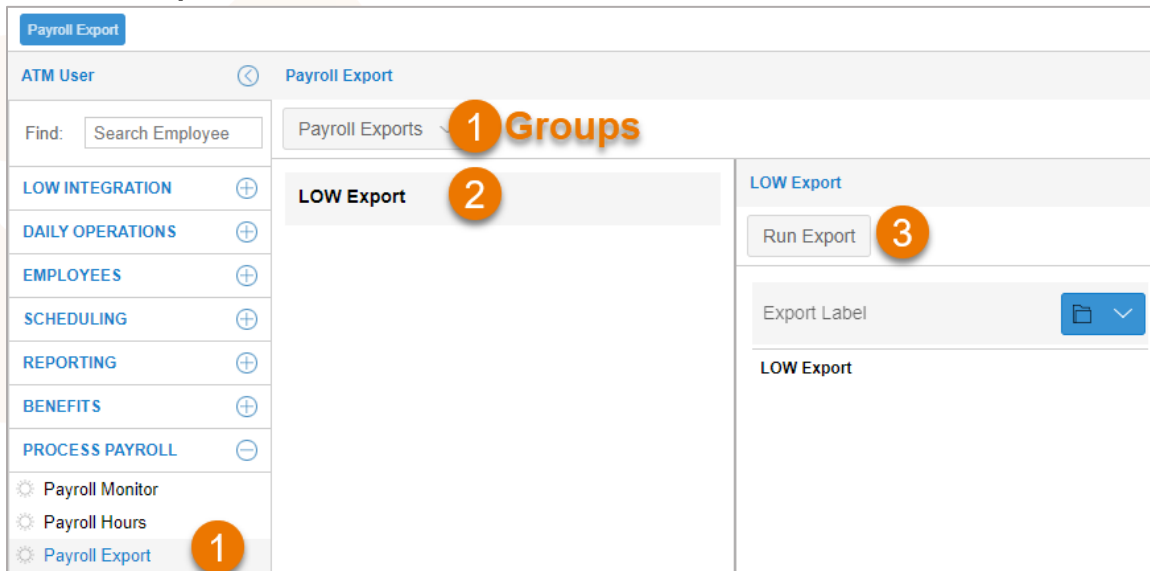
PAYROLL PROCESSING

At the end of the pay period both employees and department managers can approve (authorize) timecards. This can also lock the timecard to prevent future edits. Whether a timecard has been approved can be used throughout the system to determine if payroll is ready to process.

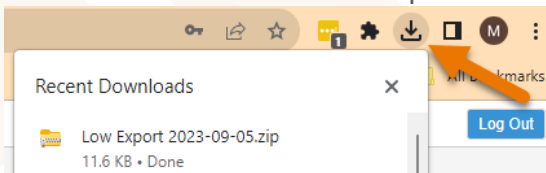
CREATE AND DOWNLOAD PAYROLL EXPORT FILE FOR LOW

When you are ready to process payroll follow the steps below to create the payroll export for LOW. This is an administrative function only.

1. In your menu, go to **Process Payroll** → **Payroll Export** → **Payroll Export** group.
2. Select **LOW Export**.
3. Click **Run Export** Button



4. This will be downloaded as a zip file.



5. Open ZIP file, copy payroll CSV to a location where LOW requires the file to reside.

