**Payroll Locking – UltraTime Users**

Locking the payroll is the first step each supervisor should take following the end of a payroll cycle. The earliest a payroll can be locked is Saturday at 12:01 a.m. following the end of a pay cycle. Once the payroll is locked, employees can not edit or add hours, however, supervisors can still access the hours to make the necessary corrections prior to confirming the hours.

Lock your Payroll by following the steps outlined below:

1. Select UltraView from the menu
2. Select the Lock button
3. The following text box will appear with a drop down menu of dates, select the most recent payroll ending date
After selecting the correct date from the drop down menu, select the Lock button

After locking the payroll you will need to review and confirm your employee’s hours. Once this is done, you may approve your hours by selecting Approve My Payroll

The Payroll Frequency is always “B” for bi-weekly and select the Approve button

Once you click the approve button, you will receive this message with the date and time of the approval and your name will appear below.