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*Processing TLM: Submitting a Payroll*

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**Important Note:** If your pay date needs to be different, please contact your Allevity Representative **prior** to keying your payroll.

To key a payroll on your main screen, select the link for **View All Payrolls**. You can also go to **Manage Payroll > Manage Payrolls > Process Timesheets**.

Click on the **dollar sign** next to the payroll for your Pay Date.

	B2	11/09/2015	11/22/2015	11/27/2015	Open	No
   16(16)	B2	11/23/2015	12/06/2015	12/11/2015	Open	No

If there are any pending warnings under **Pending Time Off Requests**, select the link to approve these requests or to have employees' supervisors approve the requests.

**PENDING TIME OFF REQUESTS**

 There are 6 unapproved time off request(s).

If there are any pending warnings under **Pending Timesheet Change Requests**, select the link to approve these requests or to have employees' supervisors approve the requests.


**PENDING TIMESHEET CHANGE REQUESTS**

 There are 2 unapproved timesheet change request(s).

Under **Review Timesheet Status**, approve any open timesheets for your employees. If an employee is salaried, you may leave their timesheet open; the timesheet will auto-calculate, taking into account any holidays, sick, or vacation time entered.


If these are all clear as show below, select **Process Records**.

**PROCESS RECORDS**

 23 employees need to be processed.

When all records are processed, click the box next to **Lock the Pay Period**. This will prevent any further changes to the timesheets. Next you will go to **Process the Payroll**.

**LOCK PAY PERIOD**

 Pay period is **unlocked**. Please lock to prevent further modification.