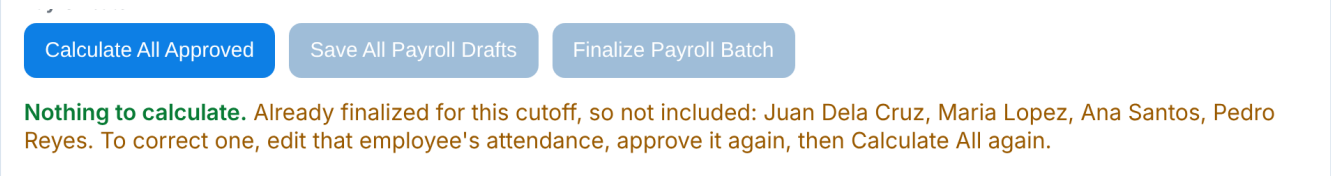
Calculate All and employees already finalized

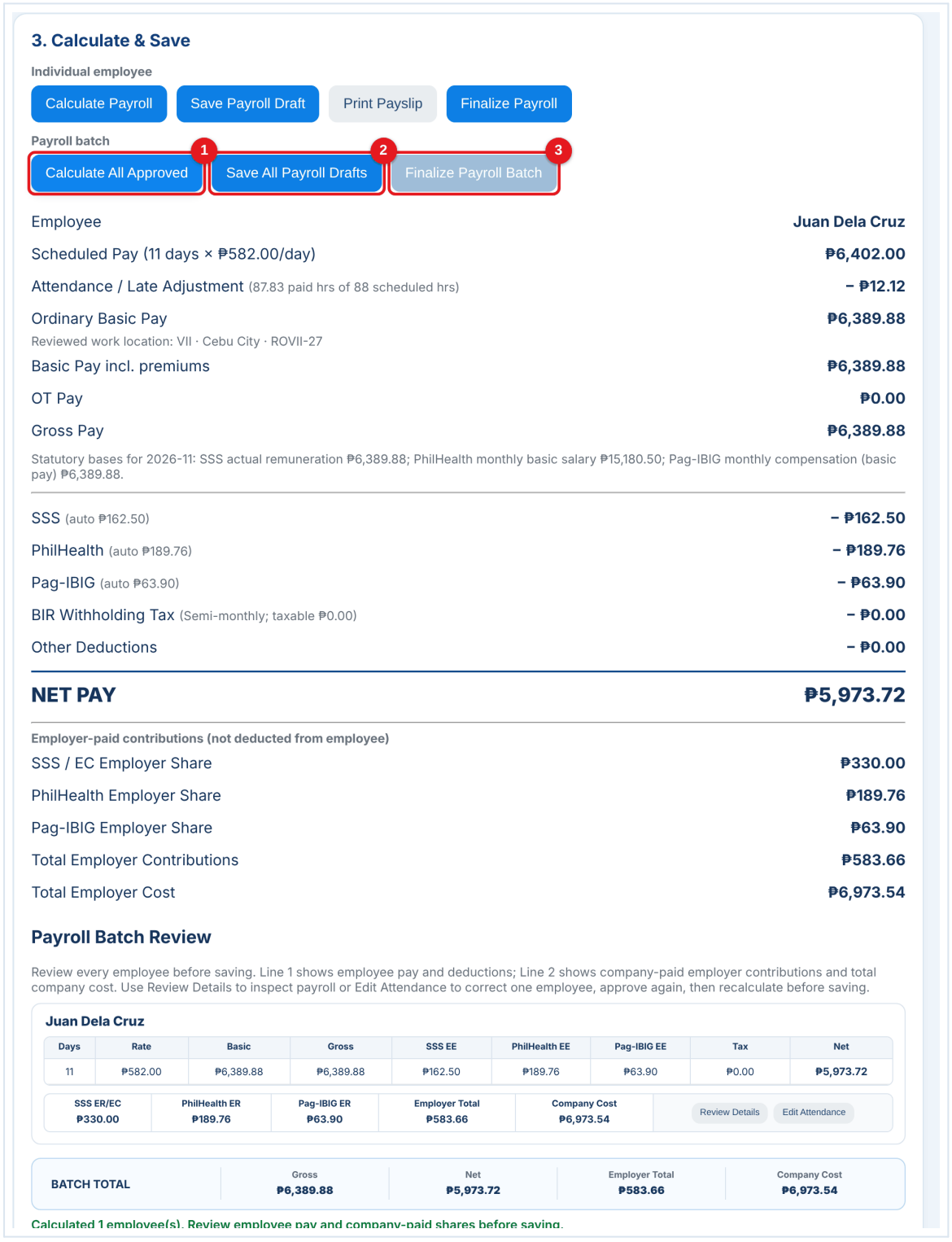
Calculate All Approved takes every employee whose attendance is approved for the cutoff. It leaves out anyone whose payroll for that exact cutoff is already finalized, so a batch never saves them again as an accidental amendment, and it names them under the buttons. To correct a finalized payroll on purpose, edit that employee's attendance, approve it again, then Calculate All again: it is then saved as an amendment.



Calculate All on a cutoff that is already finalized: nothing to calculate, and the employees left out are named.

14. Save drafts, finalize and preserve history

1. After review, click Save Payroll Draft. Confirm the employee and date range in Payroll History. A draft for a period that is already finalized is saved as an Amendment Draft.
2. Payroll calculated from approved attendance is finalized with the batch buttons, even for one employee. Approve attendance for each person, then click Calculate All Approved (1) and Save All Payroll Drafts (2). The Payroll Batch Review lists each employee's pay and deductions, and the company-paid shares. Review every draft and resolve failures before finalization. If you click Finalize Payroll for such an employee, LokalPay reminds you to use the batch buttons; that is expected.



Payroll batch: (1) Calculate All Approved, (2) Save All Payroll Drafts, (3) Finalize Payroll Batch, which is enabled after the drafts are saved.

3. For an employee paid from typed hours (no daily attendance, for example someone who does not punch in), click Finalize Payroll next to Save Payroll Draft after saving the draft. Typed-hours payroll is not part of the batch. If you recalculate, save the draft again before finalizing.

4. Use Finalize Payroll Batch (3) for the reviewed batch. Confirm the finalization prompt only after the amounts and policy evidence are approved. LokalPay takes an automatic backup just before