



# Labour Close Week & Upload to Admin

This is the weekly Labour  
Close off and end to Admin

### Confirm Labour Weekly Close



Are you sure you wish to perform the labour weekly close?

Yes

No

### Labour Period Close Complete



Labour Period Close Complete

OK

# Labour Close Week & Upload to Admin

## Labour Close Week & Upload to Admin:

- This is the weekly Labour Close off.
- Can be auto prompted to run from Sunday Close or manually as required.
- When initiated you will be taken to clocking review to attend to any unbalanced shifts.
- Then Memos to admin (covered on the next training segment.)
- Follow to the end at you will see the workflow message backing up and sending files etc.