

While trying to retrieve an employee timecard I received the following message: "This employee's data is in use by: Administrator. The data is in view only, no changes can be made at this time"

If you have a M/U system, be sure that none of your supervisors are working on said timecard.

1. If no one is in this timecard or if you have a S/U system - close out of PayClock, open Database Manager, and select the **Locking** button. It will ask if you want to scan for employee locks, click on **Yes**.
2. Highlight all locked employees and click on the **Release** button.