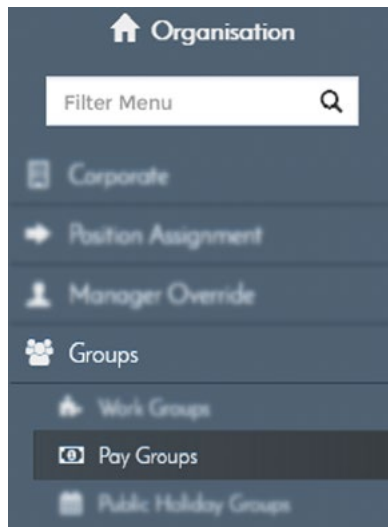




HOW TO: CREATE PAY GROUPS



PAY GROUPS



Pay Group




Search Clear Advanced







	Pay Group ID	Pay Group Name	Pay Periods	Company	Pay Frequency
→	Monthly_Employee	Monthly Employees		Hogwarts	Monthly
→	HOCWARTS_Weekly_Employee	Hogwarts Weekly Employees		Hogwarts	Weekly
→	HOGSMEADE_Weekly_Employee	Hogsmeade Weekly Employees		Hogsmeade	Weekly
+					


Rows 1 to 3 of 3

The Pay Group report allows you to view, modify, and create new pay groups in the system, which indicates how frequently employees are paid.

How to Set Up a New Pay Group

- Click the  icon to create a new Pay Group
- Click  icon to modify an existing Pay Group
- Click  icon under the 'Pay Periods' column to open the Pay Period of a Pay Group

Pay Period					
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Period ID	PayGroup	Cutoff Date	Start Date	End Date
	143	Monthly Employees	15/12/2020	01/12/2020	15/12/2020
	142	Monthly Employees	30/11/2020	16/11/2020	30/11/2020
	141	Monthly Employees	15/11/2020	31/10/2020	15/11/2020
	140	Monthly Employees	30/10/2020	16/10/2020	30/10/2020
	139	Monthly Employees	15/10/2020	29/09/2020	15/10/2020
	138	Monthly Employees	29/02/2020	16/02/2020	29/02/2020

- Click the  icon
- Select the proper Pay Group under the 'PayGroup' column
- Set the cut off date under the 'Cutoff Date' column
- Set the 'Start Date'
- Set the 'End Date'

If using timesheet functionality, you will also need to define a pay period for each pay group, which determines the cut-off period for each pay group when employees are completing timesheets.