Add a Pay Group

Add a Pay Group

Navigate to Preferences - Pay Groups
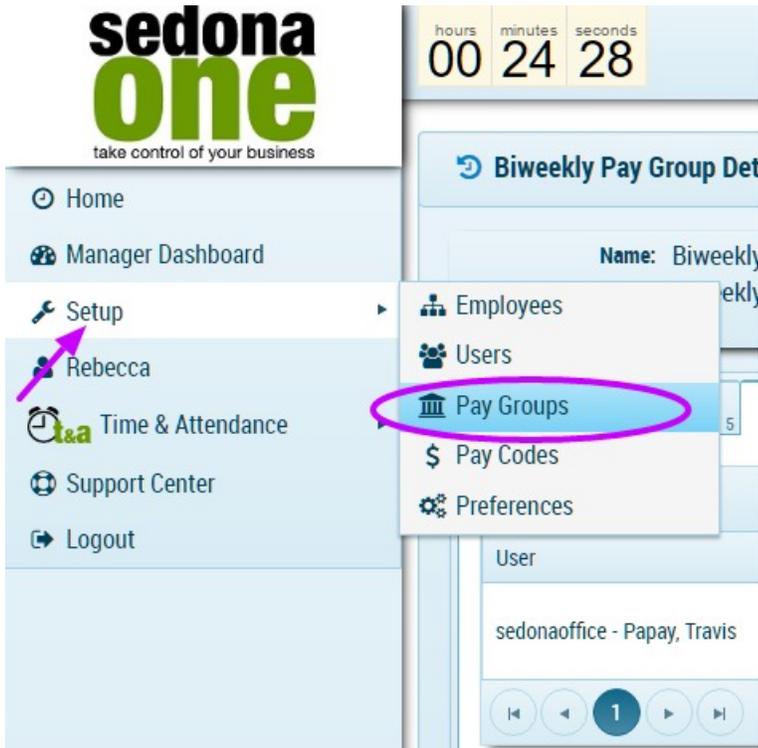
To create a new Pay Group select Add Pay Group
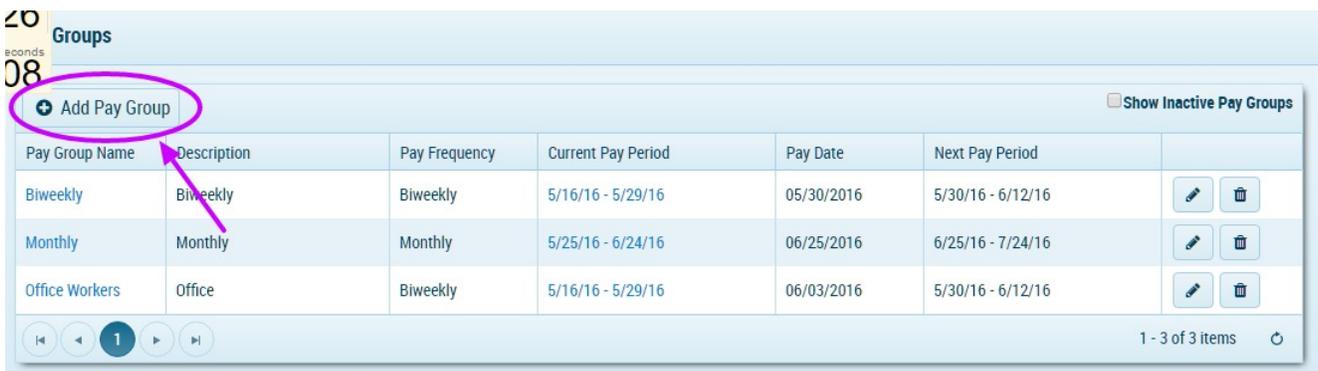
The following dialog box appears:

Edit ✕

Name:

[Name]

Pay Frequency:

[Please Select: ▼]

Description:

[   ]

✓ Update   ⊘ Cancel

When the Name is typed in the box expands.

Edit ✕

Name:

[Service]

Pay Frequency:

[Weekly ▼]

Description:

[Technician and Service Personnel and those that support them.]

1st Pay Period Start Date:

[5/29/2016 📅]

1st Pay Check Date:

[6/5/2016 📅]

✓ Update   ⊘ Cancel

Name

The Pay Group Name

Pay Frequency

Select the frequency of the Pay Group: Weekly, Bi-Monthly, Semi-Monthly or Monthly.

Description

May be used to describe who is in the Pay Group.

1st Pay Period Start Date

The day of the first Pay Period, must be current date or in the future.

1st Pay Check Date

The day of the Pay Group's first pay check.