Add a Pay Group

Last Modified on 11/07/2016 1:13 pm EST

Add a Pay Group

Navigate to Preferences - Pay Groups



To create a new Pay Group select Add Pay Group

Groups	pup					Show Inactive Pay Groups
Pay Group Name	Description	Pay Frequency	Current Pay Period	Pay Date	Next Pay Period	
Biweekly	Biweekly	Biweekly	5/16/16 - 5/29/16	05/30/2016	5/30/16 - 6/12/16	et 🖻
Monthly	Monthly	Monthly	5/25/16 - 6/24/16	06/25/2016	6/25/16 - 7/24/16	e 🖻
Office Workers	Office	Biweekly	5/16/16 - 5/29/16	06/03/2016	5/30/16 - 6/12/16	e 🖻
						1 - 3 of 3 items 🔿

The following dialog box appears:

Name:	
Name	
Pay Frequency:	
Please Select:	•
Description:	
	/

When the Name is typed in the box expands.

lame:		
Service		
Pay Frequency:		
Weekly	•	
Description:		
Technician and Service Personnel and those that support them.		
st Pay Period Start Date:		
5/29/2016		
st Pay Check Date:		
6/5/2016		

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.