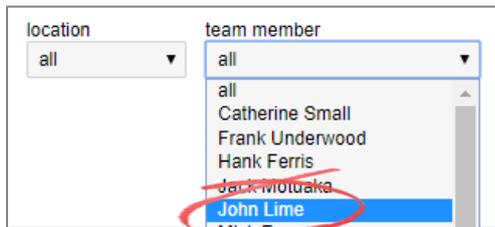


ADDING PRIOR PAY PERIODS

1. Hover on *Payroll* and click on *Pay Periods*:



2. Select the team member to add in prior pay period(s) for:

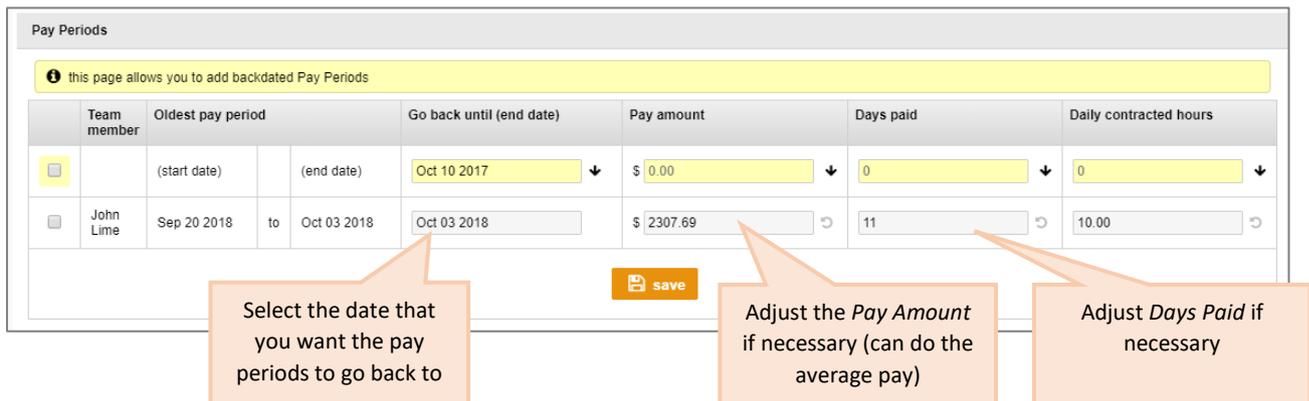


3. Click *GO*

4. Click *Add Pay Periods* (top-right):



5. The following screen will appear:



The 'Pay Periods' screen displays a table for adding backdated pay periods. A yellow banner at the top states: 'this page allows you to add backdated Pay Periods'. The table has columns for Team member, Oldest pay period (start and end dates), Go back until (end date), Pay amount, Days paid, and Daily contracted hours. A 'save' button is located below the table.

Team member	Oldest pay period	Go back until (end date)	Pay amount	Days paid	Daily contracted hours
	(start date) (end date)	Oct 10 2017	\$ 0.00	0	0
John Lime	Sep 20 2018 to Oct 03 2018	Oct 03 2018	\$ 2307.69	11	10.00

Callout boxes provide instructions:

- Select the date that you want the pay periods to go back to (pointing to the 'Go back until' field).
- Adjust the *Pay Amount* if necessary (can do the average pay) (pointing to the 'Pay amount' field).
- Adjust *Days Paid* if necessary (pointing to the 'Days paid' field).

6. Click *Save*

7. A success message will appear after *Save* is clicked:

Pay Periods

i this page allows you to add backdated Pay Periods

▲ additional pay period(s) created

Team member	Oldest pay period		Go back until (end date)	Pay amount	Days paid	Daily contracted hours
	(start date)	(end date)				
<input type="checkbox"/>			Oct 10 2017	\$ 0.00	0	0
<input type="checkbox"/>	John Lime	May 31 2018 to Jun 13 2018	Jun 13 2018	\$ 2307.69	11	10.00



Exit that window so you are brought back the Salary/Wages Paid Report. Here you will see that the prior pay periods have been added