

CHANGING PAY PERIOD DATES

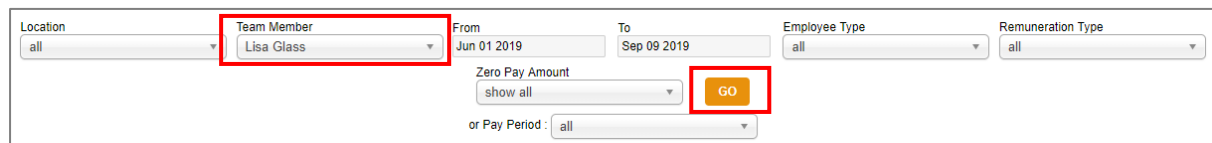
1. Hover on *Reports* and click on *Salary/Wages Paid Report*:



Reports ▾ Payroll ▾ Rosters ▾ Tasks

- Activity Code
- Alternate Days
- Annual Leave
- Confirmed Hours Report
- Extra Payments
- Final Leave Calculator
- IRD Monthly Schedule
- Leave Applications Report
- Leave Calendar
- Payments, Allowances and Deductions
- Payroll Schedule
- Payslip Summary
- Payslips
- Personnel Details
- Reminders
- Rostered Time Off Report (Actual)
- Salary / Wages Paid Report**


2. Select *Team Member* and click *Go*:



Location: all | Team Member: Lisa Glass | From: Jun 01 2019 | To: Sep 09 2019 | Employee Type: all | Remuneration Type: all

Zero Pay Amount: show all | **GO** | or Pay Period: all

3. Find the pay period that you want to change the dates for:



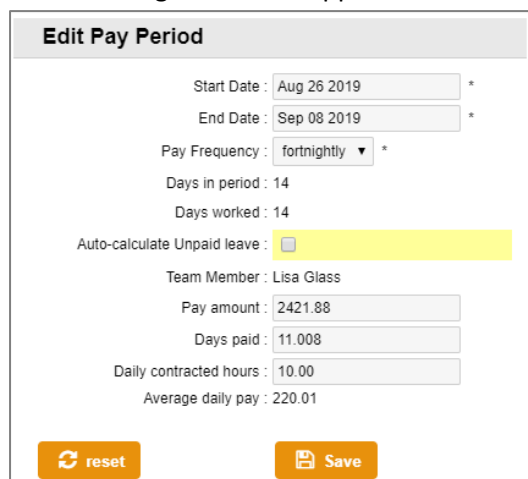
Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments		
						Annual leave	Statutory holiday worked	Unpaid leave			
+	Aug 26 2019	Sep 08 2019	2421.88	2421.88	0.00	0.00	0.00	0.00	0.00	0.00	
Total :			2421.88	2421.88	0.00	0.00	0.00	0.00	0.00	0.00	

4. Click on the *edit* icon:



Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments		
						Annual leave	Statutory holiday worked	Unpaid leave			
+	Aug 26 2019	Sep 08 2019	2421.88	2421.88	0.00	0.00	0.00	0.00	0.00	0.00	
Total :			2421.88	2421.88	0.00	0.00	0.00	0.00	0.00	0.00	

The following screen will appear:



Edit Pay Period

Start Date: Aug 26 2019 *

End Date: Sep 08 2019 *

Pay Frequency: fortnightly *

Days in period: 14

Days worked: 14

Auto-calculate Unpaid leave:

Team Member: Lisa Glass

Pay amount: 2421.88

Days paid: 11.008

Daily contracted hours: 10.00

Average daily pay: 220.01

5. Edit the *Start Date* and *End Date* to be the correct dates:

Edit Pay Period

Start Date : Aug 26 2019 *

End Date : Sep 08 2019 *

Pay Frequency : fortnightly ▾ *

Days in period : 14

Days worked : 14

Auto-calculate Unpaid leave :



Team Member : Lisa Glass

Pay amount : 2421.88

Days paid : 11.008

Daily contracted hours : 10.00

Average daily pay : 220.01

6. Click *Save*:

Edit Pay Period

Start Date : Aug 26 2019 *

End Date : Sep 08 2019 *

Pay Frequency : fortnightly ▾ *

Days in period : 14

Days worked : 14

Auto-calculate Unpaid leave :

Team Member : Lisa Glass

Pay amount : 2421.88

Days paid : 11.008

Daily contracted hours : 10.00

Average daily pay : 220.01

