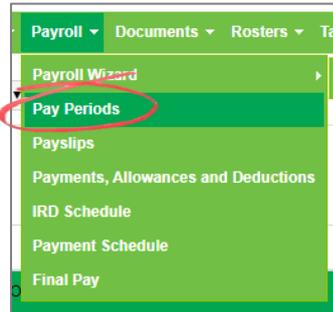


EDITING A PAY PERIOD

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



2. Filter via *Team Member*, *Pay Period*, etc. if desired, by using the filter boxes and click *Go*:

location: all | team member: John Lime | from: Jun 01 2018 | to: Oct 10 2018 | employee type: all | remuneration type: all | go

or Pay Period: all

3. Find the correct pay period for the correct team member:

location: all | team member: John Lime | from: Sep 20 2018 | to: Oct 03 2018 | employee type: all | remuneration type: all | go

or Pay Period: Sep 20 2018 to Oct 03 2018 (fortnight)

Team Member: John Lime
Employee Type: Full-time
Remuneration type: Salary

viewing records: 1 to 1 of 1

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			No. of days paid	Average daily pay	Paid by ACC	1st week ACC	Extra payments	
						Annual leave	Statutory holiday worked	Unpaid leave						
+	Sep 20 2018	Oct 03 2018	1,468.53	2,307.69	0.00	0.00	0.00	-839.16	11	133.5027	0.00	0.00	0.00	
Total:			1,468.53	2,307.69	0.00	0.00	0.00	-839.16	11	133.5027	0.00	0.00	0.00	

viewing records: 1 to 1 of 1

4. Click on the *edit* icon:

location: all | team member: John Lime | from: Sep 20 2018 | to: Oct 03 2018 | employee type: all | remuneration type: all | go

or Pay Period: Sep 20 2018 to Oct 03 2018 (fortnight)

Team Member: John Lime
Employee Type: Full-time
Remuneration type: Salary

viewing records: 1 to 1 of 1

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			No. of days paid	Average daily pay	Paid by ACC	1st week ACC	Extra payments	
						Annual leave	Statutory holiday worked	Unpaid leave						
+	Sep 20 2018	Oct 03 2018	1,468.53	2,307.69	0.00	0.00	0.00	-839.16	11	133.5027	0.00	0.00	0.00	
Total:			1,468.53	2,307.69	0.00	0.00	0.00	-839.16	11	133.5027	0.00	0.00	0.00	

viewing records: 1 to 1 of 1

5. The following screen will appear:

Edit Pay Period

Start Date: Sep 20 2018 *

End Date: Oct 03 2018 *

Pay Frequency: fortnightly *

Days in period: 14

Days worked: 14

Auto-calculate Unpaid leave:

Team Member: John Lime

Pay amount: 2307.69

Days paid: 11

Daily contracted hours: 10.00

Edit dates

Change Pay Frequency

Change Gross Pay Amount

Change number of Days Paid

Click Save to confirm changes