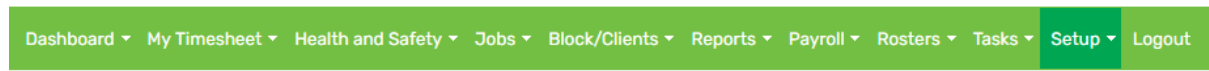


FUTURE PAY PERIODS

Use this to pay your staff in advance for a pay period that has not yet occurred

1. Click **Setup**:



2. Scroll down (just over half-way) to **Future Pay Periods**:

Future Pay Periods :

Enable future pay periods :

3. Tick **Enable future pay periods**:

Future Pay Periods :

Enable future pay periods :

Create automatically : (when timesheet entries are entered)

4. (Optional) Tick **Create automatically** if you want future pay periods to be automatically generated when timesheets are entered in advance:

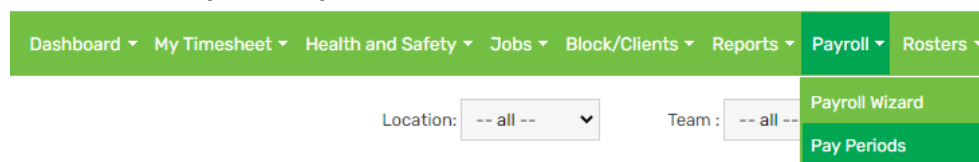
Future Pay Periods :

Enable future pay periods :

Create automatically : (when timesheet entries are entered)

5. Scroll up/down to the nearest save button > **save**

6. Hover on **Payroll** > **Pay Periods**:



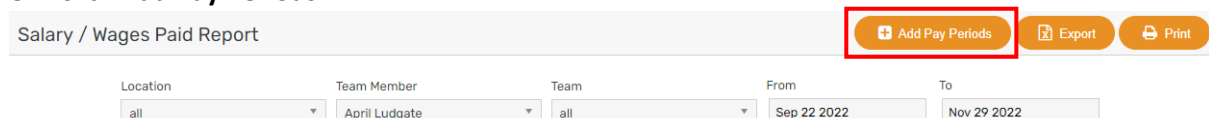
7. Select an employee from the **Team Member** dropdown > **GO**:

Location: Team Member: Team: From: To:

Employee Type: Remuneration Type: Zero Pay Amount:

or Pay Period:

8. Click **Add Pay Periods**:



9. Enter the date you want the future pay periods to create up until e.g. 08/01/2023 > **Save**:

Team member	Oldest pay period		Go back until (end date)	Go forward until (end date)
	(start date)	(end date)	22/11/2021	22/11/2022
<input checked="" type="checkbox"/> Donna Meagle	Aug 29 2022	to Sep 04 2022	04/09/2022 <input type="button" value="start"/>	08/01/2023

10. Adjust the **To** date to the date you entered in the previous step e.g. 08/01/2023 > **GO**:

Location: all | Team Member: Donna Meagle | Team: all | From: Sep 22 2022 | To: Jan 8 2023

Employee Type: all | Remuneration Type: all | Zero Pay Amount: show all

or Pay Period: all

11. The future pay periods have been successfully created:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments			
						Annual leave	Statutory holiday worked	Unpaid leave				
+	Jan 02 2023	Jan 08 2023	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
+	Dec 26 2022	Jan 01 2023	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
+	Dec 19 2022	Dec 25 2022	0.00	0.00	0.00	0.00	0.00	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

12. Repeat for each employee