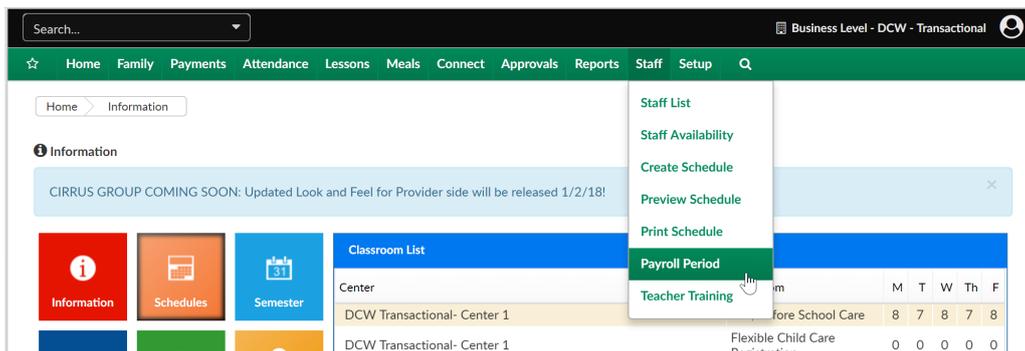


Staff > Payroll Period

Last Modified on 12/21/2017 3:45 pm EST

The Staff > Payroll Period area allows users to setup payroll periods, this is mostly used when the Payroll integration has been purchased and batch data will be passing from the system to a payroll processor.

From the Staff menu, select the Payroll Period option-



On the Payroll Period screen the Payroll Period List will display with any existing periods. To add a new payroll period select the Add New Payroll Period link. When adding a new payroll period the following fields can be added-

- Center
- Period Number
- Period Year
- Period Start Date
- Period End Date
- Status Code
- Maintain Authorizations
- Period Description
- Total Regular- Hours
- Total Regular- Minutes
- Total Overtime- Hours
- Total Overtime- Minutes

Staff > Staff List > Payroll Period

Payroll Period List

Company	Period Number/Year	Start Date	End Date	Status	Description
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Payroll Period Information

[Add New Payroll Period](#)

Center * Period Number Period Year

Period Start Date * Period End Date * Status Code Maintain Authorizations?

Period Description *

Total Regular Hours Minutes Total Overtime Hours Minutes

[Save](#)

Once a period has been added to the system and is active, it cannot be deleted or changed.

Staff > Staff List > Payroll Period

 **SUCCESS**
Successfully saved payroll period.

Payroll Period List

Company	Period Number/Year	Start Date	End Date	Status	Description
DCW Transactional- Center 1	12 / 2017	12/01/2017	12/31/2017	Active	12012017

If a period is Open the detail can be changed, removed or cloned-

- To edit select the green square icon
- To remove select the red x icon

 **SUCCESS**
Successfully saved payroll period.

Payroll Period List

Company	Period Number/Year	Start Date	End Date	Status	Description				
DCW Transactional- Center 1	1 / 2018	01/01/2018	01/31/2018	Open	01012018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DCW Transactional- Center 1	12 / 2017	12/01/2017	12/31/2017	Active	12012017				

- To clone select the circle icon- as soon as the period is cloned, the prior period will display as Closed and the new period will display as open

 **SUCCESS**
Next Payroll Period was successfully cloned.

Payroll Period List

Company	Period Number/Year	Start Date	End Date	Status	Description				
DCW Transactional- Center 1	5 / 2018	02/01/2018	03/03/2018	Active	01012018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DCW Transactional- Center 1	1 / 2018	01/01/2018	01/31/2018	Closed	01012018				
DCW Transactional- Center 1	12 / 2017	12/01/2017	12/31/2017	Active	12012017				