

Pay Period Management

How to check, open or close a pay period

Navigation Path

To access the company payslip pay dates:

- Go to Payroll Cycle on the top screen
- Click on Payslip Pay Dates in the left option Menu
- Select pay period

Company Payslip Pay Dates Screen

Click on "Edit" to access the Pay Period information.



Company Payslip Pay Dates

Warning:
Please make sure that the pay dates for all open and future run's have been correctly generated. If not, please edit and correct these. [Click here to view audit tr](#)

If you would like to add a new interim run [click here](#)

Open Runs			
Period Start Date	Order & Desc	Run Type	Pay Date
01 Oct 2022	[1] - October - 2022	Main Run	01 Nov 2022
31 Oct 2022	October 2022		
1			

Future Runs			
Period Start Date	Order & Desc	Run Type	Pay Date
01 Nov 2022	[1] - November - 2022	Main Run	01 Dec 2022
30 Nov 2022	November 2022		
01 Dec 2022	[1] - December - 2022	Main Run	30 Dec 2022
31 Dec 2022	December 2022		
01 Jan 2023	[1] - January - 2023	Main Run	01 Feb 2023
31 Jan 2023	January 2023		

Note:

The cut-off date is for companies that use workflow paths for claims; the user must specify the cut-off date per pay run on the Company Payslip Pay Dates Screen. An employee will not be able to submit a claim after the cut-off date if the next pay period is not yet an open run. If the run is open, the claim will automatically be committed to that pay period. Should the user not specify a cut-off date, the employees can submit a claim up to the pay date specified on the Company Payslip Pay Dates Screen.

The pay date is the date the pay run will close. All scheduled reports and payslips will be sent out on this date.

Company Payslip Pay Dates Screen Details

On the detail screen you can open or close a pay period.

Field	Description
run type:	If you have more than one run you can select Main run or Bonus run
run description:	Month and Year of the rub
run order number:	The order of when the run must be process
pay date:	Date on which the pay pent run pays
Cut-off date:	The cut-off date is for companies that use workflow paths for claims, the user must specify the cut-off date per pay run
send out scheduled reports on pay day:	Scheduled reports can be setup and released on pay day
enable payslips to be viewed for an open status:	Not Recommended – Employees can view payslips even if the run is not finished yet
disable payslip viewing access for ESS users for closed runs?	This tick will disable employees view on payslips

Company Payslip Pay Dates

[Click here to view audit trail](#)

Details

* run type:	Main Run	↻		
* run description:	October - 2022	?		
run order number:	1	?		
status:	Open	?		
* pay date:	1 November 2022	?		
do not allow hours to be posted to this run from the timesheet facility:	<input type="checkbox"/>			
cutoff date:	<input type="text"/> <input type="calendar"/> clear			
send out scheduled reports on pay day:	<input type="checkbox"/>			
enable payslips to be viewed for an open status:	<input type="checkbox"/>			
disable payslip viewing access for ESS users for closed runs?	<input type="checkbox"/>			

Open Runs

Period Start Date	Period End Date	Order & Desc Applicable Month	Run Type	Pay Date	
01 Oct 2022	31 Oct 2022	[1] - October - 2022	Main Run	01 Nov 2022	Edit
1		October 2022			

Future Runs

Period Start Date	Period End Date	Order & Desc Applicable Month	Run Type	Pay Date	
01 Nov 2022	30 Nov 2022	[1] - November - 2022	Main Run	01 Dec 2022	Edit
		November 2022			