



# Calendars

- ▶ Finance > Payroll > Pay Schedules > Calendars
- ▶ Payroll Calendars are used during the payroll process to include pay periods according to the type of payroll.
- ▶ Select to Add Payroll Calendar if you are changing payroll calendars.
- ▶ Select to edit an existing payroll calendar to add new pay periods.

Payroll Calendars + Add Payroll Calendar

Page Size: 10 Filter: Active Records

System ID	Type	Name	Actions
3	Biweekly	B-Weekly	
2	Monthly	Semi-Monthly	
1	Monthly	Monthly	

Records: 3 Page 1 of 1

- ▶ To add Payroll Periods, select the Payroll Periods tab

General Payroll Periods

Edit: Monthly

A payroll period is a time period for which employ...  
the date is the date that will be used, by default,

Payroll Period

Page Size: 10

System ID	Period	Default Pay Date	Default Post Date	Exclusion	Payroll Batch	Actions
76	10/1/2015 - 10/31/2015	10/31/2015	10/31/2015	False		
75	9/1/2015 - 9/30/2015	9/30/2015	9/30/2015	False		
46	8/1/2015 - 8/31/2015	8/31/2015	8/31/2015	False		
45	7/1/2015 - 7/31/2015	7/31/2015	7/31/2015	False		
44	6/1/2015 - 6/30/2015	6/30/2015	6/30/2015	False		
43	5/1/2015 - 5/31/2015	5/31/2015	5/31/2015	False		
42	4/1/2015 - 4/30/2015	4/30/2015	4/30/2015	False	Batch #200	
41	3/1/2015 - 3/31/2015	3/27/2015	3/27/2015	False	Batch #185	
40	2/1/2015 - 2/28/2015	2/27/2015	2/27/2015	False	Batch #177	

+ Add Period  Edit Periods

Select to add more payroll periods to the calendar

Select to edit existing payroll periods in the calendar

Once a payroll period has been processed through payroll, the payroll batch is included.

- ▶ To add Payroll Periods, enter the following information. Each pay period can only be used once.
  - Period – begin and end date of the payroll period
  - Default Pay Date – enter the pay date
  - Default Post Date – enter the post date
  - Exclusions
    - False – Include per period adjustments
    - True – Exclude per period adjustments
- ▶ Save

The screenshot shows a software interface for editing payroll periods. At the top, there are two tabs: 'General' and 'Payroll Periods'. Below the tabs, the title is 'Edit: Monthly' and there is a 'Return to list' button. The main section is titled 'Payroll Period' and contains the following fields:

- Period\***: Two date pickers showing '04/01/2015' and '04/30/2015'.
- Default Pay Date\***: A date picker showing '04/30/2015'.
- Default Post Date\***: A date picker showing '04/30/2015'.
- Exclusions\***: A dropdown menu with two options: 'False - Include per period adjustments' (selected) and 'True - Exclude per period adjustments'.

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

- ▶ To edit Payroll Periods, update any of the following information. If the payroll batch has been processed for that period, you will not be able to edit it.
  - Period – begin and end date of the payroll period
  - Default Pay Date
  - Default Post Date
  - Exclusions
    - False – Include per period adjustments (leave the box unchecked)
    - True – Exclude per period adjustments (check the box)
- ▶ Save

**Edit: Monthly**

Return to list

A payroll period is a time period for which employees will be paid. Each payroll period can only be used once. The default pay date is the date that will be used, by default, as the payment date of the payroll batch.

**Payroll Period**

Save Cancel

Page Size: 10

System ID	Period	Default Pay Date	Default Post Date	Exclusion	Payroll Batch	Actions
76	10/1/2015  - 10/31/2015	10/31/2015	10/31/2015	<input checked="" type="checkbox"/>		
75	9/1/2015  - 9/30/2015	9/30/2015	9/30/2015	<input type="checkbox"/>		