



# MY PAY CALENDAR

FAIR PAY, EVERYDAY.

## User guide

Working with the Calendar



John Smith



Calendar

Calendar view



List Mode



Hourly Pay Selector



Pay Day Selector



Wages Summary



Invoice Maker

USER SETTINGS



Profile / Password



Settings

HELP



Help



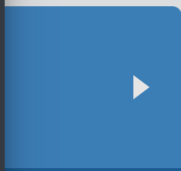
User Setup Mode



Contact



Logout



FRI	SAT
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06	07
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13	14
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20	21
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27	28
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03	04
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Pound Sterling



Wages Summary



# Calendar

[Profile](#) / Calendar

Kindly select your work days.

November  
2023

SUN

MON

TUE

WED

THU

FRI

SAT

29

30

31

01

02

03

04

05

06

07

08

09

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

01

02

November

Hours

British Pound Sterling  
(£)

List Mode

Wages Summary

OK

Let us re-visit the important parts

## Calendar Screen

- This view is where you select each day to log your time.
- Through colour highlights you can track the days you have logged and how you entered your time.
- There is a running total for hours worked in the month as well as earnings.
- There is easy access to all the other months by the use of the monthly arrows.
- There is quick access to the List Mode screen and the Wage Summary screen.

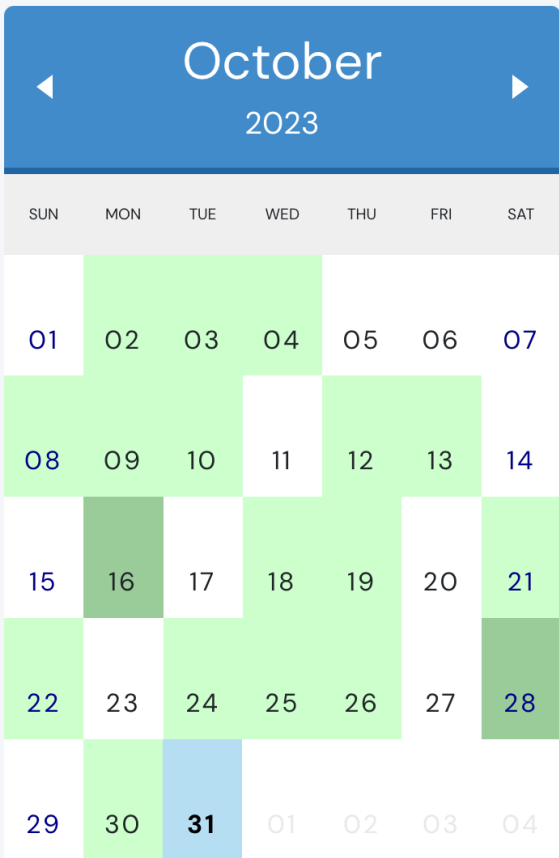
Let's take a look...



# Calendar

[Profile](#) / Calendar

**Simple** Hourly Pay Selector



## October

Hours

170.5

British Pound Sterling

(£)

2083.75

List Mode

Wages Summary



As you can see our brief introduction becomes obvious when you view the screen, so let's explain a few of the points.

## October 2023

SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04

### October

Hours

170.5

British Pound Sterling  
(£)

2083.75

List Mode

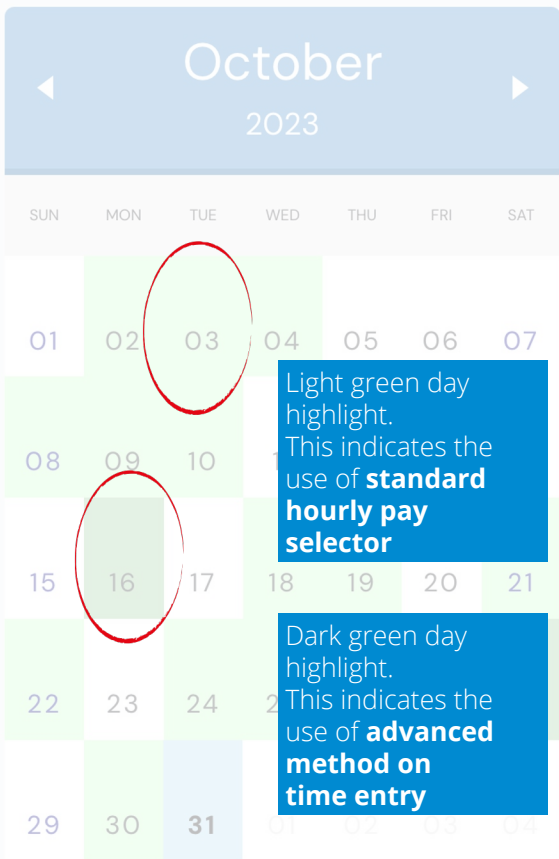
Wages Summary



# Calendar

Profile / Calendar

## Simple Hourly Pay Selector



Light green day highlight.  
This indicates the use of **standard hourly pay selector**

Dark green day highlight.  
This indicates the use of **advanced method on time entry**

## October

Hours

170.5

British Pound Sterling

(£)

2083.75

List Mode

Wages Summary



# Calendar

[Profile](#) / Calendar

**Simple** Hourly Pay Selector



SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04

Light blue is the current day

## October

Hours

170.5

British Pound Sterling (£)

2083.75

List Mode

Wages Summary



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