MY PAY CALENDAR

FAIR PAY, EVERYDAY.

User guide

Pay Day Selector and New Pay

Pay Day Selector

Pay Day Selector

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

Set Start and Finish

New Pay

Start Date

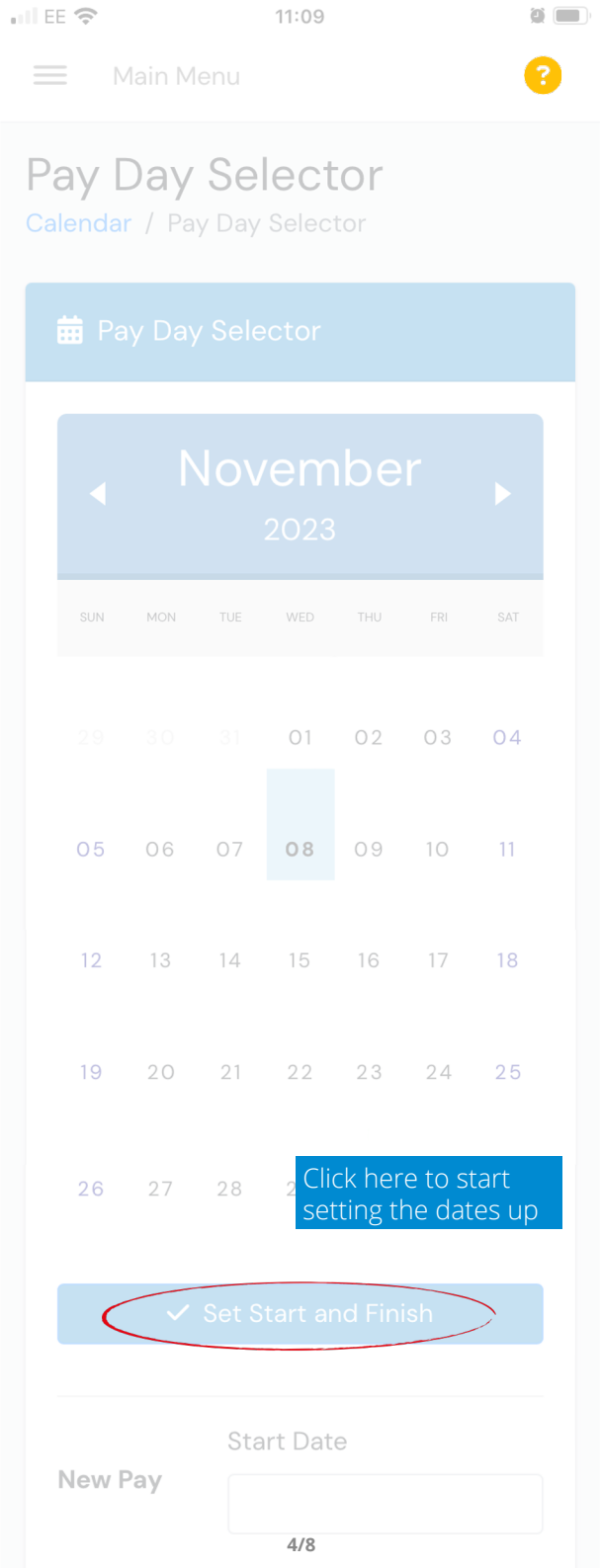
OK

Let us re-visit another important bit.

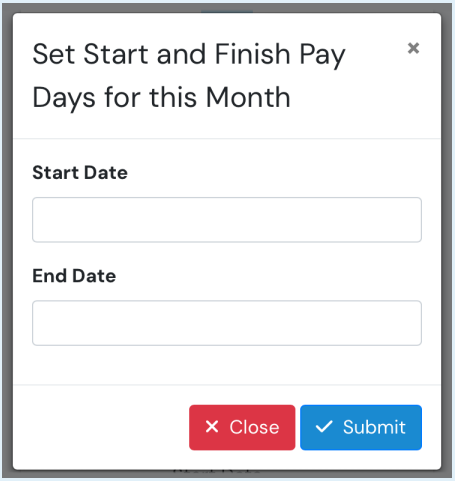
Pay Day Selector

This section is where you can::

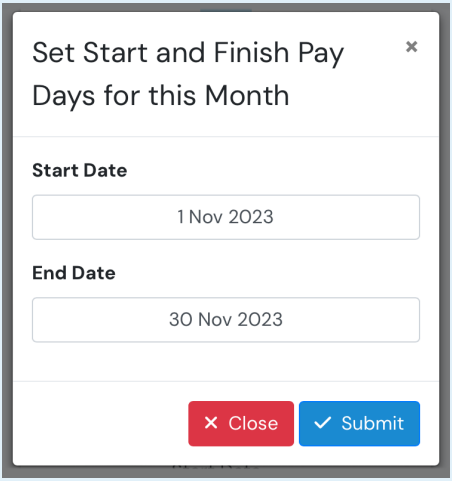
- set the period over which you are paid for a month (some companies pay on the last Friday whereas others run to the last day); and
- set up a New Pay Date and rates.


EE
11:09
Main Menu
Pay Day Selector
Calendar / Pay Day Selector
Pay Day Selector
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
Click here to start setting the dates up
Set Start and Finish
Start Date
New Pay

A window comes up where you can select the dates you require.



Let's select the first and last days for the month.



Click 'Submit'.

Pay Day Selector

Pay Day Selector

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

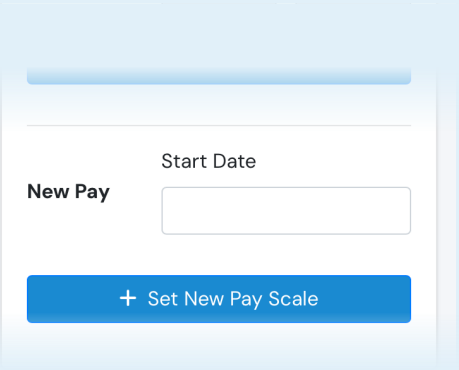
	Start	Finish
Pay Period	01/11	30/11

✓ Edit Start and Finish

Note, the start and finish dates are now highlighted in green, plus the bottom has changed to an editing option.

New Pay

At the bottom of the page is an option to set up a new pay date. This is used when you know you have a new pay(s) rate due and the date on which it starts.

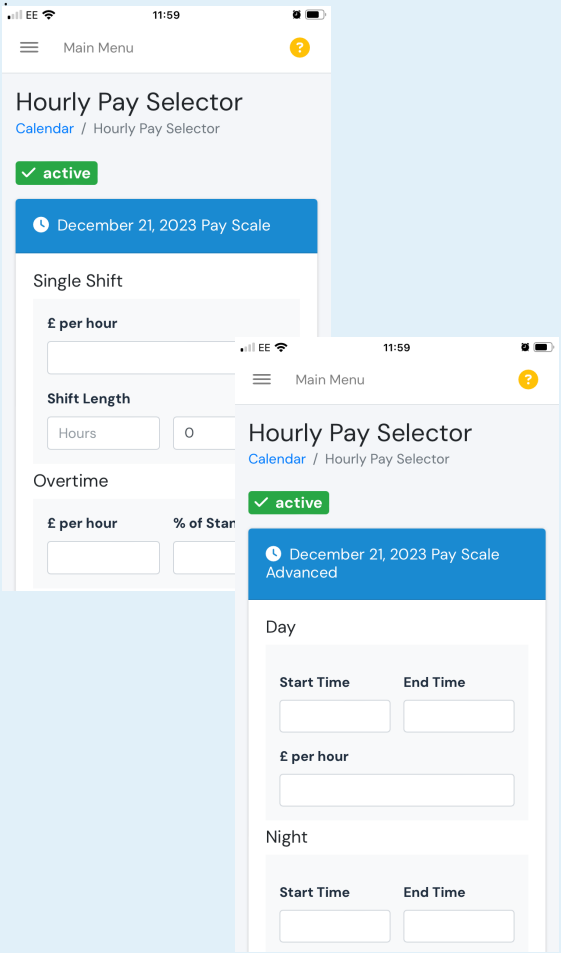


Enter the new pay date.

Then click the +Set New Pay Scale.

New Pay Scale

This is the window you get, it's the Hourly Pay Selector window with the date it will be active and then will override the existing one you are using.



ARTWORK
SOLUTIONS
artworksolutions.uk