



# MY PAY CALENDAR

FAIR PAY, EVERYDAY.

## User guide

Pay Day Selector  
and New Pay



# 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 29 30 01 02

✓ Set Start and Finish

Start Date

New Pay

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.



# Pay Day Selector

Calendar / Pay Day Selector

## Pay Day Selector

November  
2023

SUN

MON

TUE

WED

THU

FRI

SAT

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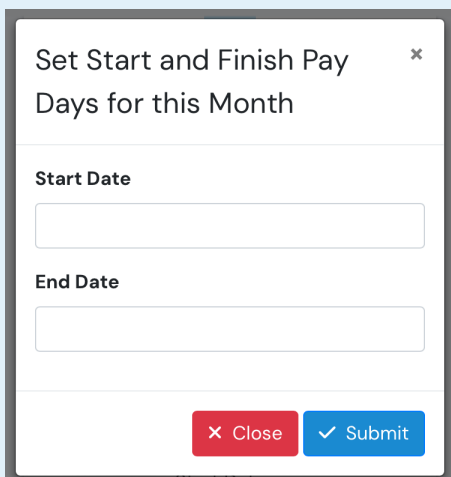
Click here to start  
setting the dates up

✓ Set Start and Finish

Start Date

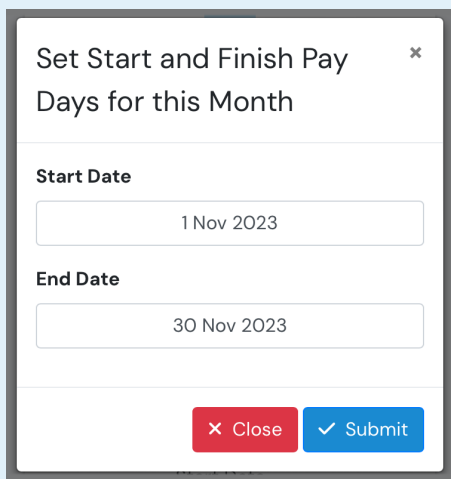
New Pay

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



The screenshot shows a dialog box with a title bar containing the text "Set Start and Finish Pay Days for this Month" and a close button (X) in the top right corner. Below the title bar, there are two sections: "Start Date" and "End Date". Each section has a corresponding empty text input field. At the bottom of the dialog box, there are two buttons: a red "Close" button with a white X icon and a blue "Submit" button with a white checkmark icon.

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



This screenshot shows the same dialog box as above, but with the date input fields populated. The "Start Date" field contains the text "1 Nov 2023" and the "End Date" field contains the text "30 Nov 2023". The "Close" and "Submit" buttons remain at the bottom.

Click 'Submit'.



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29 30 31 01 02 03 04

05 06 07 08 09 10 11

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19 20 21 22 23 24 25

26 27 28 29 30 01 02

**Pay Period**

Start

Finish

01/11

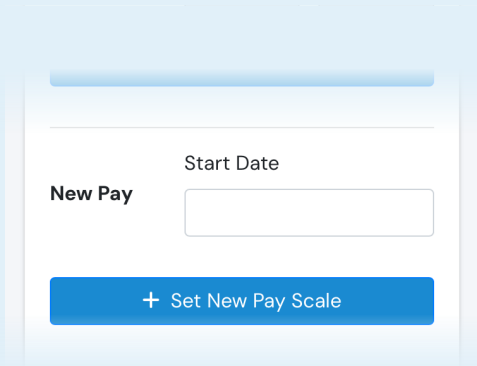
30/11

✓ 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.



The screenshot shows a form titled "New Pay" with a "Start Date" label above a text input field. Below the input field is a blue button with a white plus sign and the text "+ Set New Pay Scale".

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.

The screenshot shows the 'Hourly Pay Selector' app interface. At the top, there is a status bar with signal strength, 'EE', Wi-Fi, the time '11:59', and battery level. Below the status bar is a navigation bar with a hamburger menu icon, the text 'Main Menu', and a yellow question mark icon. The main content area has the title 'Hourly Pay Selector' and a breadcrumb 'Calendar / Hourly Pay Selector'. A green badge with a checkmark and the word 'active' is visible. A blue header bar contains a clock icon and the text 'December 21, 2023 Pay Scale'. The 'Single Shift' section includes a '£ per hour' input field, a 'Shift Length' section with a 'Hours' input field and a numeric input field containing '0', and an 'Overtime' section with '£ per hour' and '% of Stan' input fields.

The screenshot shows the 'Hourly Pay Selector' app interface in an 'Advanced' mode. The status bar and navigation bar are identical to the previous screenshot. The main content area has the title 'Hourly Pay Selector' and a breadcrumb 'Calendar / Hourly Pay Selector'. A green badge with a checkmark and the word 'active' is visible. A blue header bar contains a clock icon and the text 'December 21, 2023 Pay Scale Advanced'. The 'Day' section includes 'Start Time' and 'End Time' input fields, and a '£ per hour' input field. The 'Night' section includes 'Start Time' and 'End Time' input fields.



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