

Pay Cycle Periods and Pay Cycle Sub Types

Modified on: Wed, 22 Dec, 2021 at 9:02 AM

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[Pay Cycle Periods](#)

Synopsis:

In order to process payroll, you must have 'Pay Cycle Periods'. Every Payroll Now user will initially be set up with 'Pay Cycle Periods' as part of the Assisted Setup Wizard setup process.

This manual will walk you through the process of adding new pay cycles if necessary.

ACCESS 'PAY CYCLE PERIODS'

- Full Payroll Menu
- Pay Cycle Periods

Full Payroll Menu						
Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycles..	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Web Portal Documents..	Pay Cycle Periods	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PTO Ledger Entries	Create Emp. Info. from Template..	Pay Cycle Subtypes	Payroll Division Templates..	Employer Contributions
PTO Management..	Field Select. Reports..	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Time / PTO Reports..	Approved PTO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Emp. Change Req./Approve..	Labor Costing Information..	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments

CREATE PAY CYCLE PERIODS

- 'Pay Cycle Periods' will open
- Click 'Create Pay Cycle Periods'

PAY CYCLE PERIODS WORK DATE: 10/10/2019						
← ✓ SAVED 🔖 📄 🔗 🔍 Search ➕ New ✎ Edit List 🗑 Delete 📅 Create Pay Cycle Periods 📊 Open in Excel ⋮						
Type ↑	Name	Starting Date ↑	Ending Date ↑	Payment Date	Posting Date	Default Formula
→ Weekly ▾	Week 2 2019	1/6/2019	1/12/2019	1/17/2019	1/17/2019	
Weekly	Week 3 2019	1/13/2019	1/19/2019	1/24/2019	1/24/2019	
Weekly	Week 4 2019	1/20/2019	1/26/2019	1/31/2019	1/31/2019	
Weekly	Week 5 2019	1/27/2019	2/2/2019	2/7/2019	2/7/2019	
Weekly	Week 6 2019	2/3/2019	2/9/2019	2/14/2019	2/14/2019	
Weekly	Week 7 2019	2/10/2019	2/16/2019	2/21/2019	2/21/2019	
Weekly	Week 8 2019	2/17/2019	2/23/2019	2/28/2019	2/28/2019	
Weekly	Week 9 2019	2/24/2019	3/2/2019	3/7/2019	3/7/2019	
Weekly	Week 10 2019	3/3/2019	3/9/2019	3/14/2019	3/14/2019	
Weekly	Week 11 2019	3/10/2019	3/16/2019	3/21/2019	3/21/2019	

- 'Create Pay Cycle Periods' Options screen will open
- Structure your pay cycle periods based on available options (tool tips available)

- Click 'Ok' to generate pay cycles.

CREATE PAY CYCLE PERIODS

Options

Period Type	Semimonthly ▼
First Period of Year Based O...	Pay Cycle Starting Date ▼
Starting Date	1/1/2019 
Period Starting Day of Week ..	Tuesday
Ending Date	12/31/2021 
No. of Periods	0
Payment Date Formula fro...	
Posting Date Formula from ...	
Week Number Adjustment ...	0

OK Cancel

Pay Cycle Subtypes

Synopsis:

Pay Cycle Subtypes are necessary if you have 2 pay cycles that are the same frequency but the pay cycles have different ranges or different payment dates. This feature does need to be turned on in the Payroll Setup Table. A common scenario where this feature is utilized is when a company has 2 biweekly pay cycle periods.

HOW TO SETUP PAY CYCLE SUBTYPES

STEP 1. Turn on 'Use Pay Cycle SubTypes' in 'Payroll Setup Table'

- Open Payroll Setup Table
- Scroll down to 'Advanced Settings'
- Set 'Use Pay Cycle Subtypes' to True

Payroll Setup

[Get Tax Settings](#) [Additional Setup](#) | [Actions](#) [Fewer options](#)

US Setup >

Advanced Settings

Show less

Combine Earnings Lin...	☐	Split Payroll Ledger E...	☐
Check Balance Payroll...	☐	Use Job/Job Task	☐
Suppress Arrears Trac...	☐	Use Employee Securit...	☐
Use Multi-Company	☐	Utilize Certification Al...	☐
Default Company Code		Verify OT Hours on A...	☐
Advanced Deduction ...	☐	Suppress Pay Period ...	☐
Use Actual Salary Mo...	☐	Do Not Check Deduc...	☐
Use Position Effective...	☐	Use Pay Cycle SubTyp...	☒
Position by Effective ...	Pay Cycle Ending Date	Auto-Sync Expense A...	☐
Use Earnings from H...	☐	Journal Transfer Acco...	
Use 1/4 Hour Accrual...	☐	Run Custom Function	☐
Split Employer Tax / C...	☐		

STEP 2. Open 'Pay Cycle Subtypes'

- Full Payroll Menu
- Pay Cycles
- Pay Cycle Subtypes

Full Payroll Menu						
Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
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STEP 3. Setup up Pay Cycle Subtype

- Select a Pay Cycle Code
- Enter a Code for the Subtype
- Enter a Description
- Click 'Back' to save

 PAY CYCLE SUBTYPES | WORK DATE: 10/10/2019 ✓ SAVED   

 Search  New  Edit List  Delete  Open in Excel  

Type ↑	Code ↑	Description
→ Semimonthly	SUB2	warehouse 2 cycle

STEP 4. Attach 'Pay Cycle Subtype' code to the necessary employees

- Open Employee Salary Table
- Apply 'Pay Cycle Subtype' to Salary Card – General Tab

 ...SALARY CARD | WORK DATE: 10/10/2019    NOT SAVED  

TEST-EMP-WA

General Show more

Pay Cycle	Semimonthly	Weekly Hours	40.00
Starting Date	...	Use Hours Details	☐
Salary Type	Salary	Overtime Multiplier	
Hourly Rate	36.05769	Overtime Exempt	☒
Annual Salary	75,000.00	Pay Cycle SubType	SUB2

Additional Info

