Welcome to Dynamic Budgets e-Learning Tutorial.

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DYNAMIC™ BUDGETS

e-Learning Tutorial.

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How to Change a Salary Pay Cycle. Purpose: This guide will show you how to change the pay cycle for salaried staff from once a month to 26 pay periods, or # of working days per fiscal month.
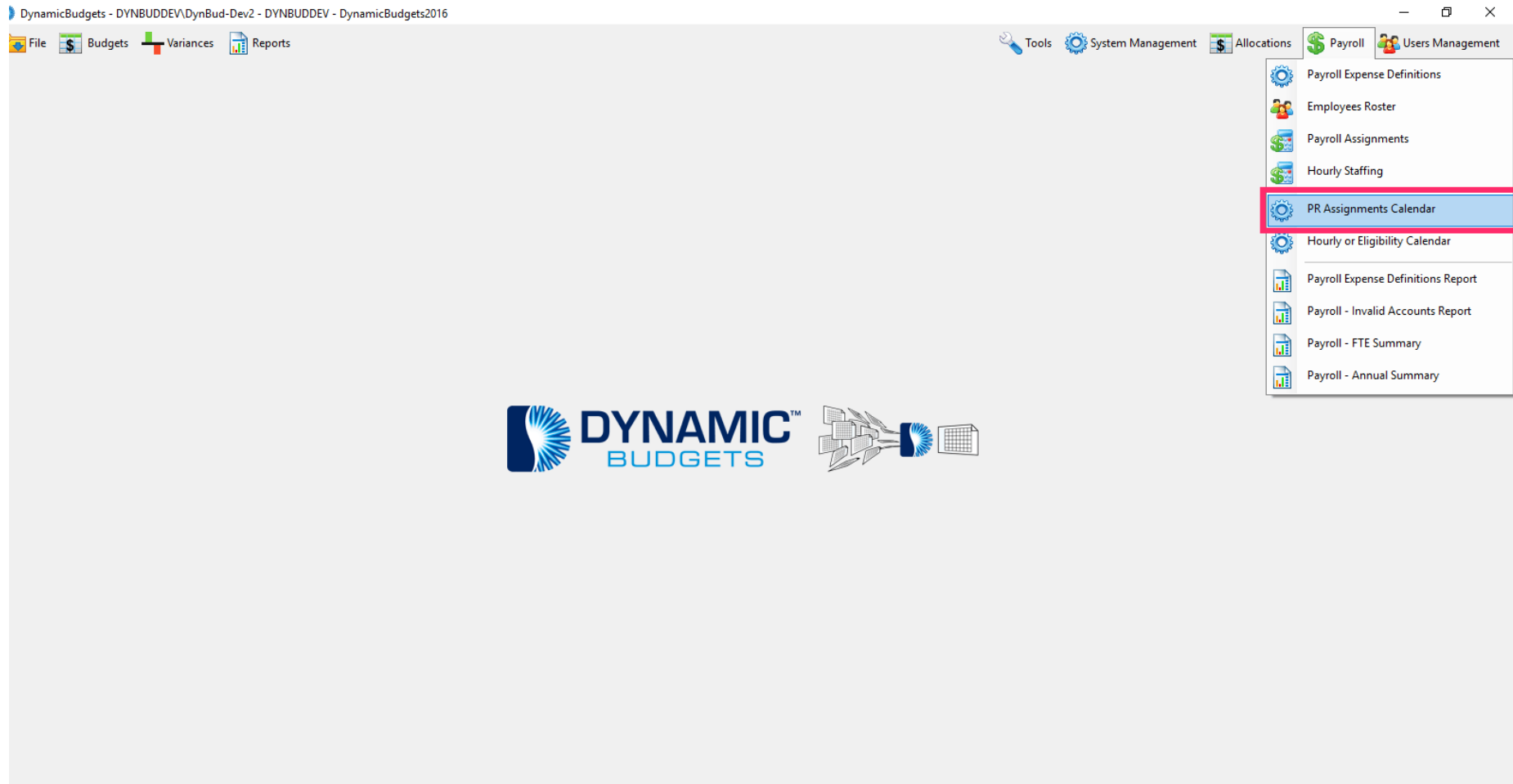

DYNAMIC BUDGETS

How to Change a Salary Pay Cycle

Purpose: This guide will show you how to change the pay cycle for salaried staff from once a month to 26 pay periods, or # of working days per fiscal month.

Click on the Payroll menu dropdown and choose the PR Assignments Calendar.

Click on the BudgetID dropdown list. For this example, click 2017 Monthly. Note: We will highlight how to change the setup for two scenarios.

Scenario One: To change the pay periods to 26 periods, change the number of PayPeriods per Fiscal Period from 1 per Fiscal Period to a total of 26.

CompanyDB* The WorldOnline   BudgetID 2017 Monthly

Save | ✗ Delete | Duplicate Pay Calendar

Specifying the number of Pay Periods per Fiscal Period is Optional. By default the application will assume that Annual Salary will be evenly split by the number of fiscal periods defined in the company configuration. If you budget payroll expense evenly across all fiscal periods you do not need to use this screen. This Pay Period configuration screen can be used to specify the number of pay periods in a fiscal period for those who budget on a cash basis, or can accomodate the number of business days per fiscal period for those concerned about budgeting on an accrual basis. Should you need to custom define variable number of pay periods or working days per each fiscal period, please specify the relative number of "pay periods" below.
If using a fiscal calendar, please designate which period # represents the start of the year (January) for tax liability calculations.

Fiscal Period#	Period Label	Number of PayPeriods
P01	Jan	2
P02	Feb	2
P03	Mar	2
P04	Apr	3
P05	May	2
P06	Jun	2
P07	Jul	2
P08	Aug	2
P09	Sep	2
P10	Oct	3
P11	Nov	2
P12	Dec	2
Total		26

Please designate 1st period #
Calendar Year Start (January).

January   P01

Click on Save.

Scenario Two: To change the # of Calendar or Working days, change the number of PayPeriods per Fiscal Period from 1 per Fiscal Period to the relevant number of calendar or working days in each fiscal period.

Click on Save. Note: This has only updated the calendar but has not recalculated any of the payroll transactions.

The next steps will apply the calendar changes and recalculate payroll. Now Click Payroll dropdown menu and choose Payroll Expense Definitions.

Click on the CompanyDB dropdown list. In this example, select The WorldOnline.

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Click on the BudgetID dropdown list. In this example, select 2017 Monthly.

Click on Search.

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Click on the Recalculate Payroll Trx button.

A message will appear that reads, Do you wish to recalculate all payroll transactions for all employees in this budget? This operation could take a long time, please be patient. Click Yes.

A message will appear that reads, recalculate payroll projections completed successfully unless errors, were listed in the log screen. If there, were errors, contact Dynamic Budgets support for assistance.   Click OK.

Note: The conversion of the Payroll Calendar Pay Periods are complete and you should have recalculated all payroll transactions for both Hourly and Salary staff.

That's It. You're Done.   Thank you and look for additional tutorials from Dynamic Budgets.