How to Change an Hourly Pay Scale

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1	Welcome to Dynamic Budgets e-Learning Tutorial.	**Welcome to** DYNAMIC BUDGETS **e-Learning Tutorial.**
2	If viewing tutorials on your mobile phone, please click the square icon in the upper right corner to view Fullscreen.	iorad
3	Click on Payroll.	Management $ Allocations **$ Payroll** Users Management
4	Click on Hourly or Eligibility Calendar.	Hourly Staffing / PR Assignments Calendar / **Hourly or Eligibility Calendar** / Payroll Expense Definitions Report / Payroll - Invalid Accounts Report

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Click on CompanyDB dropdown list. Make a selection.

In this example, we will select DB3147_two18.

File   Budgets   Variances   Reports

Payroll >   **Hourly or Eligibility Calendar**

CompanyDB   DB3147_two18   BudgetID   2020 Budget
DB3147_two18

Save | Delete | Duplicate Pay Calendar

Print   Export to Excel   Print to PDF   AutoSize Columns

CompanyDB	BudgetID	PPDnum	PeriodID	PPD_St

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Click on the BudgetID dropdown list. Make a selection.

In this example, we will select 2020 Budget.

ity Calendar

BudgetID   2020 Budget   Search
2020 Actual
2020 Budget
2023 Actual
2023 Budget
2024 Actual
2024 Budget

Duplicate Pay Cale

Print to PDF

getID	PPDnum	PeriodID	PPD_Start	PPD_End
	1	0	01/01/0001	01/01/0001

Note: You can set up this calendar for weekly, bi-weekly or monthly pay dates.

For this example, we will setup a bi-weekly pay schedule.

nt to PDF   AutoSize Columns

PPDnum	PeriodID	PPD_Start	PPD_End	PayDate
1	0	01/01/0001	01/01/0001	
2	0	01/01/0001	01/01/0001	
3	0	01/01/0001	01/01/0001	
4	0	01/01/0001	01/01/0001	
5	0	01/01/0001	01/01/0001	
6	0	01/01/0001	01/01/0001	
7	0	01/01/0001	01/01/0001	
8	0	01/01/0001	01/01/0001	
9	0	01/01/0001	01/01/0001	
10	0	01/01/0001	01/01/0001	
11	0	01/01/0001	01/01/0001	
12	0	01/01/0001	01/01/0001	
13	0	01/01/0001	01/01/0001	
14	0	01/01/0001	01/01/0001	
15	0	01/01/0001	01/01/0001	
16	0	01/01/0001	01/01/0001	
17	0	01/01/0001	01/01/0001	
18	0	01/01/0001	01/01/0001	
19	0	01/01/0001	01/01/0001	
20	0	01/01/0001	01/01/0001	
21	0	01/01/0001	01/01/0001	
22	0	01/01/0001	01/01/0001	

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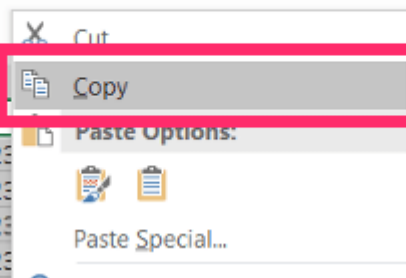Alt + Tab to an excel spreadsheet with the pay period start, pay period end and pay dates already populated.

PPD Start	PPD End	Pay Date
12/18/2022	12/31/2022	1/5/2023
1/1/2023	1/14/2023	1/19/2023
1/15/2023	1/28/2023	2/2/2023
1/29/2023	2/11/2023	2/16/2023
2/12/2023	2/25/2023	3/2/2023
2/26/2023	3/11/2023	3/16/2023
3/12/2023	3/25/2023	3/30/2023
3/26/2023	4/8/2023	4/13/2023
4/9/2023	4/22/2023	4/27/2023
4/23/2023	5/6/2023	5/11/2023
5/7/2023	5/20/2023	5/25/2023
5/21/2023	6/3/2023	6/8/2023
6/4/2023	6/17/2023	6/22/2023
6/18/2023	7/1/2023	7/6/2023
7/2/2023	7/15/2023	7/20/2023
7/16/2023	7/29/2023	8/3/2023
7/30/2023	8/12/2023	8/17/2023
8/13/2023	8/26/2023	8/31/2023
8/27/2023	9/9/2023	9/14/2023
9/10/2023	9/23/2023	9/28/2023
9/24/2023	10/7/2023	10/12/2023
10/8/2023	10/21/2023	10/26/2023
10/22/2023	11/4/2023	11/9/2023
11/5/2023	11/18/2023	11/23/2023
11/19/2023	12/2/2023	12/7/2023
12/3/2023	12/16/2023	12/21/2023
12/17/2023	12/30/2023	1/4/2024

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Right-Click Copy or Control C, to copy.

B3-14

		D			H	I
		Pay Date				
22		1/5/2023				
23		1/19/2023				
23		2/2/2023				
23		2/16/2023				

Cut

Copy

Paste Options:

Paste Special...

10 Alt + Tab back to Dynamic Budgets.

Right-Click paste or Control V, to paste.

0	01/01/0001	**Select All**	Ctrl+A	☐
0	0	**Copy..**	Ctrl+C	☐
0		Copy with headers	Ctrl+H	☐
0		**Paste..**		☐
0		**AutoSize Columns**	Ctrl+G	☐
0	0			☐
0	0	**Find and Replace..**	Ctrl+F	☐
0	0	**Check All**		☐

11 Checkmark Enabled.

Then Control C, to copy or right-click, copy for all of the dates present.

End	PayDate	Enabled ☐
/2022	01/05/2023	☑
/2023	01/19/2023	☐
/2023	02/02/2023	☐
/2023	02/16/2023	☐
/2023	03/02/2023	☐

Press Shift+Down Arrow until the an enabled checkmark is present for all dates.

End	PayDate	Enabled ☐
/2023	03/16/2023	☐
/2023	03/30/2023	☐
/2023	04/13/2023	☐
/2023	04/27/2023	☐
/2023	05/11/2023	☐
/2023	05/25/2023	☐
/2023	06/08/2023	☐
/2023	06/22/2023	☐
/2023	07/06/2023	☐
/2023	07/20/2023	☐
/2023	08/03/2023	☐
/2023	08/17/2023	☐
/2023	08/31/2023	☐
/2023	09/14/2023	☐
/2023	09/28/2023	☐
/2023	10/12/2023	☐
/2023	10/26/2023	☐
/2023	11/09/2023	☐
/2023	11/23/2023	☐
/2023	12/07/2023	☐
/2023	12/21/2023	☐
/2023	01/04/2024	☐

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Control V, to paste or Right-click, paste.

nd	PayDate	Enabled ☐
/2022	01/05/2023	☑
/2023	01/19/2023	☑
/2023	02/02/2023	☑
/2023	02/16/2023	☑
/2023	03/02/2023	☑
/2023	03/16/2023	☑
/2023	03/30/2023	☑
/2023	04/13/2023	☑
/2023	04/27/2023	☑
/2023	05/11/2023	☑
/2023	05/25/2023	☑
/2023	06/08/2023	☑
/2023	06/22/2023	☑
/2023	07/06/2023	☑
/2023	07/20/2023	☑
/2023	08/03/2023	☑
/2023	08/17/2023	☑
/2023	08/31/2023	☑
/2023	09/14/2023	☑
/2023	09/28/2023	☑
/2023	10/12/2023	☑
/2023	10/26/2023	☑
/2023	11/09/2023	☑

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Enter the PeriodID. The PeriodID is the month of the PayDate. Jan=1, Feb=2, so on and so forth.

In this example, the PeriodID is 1 for the first row.

Please enter the PeriodID for the rest of the rows for the year.

endar

AutoSize Columns

num	PeriodID	PPD_Start	PPD_End	PayDate	Enal
	1	12/18/2022	12/31/2022	01/05/2023	
	0	01/01/2023	01/14/2023	01/19/2023	
	0	01/15/2023	01/28/2023	02/02/2023	
	0	01/29/2023	02/11/2023	02/16/2023	
	0	02/12/2023	02/25/2023	03/02/2023	

15	Click on Save.

Payroll > **Hourly or Eligibility Calendar**

CompanyDB DB3147_two18 BudgetID 2020 Budget

💾 Save ❌ Delete | 📄 Duplicate Pay Calendar

🖨 Print 📗 Export to Excel 📄 Print to PDF ⊞ AutoSize Columns

CompanyDB	BudgetID	PPDnum	PeriodID	PPD_St
		1	1	12/18/

16	A message will appear that reads, Pay calendar save successful

Payroll > **Hourly or Eligibility Calendar**

CompanyDB DB3147_two18 BudgetID 2020 Budget

Pay calendar save successful

AutoSize Columns

CompanyDB	BudgetID	PPDnum	PeriodID	PPD_St
DB3147_two18	2020 Budget	1	1	12/18/
DB3147_two18	2020 Budget	2	1	01/01/

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

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Thank you and look for additional tuto

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