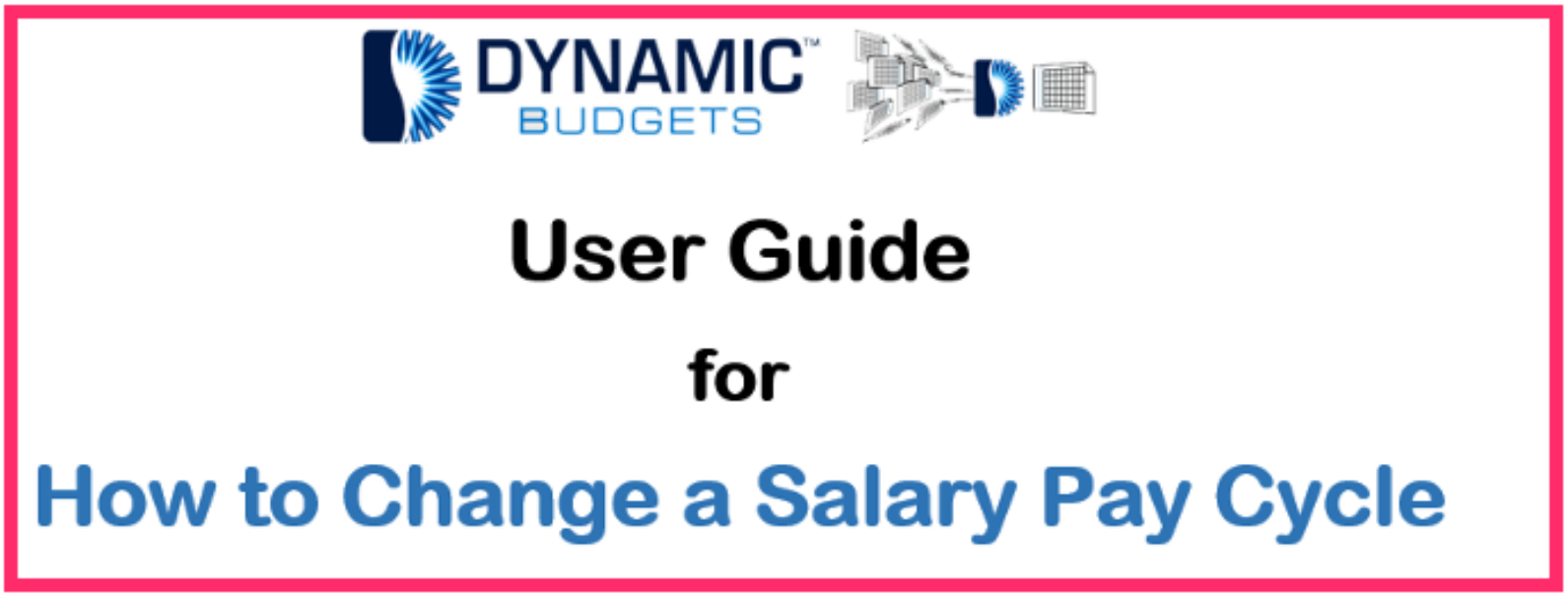
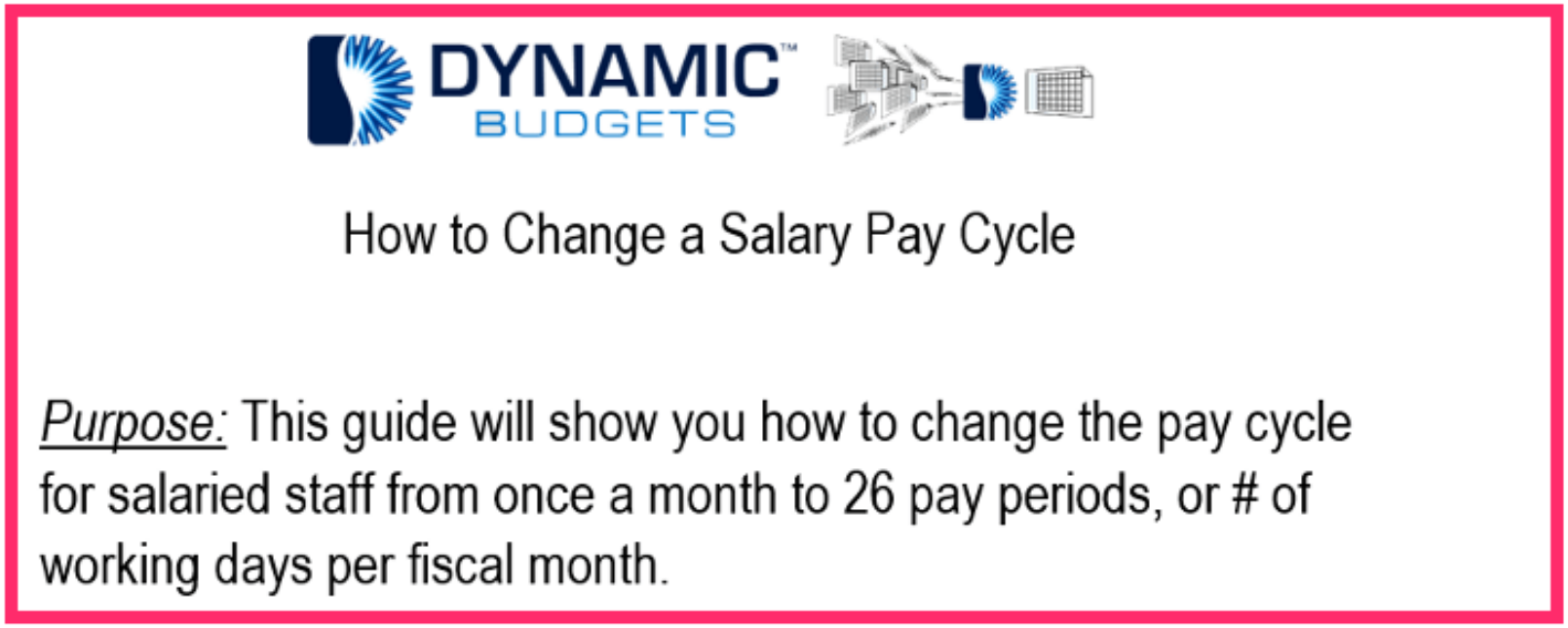
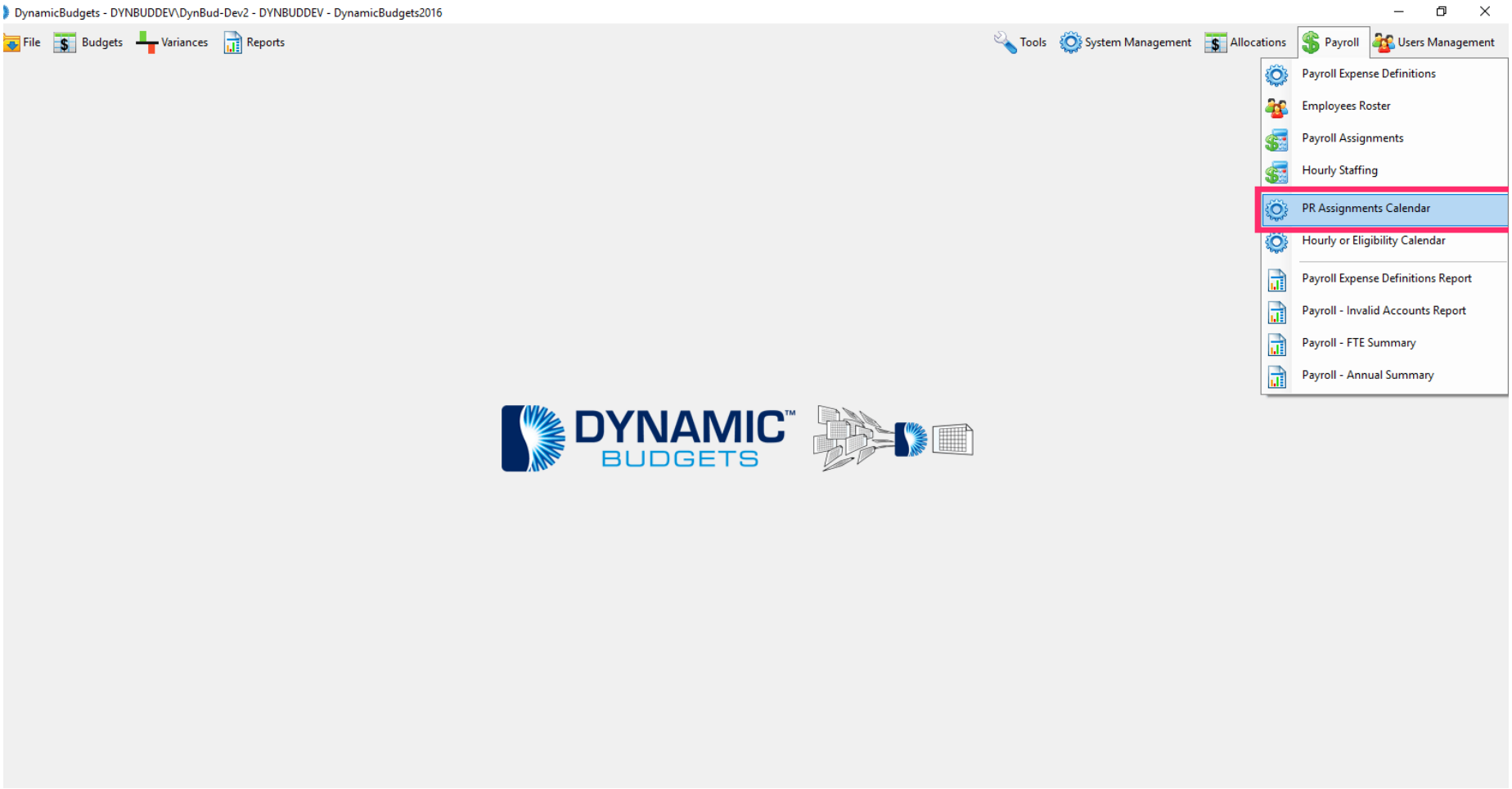
Dynamic Budgets User Guide for How to Change a Salary Pay Cycle



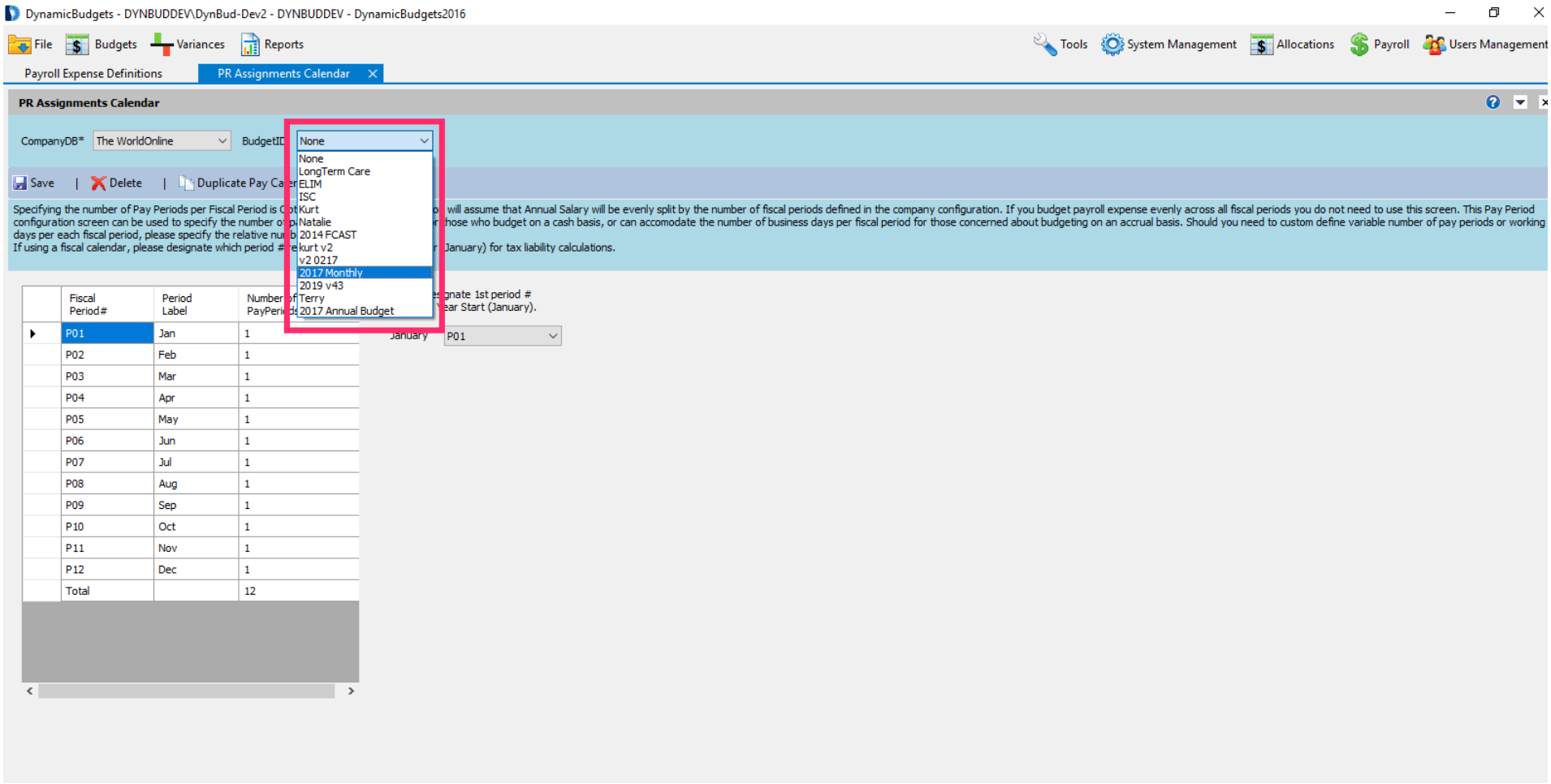
How to Change a Salary Pay Cycle. Purpose: This guide will show you how to change the pay cycle for salaried staff from once a month to 26 pay periods, or # of working days per fiscal month.



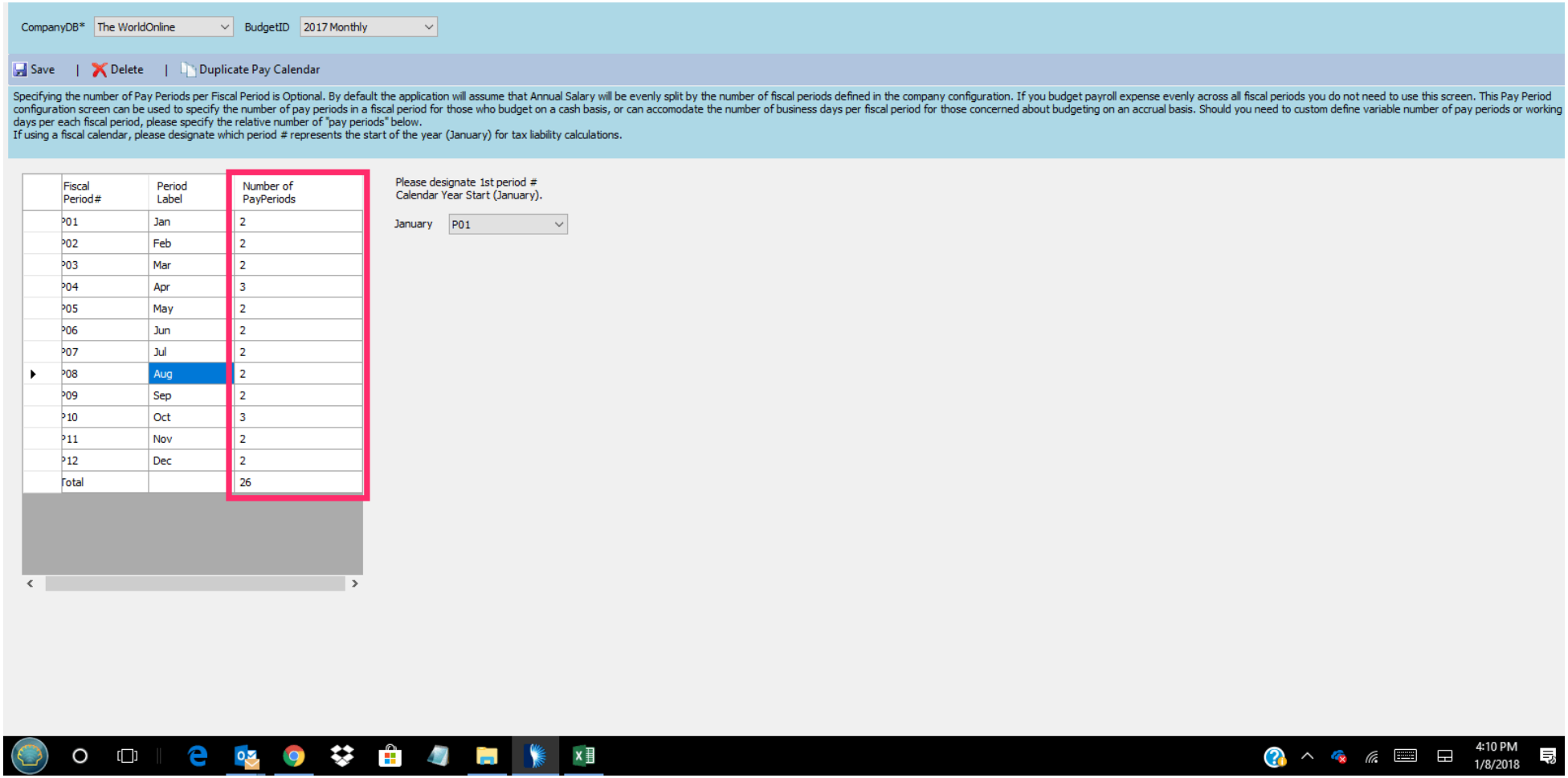
Click on the Payroll menu dropdown and choose the PR Assignments Calendar.



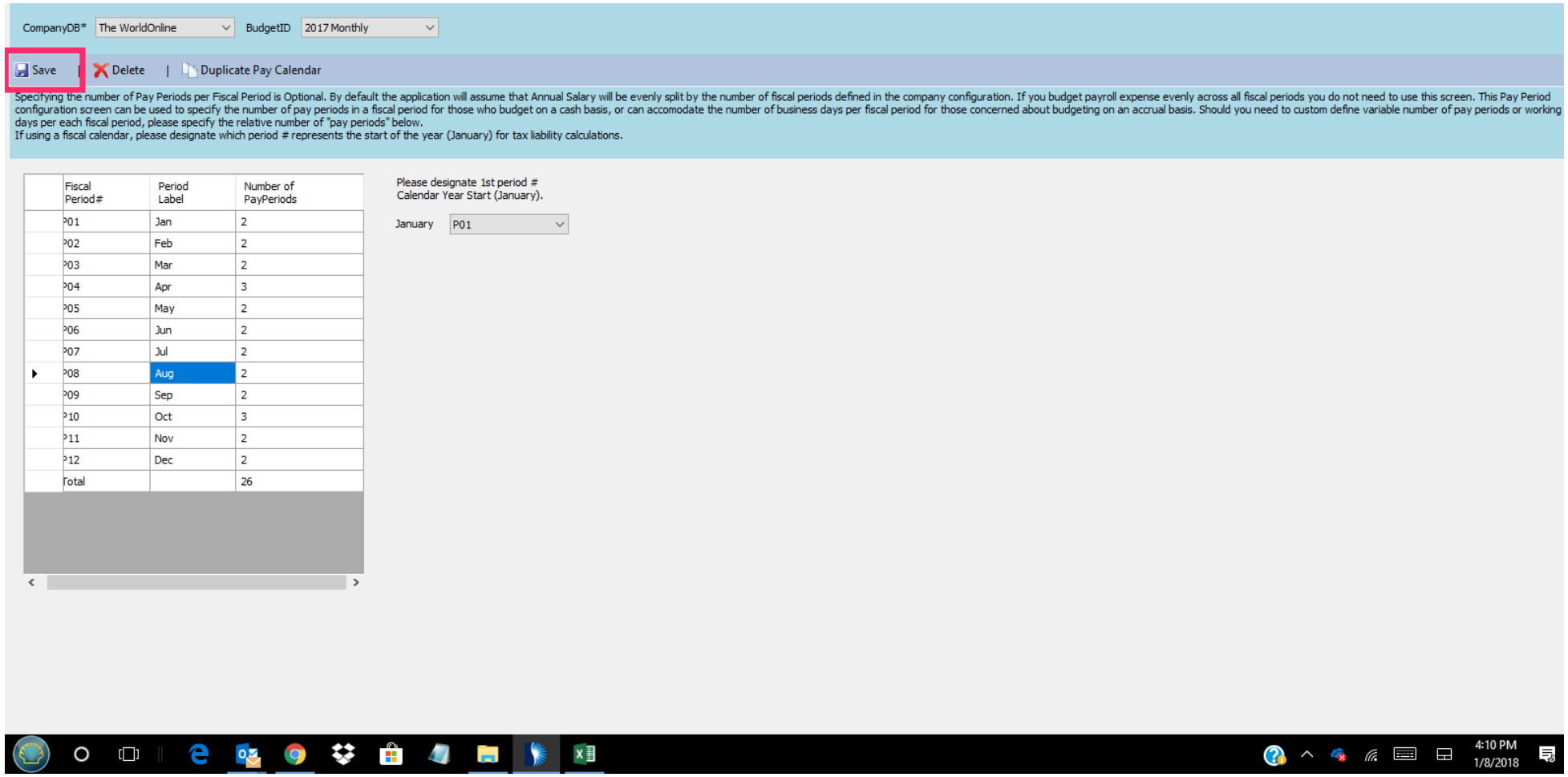
Click on the BudgetID dropdown list. For this example, click 2017 Monthly. Note: We will highlight how to change the setup for two scenarios.



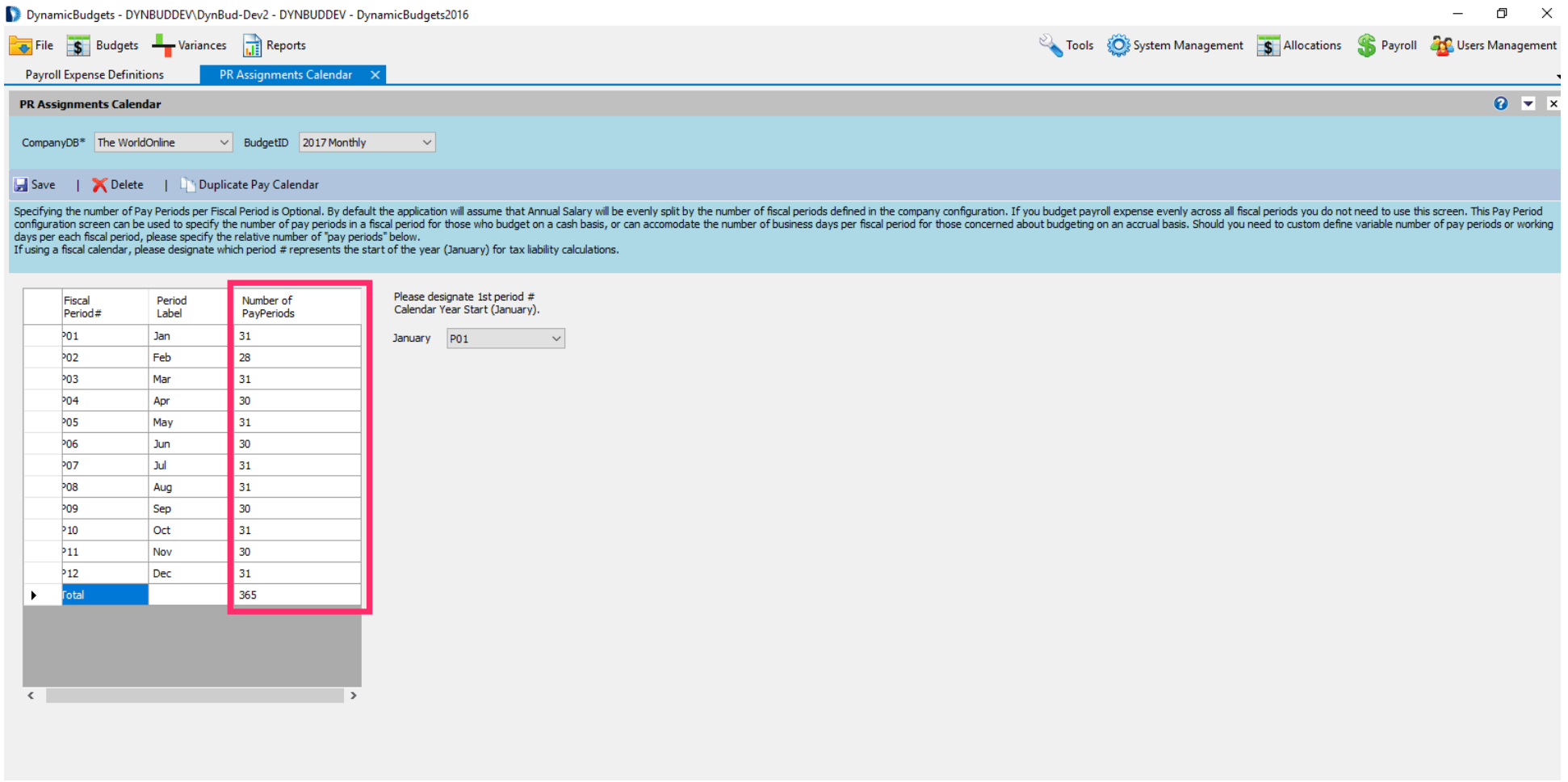
Scenario One: To change the pay periods to 26 periods, change the number of PayPeriods per Fiscal Period from 1 per Fiscal Period to a total of 26.



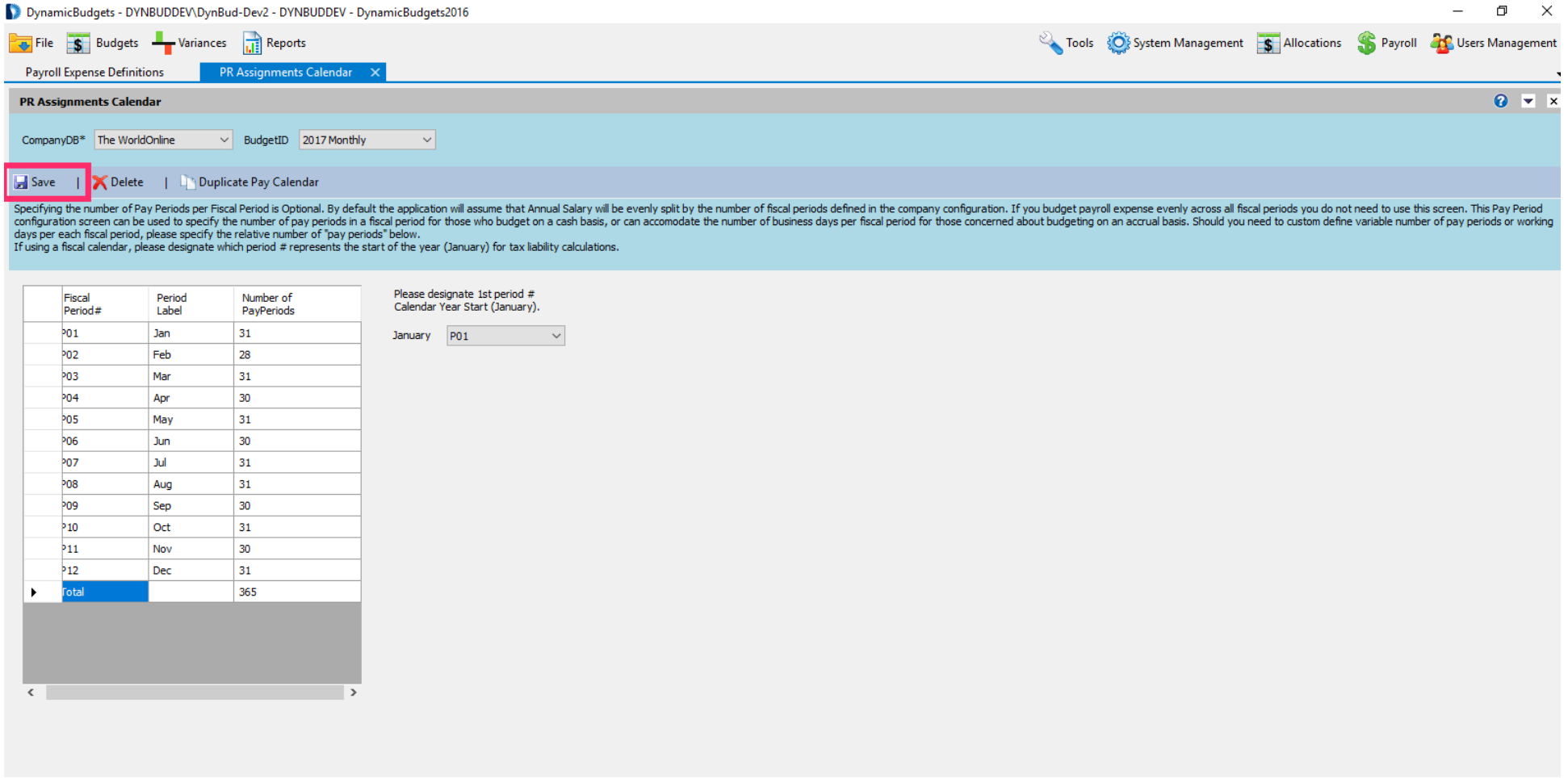
Click on Save.



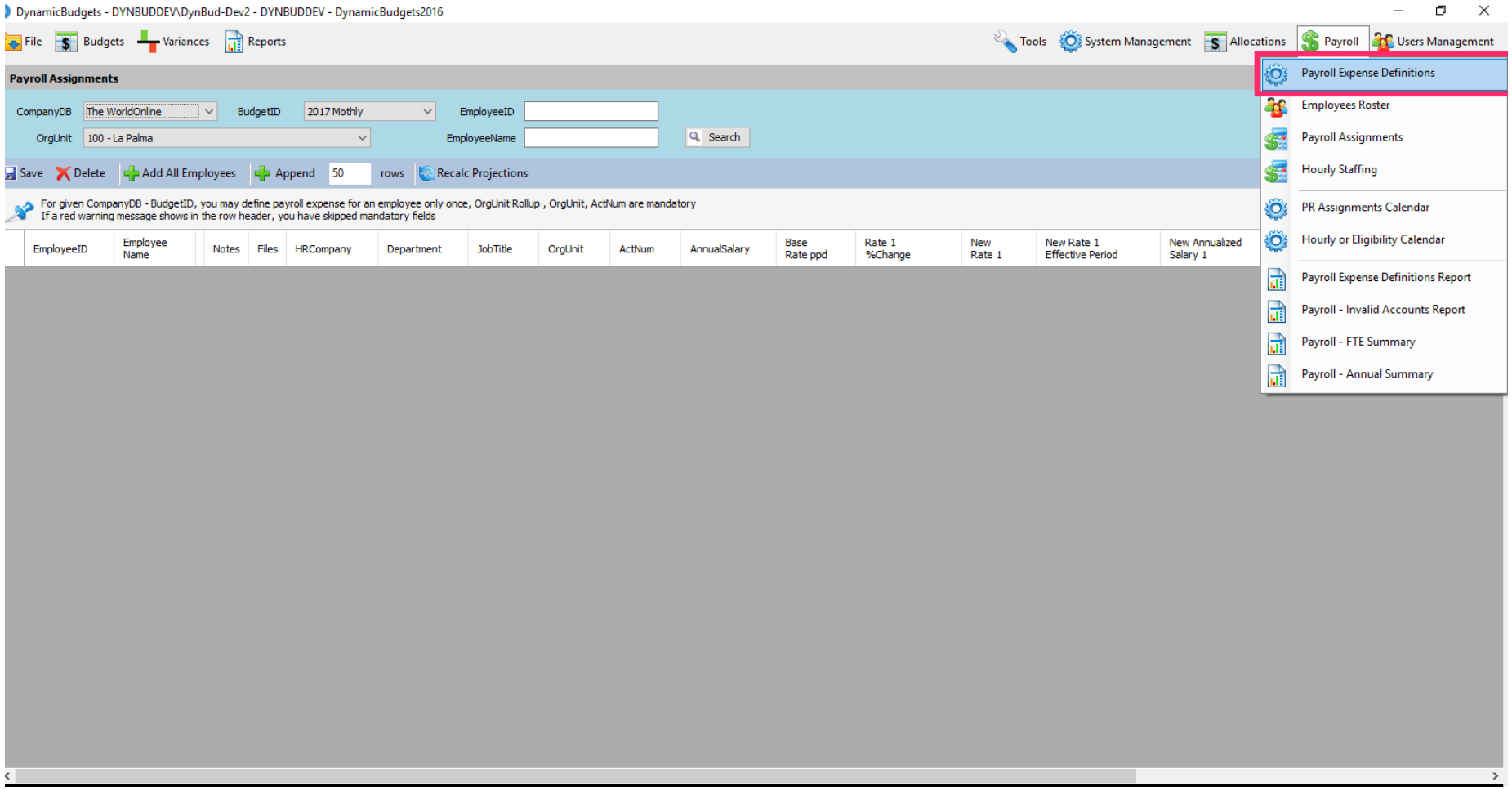
Scenario Two: To change the # of Calendar or Working days, change the number of PayPeriods per Fiscal Period from 1 per Fiscal Period to the relevant number of calendar or working days in each fiscal period.



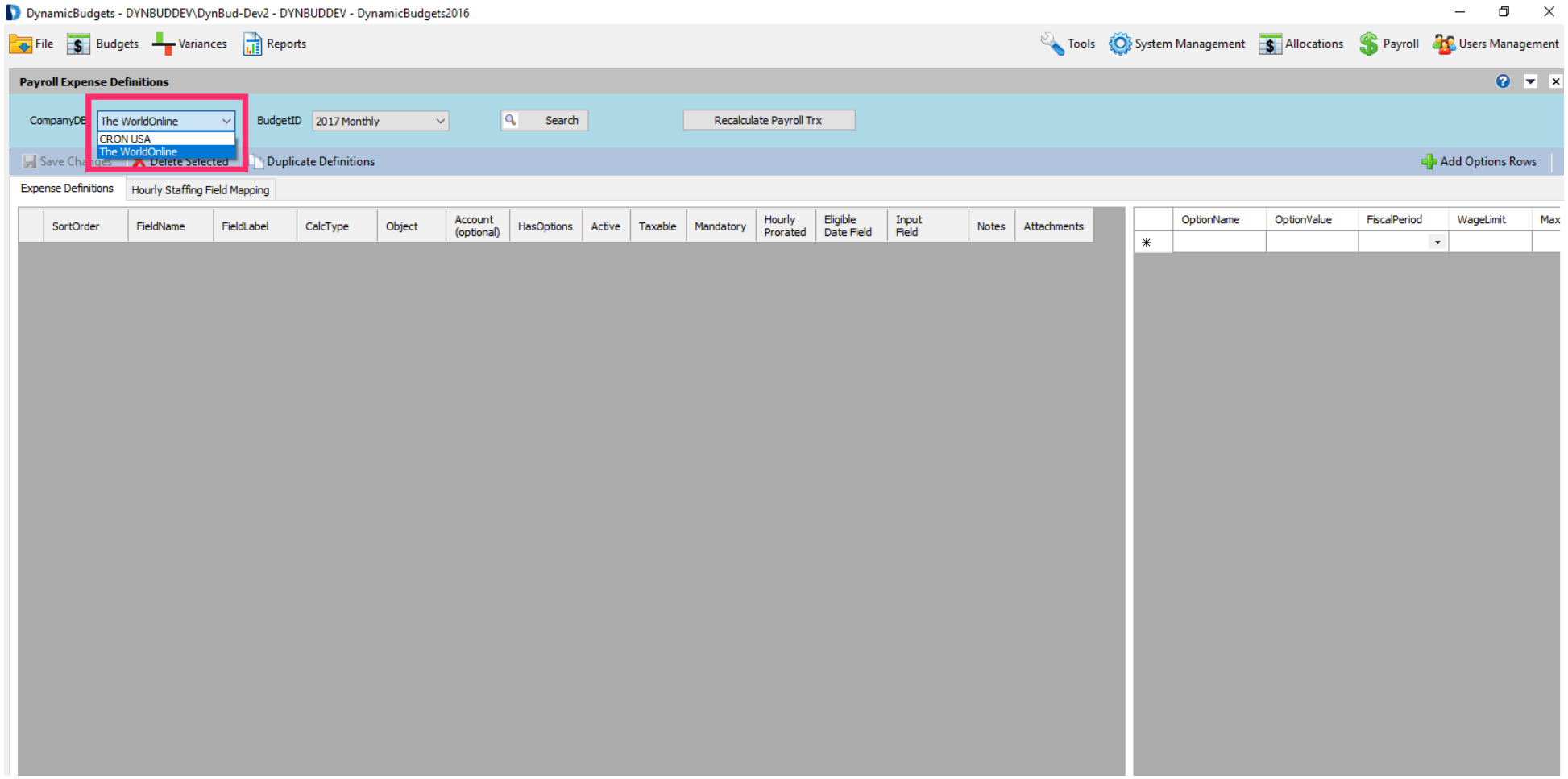
Click on Save. Note: This has only updated the calendar but has not recalculated any of the payroll transactions.



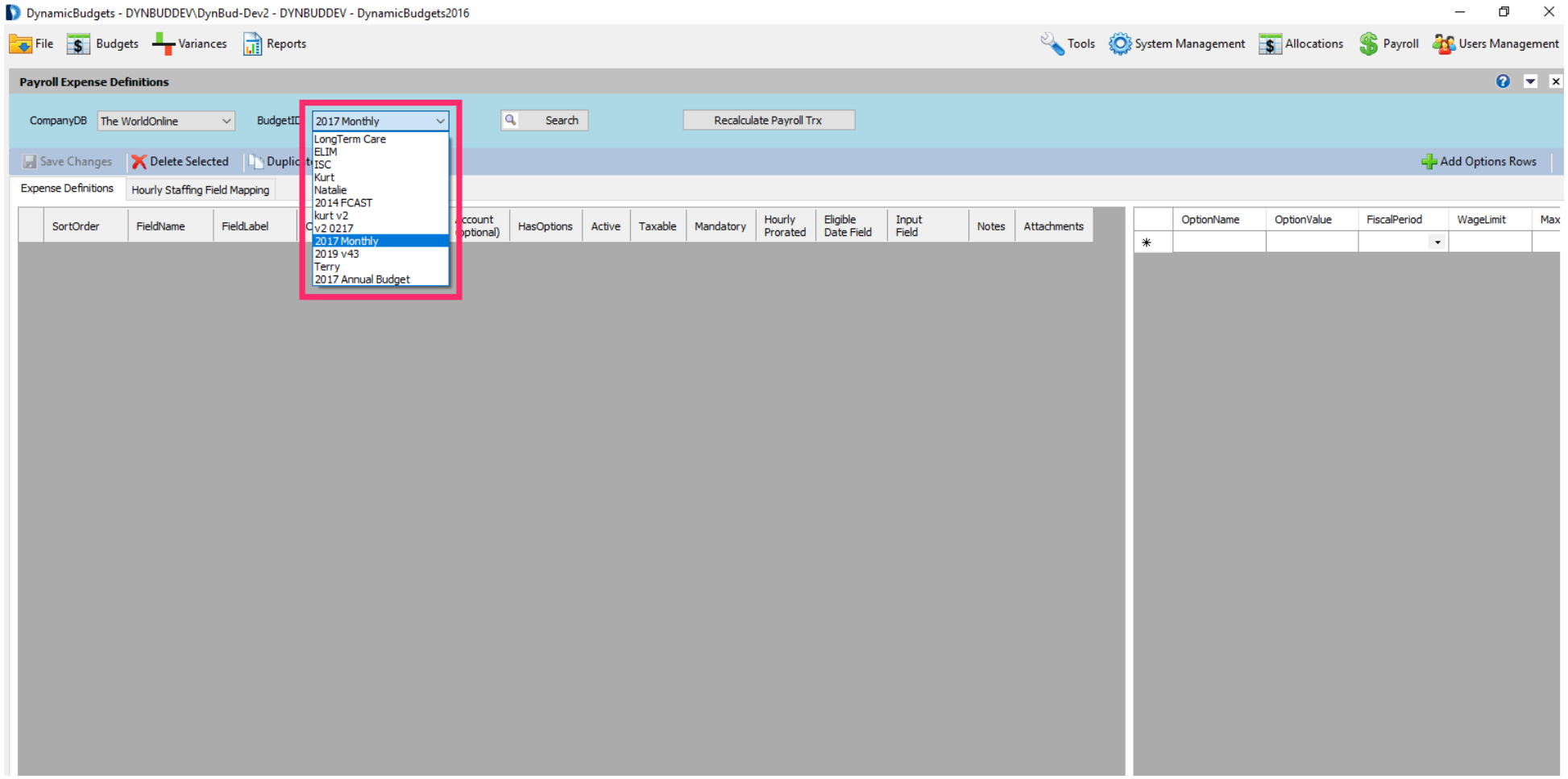
The next steps will apply the calendar changes and recalculate payroll. Now Click Payroll dropdown menu and choose Payroll Expense Definitions.



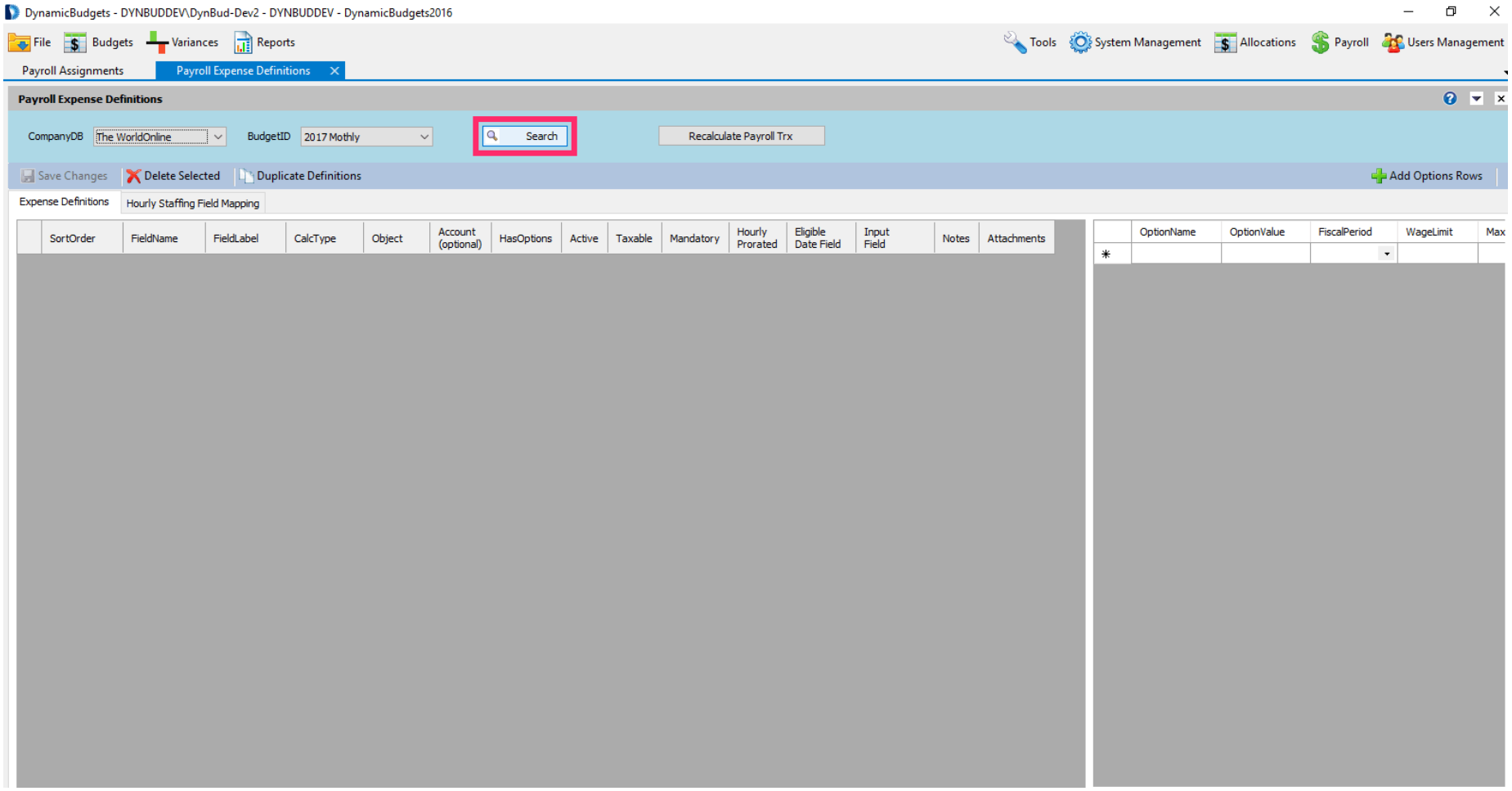
Click on the CompanyDB dropdown list. In this example, select The WorldOnline.



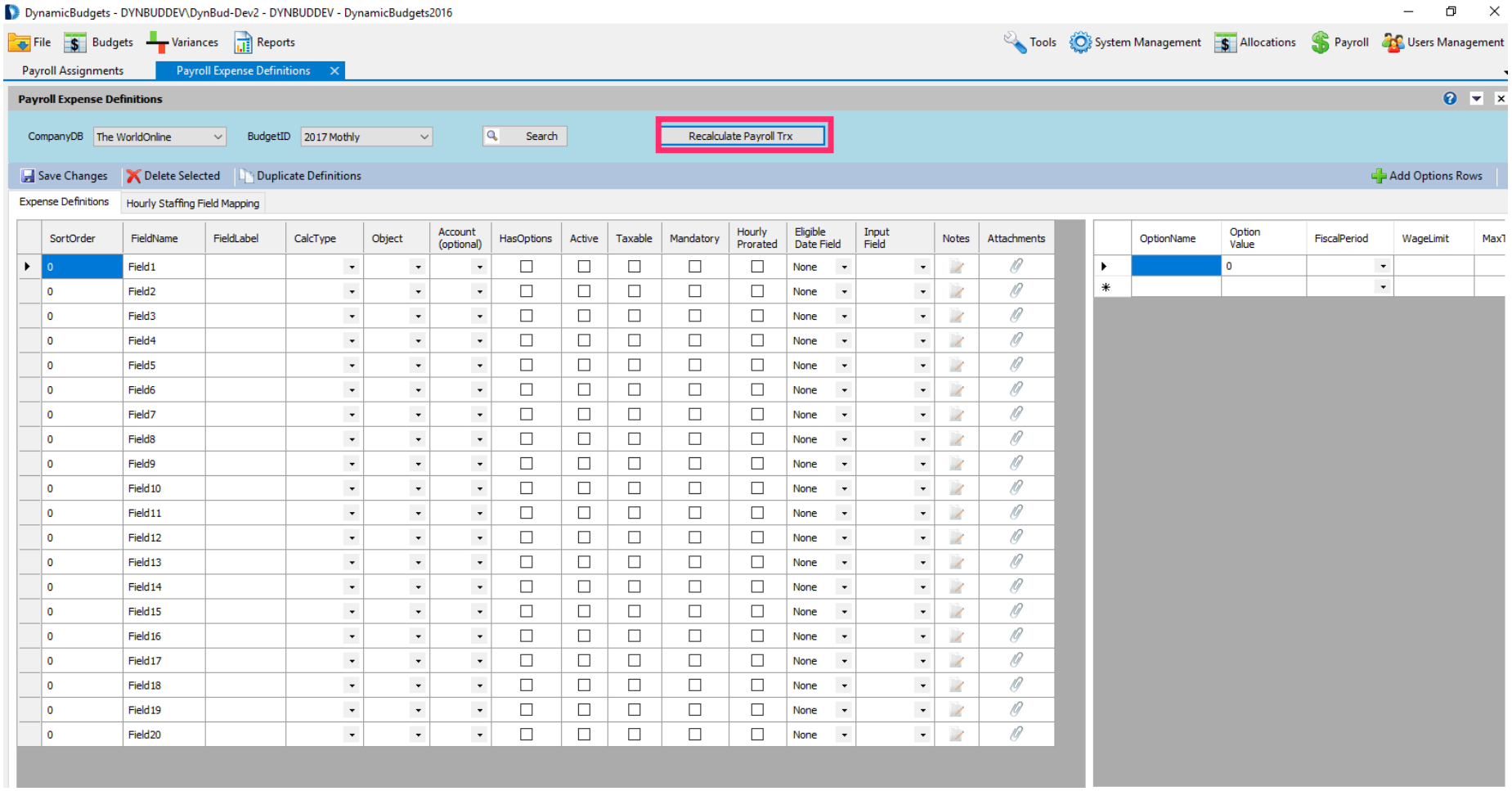
Click on the BudgetID dropdown list. In this example, select 2017 Monthly.



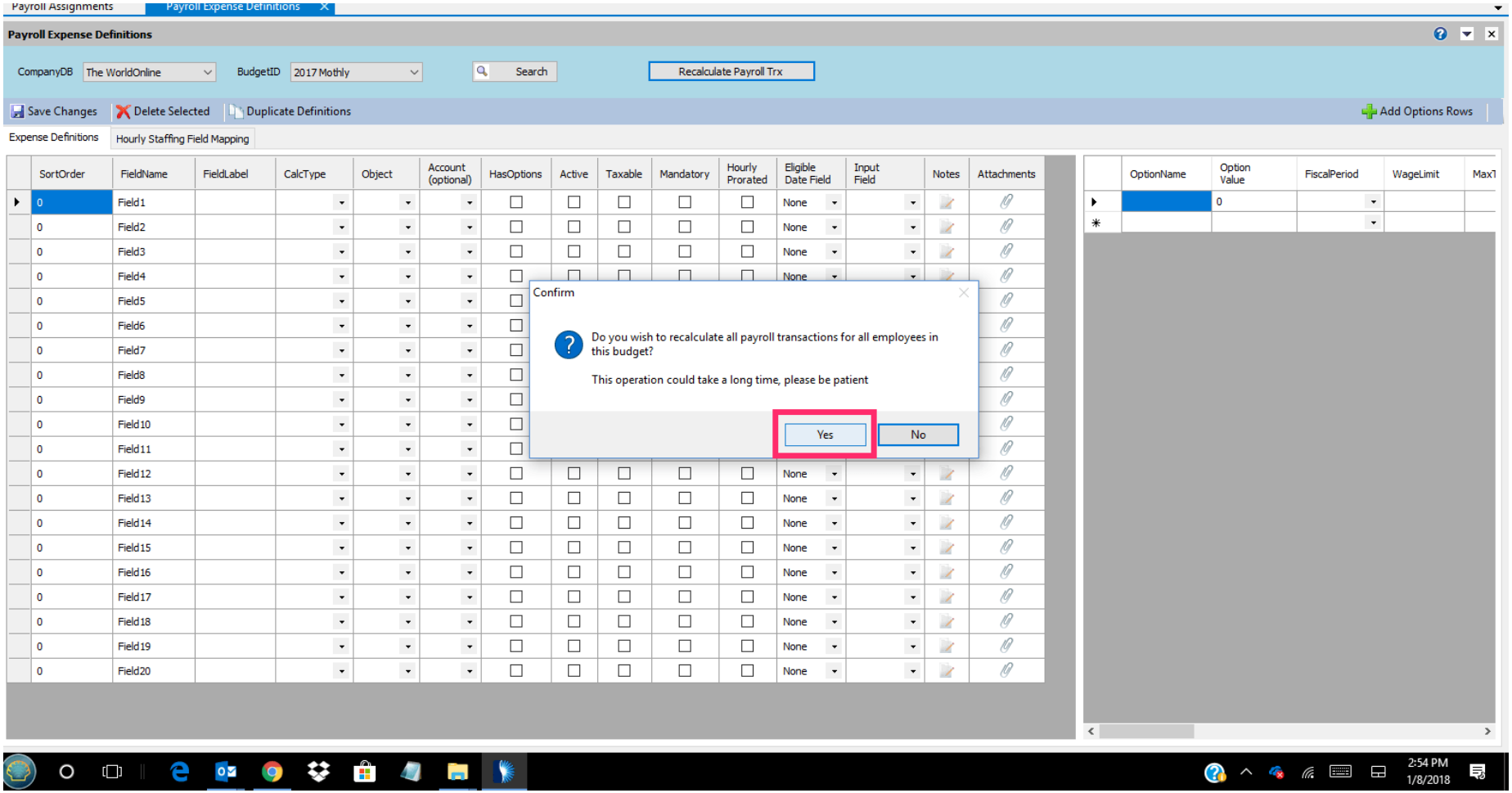
Click on Search.



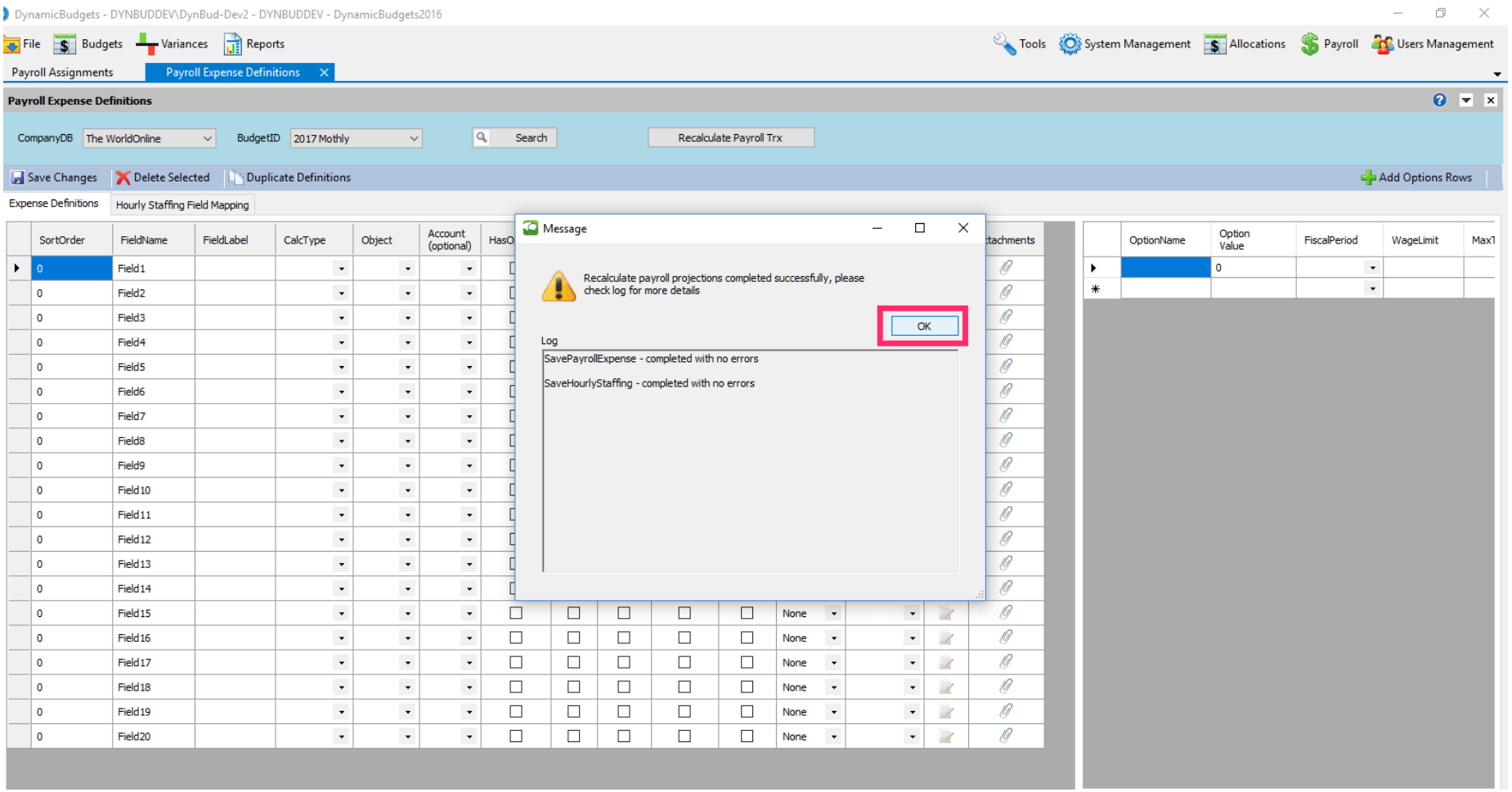
Click on the Recalculate Payroll Trx button.



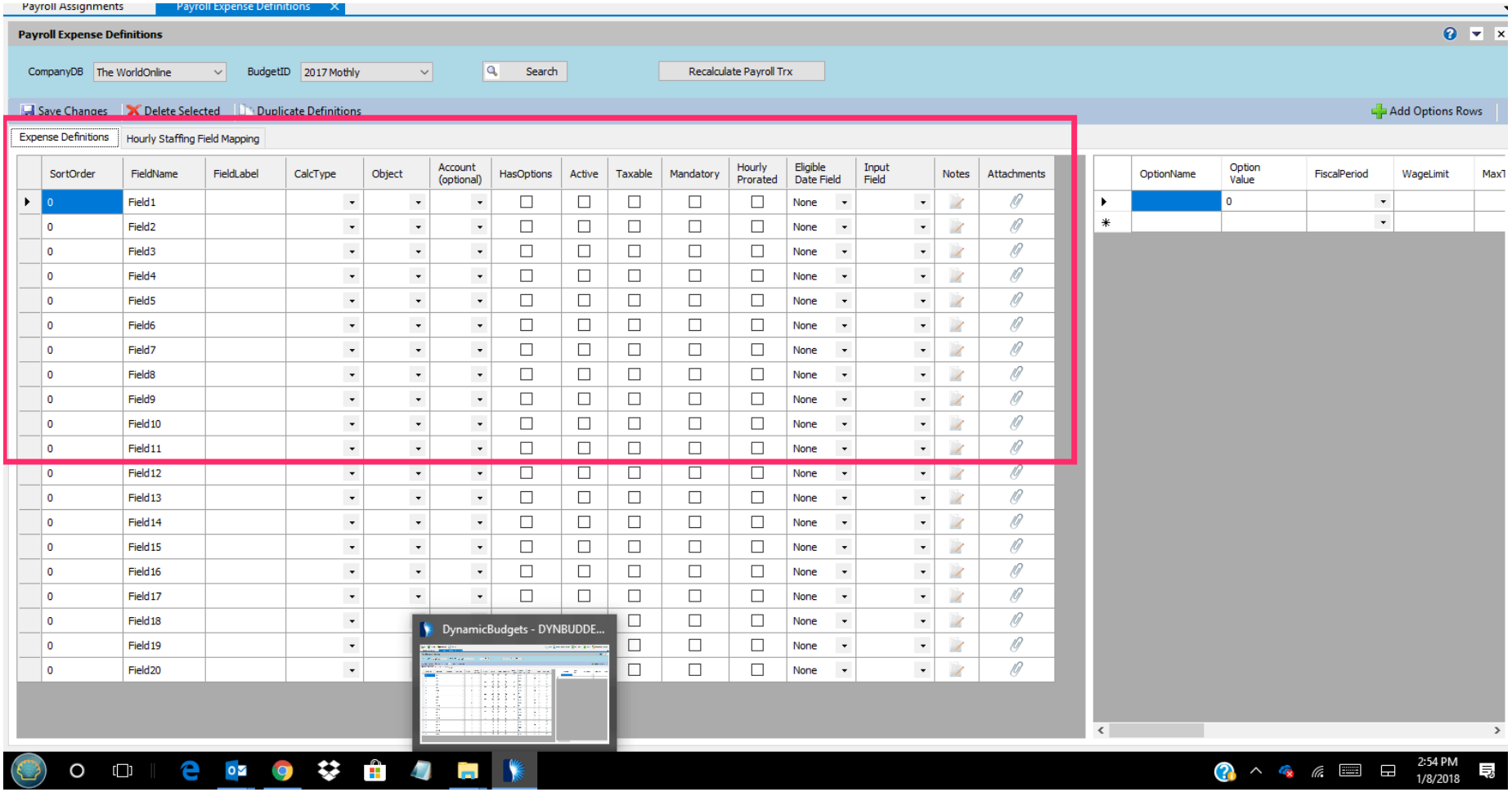
A message will appear that reads, Do you wish to recalculate all payroll transactions for all employees in this budget? This operation could take a long time, please be patient. Click Yes.



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.