
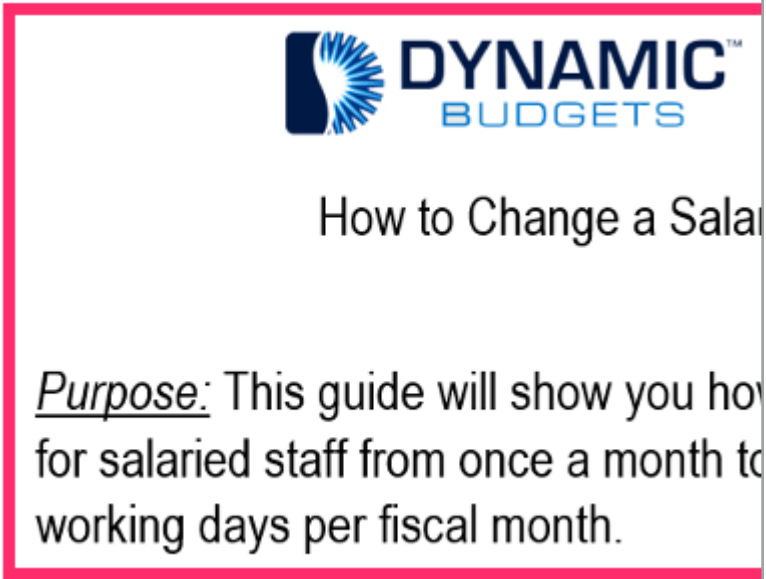
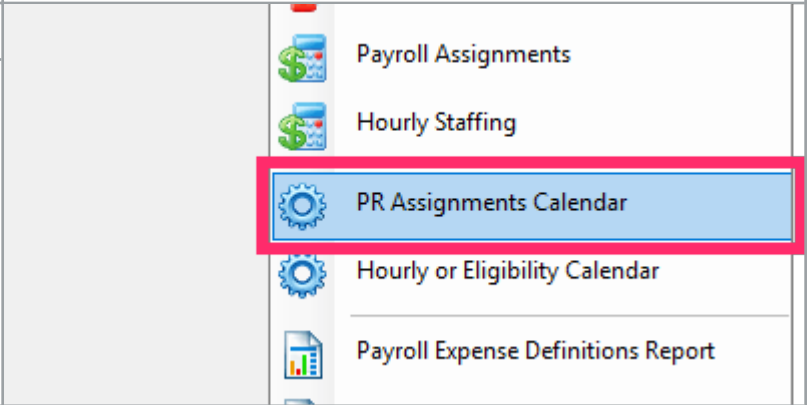


<div data-bbox="124 309 161 360"></div> <div data-bbox="202 306 603 398"><p>Dynamic Budgets User Guide for How to Change a Salary Pay Cycle</p></div>	<div data-bbox="655 277 699 322">1</div> <div data-bbox="727 309 1517 824"></div>
<div data-bbox="119 913 165 958"></div> <div data-bbox="202 907 579 967"><p>How to Change a Salary Pay Cycle. Purpose:</p></div> <div data-bbox="202 1003 598 1193"><p>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.</p></div>	<div data-bbox="655 878 699 922">2</div> <div data-bbox="748 909 1517 1485"></div>
<div data-bbox="124 1572 161 1624"></div> <div data-bbox="202 1565 603 1662"><p>Click on the Payroll menu dropdown and choose the PR Assignments Calendar.</p></div>	<div data-bbox="655 1536 699 1581">3</div> <div data-bbox="705 1527 1517 1930"></div>

Click on the BudgetID dropdown list. For this example, click **2017 Monthly**.

Note: We will highlight how to change the setup for two scenarios.

4

**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.

5

Period Label	Number of PayPeriods
Jan	2
Feb	2
Mar	2
Apr	3
May	2
Jun	2
Jul	2
Aug	2
Sep	2
Oct	3
Nov	2
Dec	2
	26

Click on **Save**.

6

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 configuration screen can be used to specify the number of pay periods in a fiscal days per each fiscal period, please specify the relative number of "pay periods" b If using a fiscal calendar, please designate which period # represents the start of

Fiscal Period #	Period Label	Number of PayPeriods



## 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.

7

Period Label	Number of PayPeriods	Please designate 1st Calendar Year Start (
Jan	31	January P01
Feb	28	
Mar	31	
Apr	30	
May	31	
Jun	30	
Jul	31	
Aug	31	
Sep	30	
Oct	31	
Nov	30	
Dec	31	
	365	



Click on **Save**.

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

8

**PR Assignments Calendar**

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 configuration screen can be used to specify the number of pay periods in a fiscal days per each fiscal period, please specify the relative number of "pay periods" b If using a fiscal calendar, please designate which period # represents the start of



The next steps will apply the calendar changes and recalculate payroll.

Now Click **Payroll** dropdown menu and choose **Payroll Expense Definitions**.

9

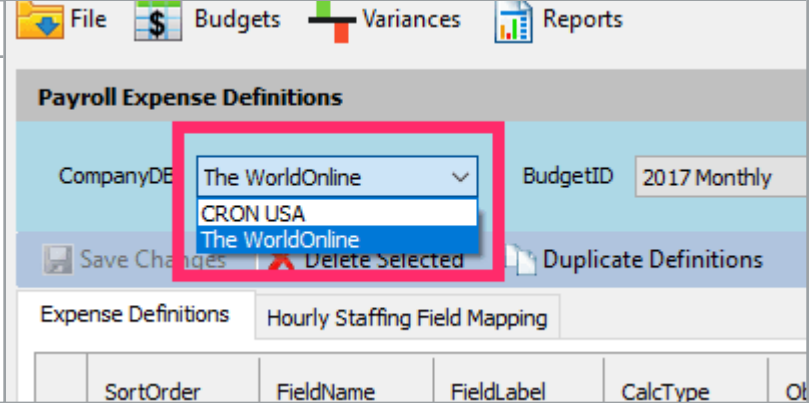
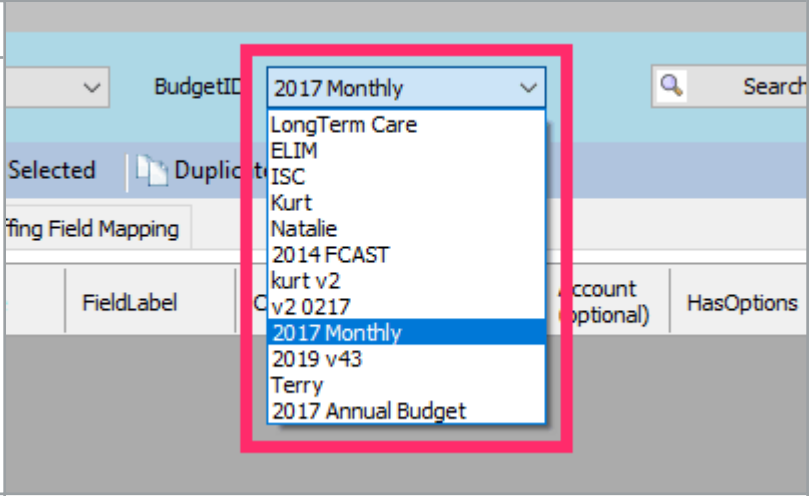
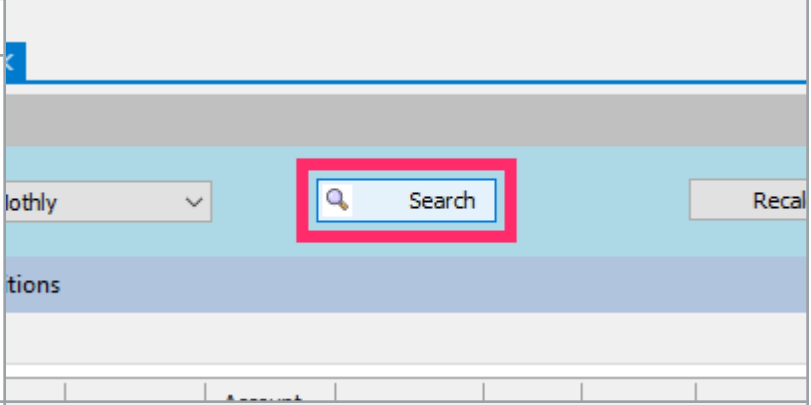
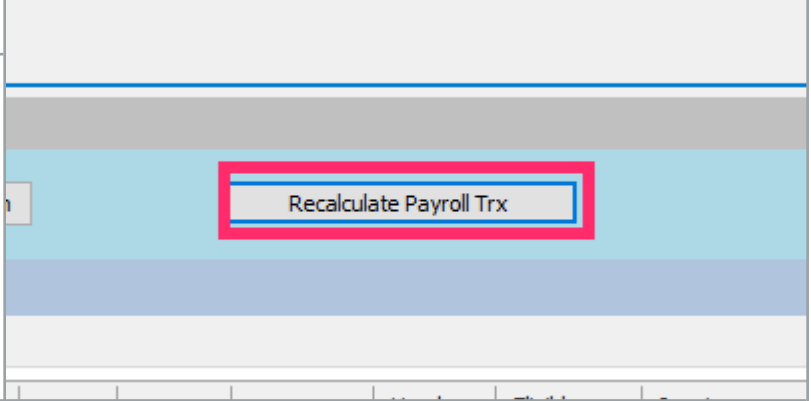
management **Allocations** **Payroll** Users Management

**Payroll Expense Definitions**

Employees Roster

Payroll Assignments

Hourly Staffing

<p>10</p> <p>Click on the CompanyDB dropdown list.</p> <p>In this example, select <b>The WorldOnline</b>.</p>	
<p>11</p> <p>Click on the BudgetID dropdown list.</p> <p>In this example, select <b>2017 Monthly</b>.</p>	
<p>12</p> <p>Click on <b>Search</b>.</p>	
<p>13</p> <p>Click on the <b>Recalculate Payroll Trx</b> button.</p>	

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**.

14

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**.

15

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.

16

	SortOrder	FieldName	FieldLabel	CalcType	O
▶	0	Field1		▼	
	0	Field2		▼	
	0	Field3		▼	
	0	Field4		▼	
	0	Field5		▼	
	0	Field6		▼	
	0	Field7		▼	
	0	Field8		▼	
	0	Field9		▼	
	0	Field10		▼	
	0	Field11		▼	
	0	Field12		▼	



That's It. You're Done.

17



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**That's It. You're Done.**