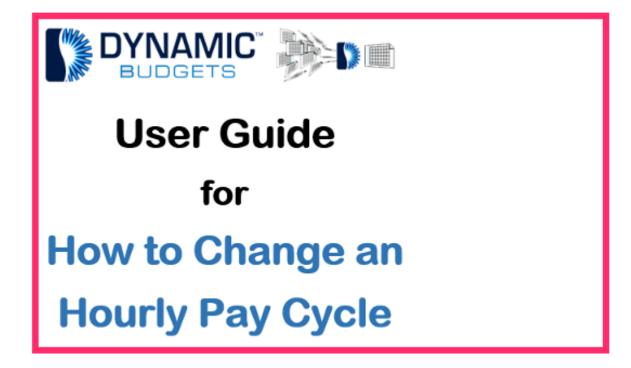
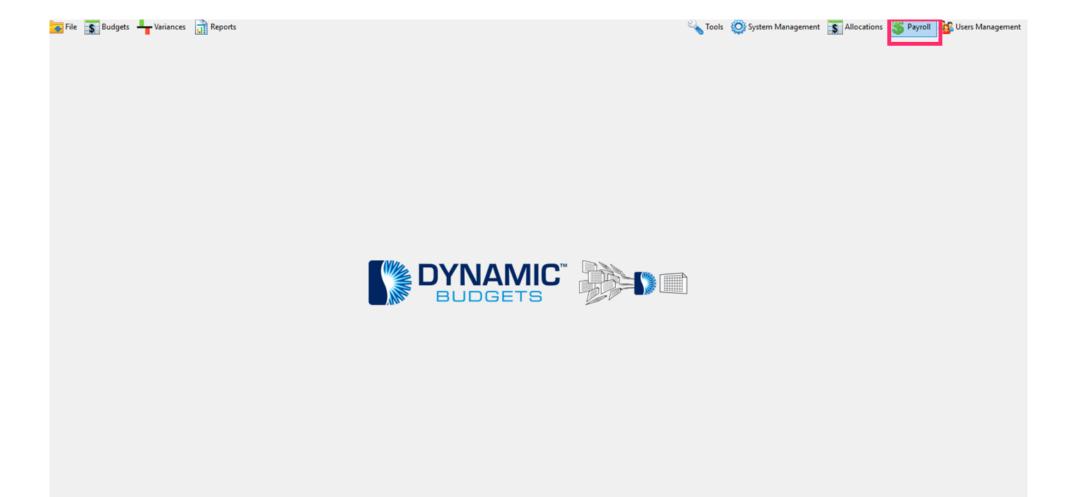


Dynamic Budgets User Guide How to Change an Hourly Pay Cycle











Click on Hourly or Eligibility Calendar.





Click on CompanyDB dropdown list. Make a selection. In this example, we will select DB3147_twol8.

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		2	0	01/01/0001	01/01/0001			
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Click on the BudgetID dropdown list. Make a selection. In this example, we will select 2020 Budget.

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		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			
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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.

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

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		13	0	01/01/0001	01/01/0001			
		14	0	01/01/0001	01/01/0001			
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		6	0	02/26/2023	03/11/2023	03/16/2023	
		7	0	03/12/2023	03/25/2023	03/30/2023	
		8	0	03/26/2023	04/08/2023	04/13/2023	
		9	0	04/09/2023	04/22/2023	04/27/2023	
		10	0	04/23/2023	05/06/2023	05/11/2023	
		11	0	05/07/2023	05/20/2023	05/25/2023	
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		11	0	05/07/2023	05/20/2023	05/25/2023	
		12	0	05/21/2023	06/03/2023	06/08/2023	
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		14	0	06/18/2023	07/01/2023	07/06/2023	
		15	0	07/02/2023	07/15/2023	07/20/2023	
		16	0	07/16/2023	07/29/2023	08/03/2023	
		17	0	07/30/2023	08/12/2023	08/17/2023	
		18	0	08/13/2023	08/26/2023	08/31/2023	
		19	0	08/27/2023	09/09/2023	09/14/2023	
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		22	0	10/08/2023	10/21/2023	10/26/2023	
		23	0	10/22/2023	11/04/2023	11/09/2023	
		24	0	11/05/2023	11/18/2023	11/23/2023	
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		4	0	01/29/2023	02/11/2023	02/16/2023							
		5	0	02/12/2023	02/25/2023	03/02/2023							
		6	0	02/26/2023	03/11/2023	03/16/2023							
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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.

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		4	0	01/29/2023	02/11/2023	02/16/2023					
		5	0	02/12/2023	02/25/2023	03/02/2023					
		6	0	02/26/2023	03/11/2023	03/16/2023					
		7	0	03/12/2023	03/25/2023	03/30/2023					
		8	0	03/26/2023	04/08/2023	04/13/2023					
		9	0	04/09/2023	04/22/2023	04/27/2023					
		10	0	04/23/2023	05/06/2023	05/11/2023					
		11	0	05/07/2023	05/20/2023	05/25/2023					
_		12	0	05/21/2023	06/03/2023	06/08/2023					
		13	0	06/04/2023	06/17/2023	06/22/2023					
		14	0	06/18/2023	07/01/2023	07/06/2023					
		15	0	07/02/2023	07/15/2023	07/20/2023					
		16	0	07/16/2023	07/29/2023	08/03/2023					
		17	0	07/30/2023	08/12/2023	08/17/2023					
		18	0	08/13/2023	08/26/2023	08/31/2023					
		19	0	08/27/2023	09/09/2023	09/14/2023					
		20	0	09/10/2023	09/23/2023	09/28/2023					
		21	0	09/24/2023	10/07/2023	10/12/2023					
		22	0	10/08/2023	10/21/2023	10/26/2023					



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😽 File 🏾 💲 Budg	gets	Reports						🔌 Tools 🔅 System Management 🏾 🛐 Allocations 💲 Payroll 🖓 Users Management
Payroll > Hourly	y or Eligibility Calenda	r						▼ X
CompanyDB DB31	147 two18 🗸	BudgetID 2	020 Budget	~	G Search			
Save 🗙 De	elete 🗋 Duplicate	e Pay Calendar	r					
🚔 Print 🛛 🔝 Exp	port to Excel 🛛 📆 Print	to PDF 📰 A	utoSize Col	umns				Rows: 53 A- A+
ompanyDB	BudgetID	PPDnum	PeriodID	PPD_Start	PPD_End	PayDate	Enabled	
		1	1	12/18/2022	12/31/2022	01/05/2023		
		2	1	01/01/2023	01/14/2023	01/19/2023		
		3	2	01/15/2023	01/28/2023	02/02/2023		
		4	2	01/29/2023	02/11/2023	02/16/2023		
		5	3	02/12/2023	02/25/2023	03/02/2023		
		6	3	02/26/2023	03/11/2023	03/16/2023		
		7	3	03/12/2023	03/25/2023	03/30/2023		
		8	4	03/26/2023	04/08/2023	04/13/2023		
		9	4	04/09/2023	04/22/2023	04/27/2023		
		10	5	04/23/2023	05/06/2023	05/11/2023		
		11	5	05/07/2023	05/20/2023	05/25/2023		
		12	6	05/21/2023	06/03/2023	06/08/2023		
		13	6	06/04/2023	06/17/2023	06/22/2023		
		14	7	06/18/2023	07/01/2023	07/06/2023		
		15	7	07/02/2023	07/15/2023	07/20/2023		
		16	8	07/16/2023	07/29/2023	08/03/2023		
		17	8	07/30/2023	08/12/2023	08/17/2023		
		18	8	08/13/2023	08/26/2023	08/31/2023		
		19	9	08/27/2023	09/09/2023	09/14/2023		
		20	9	09/10/2023	09/23/2023	09/28/2023		
		21	10	09/24/2023	10/07/2023	10/12/2023		
		22	10	10/08/2023	10/21/2023	10/26/2023		
		22		10/22/2022	11/04/2022	11/00/2022		



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A message will appear that reads, Pay calendar save successful

	Variances							
Hourry or I	ligibility Calendar							
DB3147_	wo18 V	BudgetID 2	020 Budget	~	Search			
		Calendar						
ndar save suc	essful		utoSize Col	umns				
в	BudgetID	PPDnum	PeriodID	PPD_Start	PPD_End	PayDate	Enabled	
147_two18	2020 Budget	1	1	12/18/2022	12/31/2022	01/05/2023		
	2020 Budget	2	1	01/01/2023	01/14/2023	01/19/2023		
	2020 Budget	3	2	01/15/2023	01/28/2023	02/02/2023		
147_two18	2020 Budget	4	2	01/29/2023	02/11/2023	02/16/2023		
147_two18	2020 Budget	5	3	02/12/2023	02/25/2023	03/02/2023		
147_two18	2020 Budget	6	3	02/26/2023	03/11/2023	03/16/2023		
147_two18	2020 Budget	7	3	03/12/2023	03/25/2023	03/30/2023		
147_two18	2020 Budget	8	4	03/26/2023	04/08/2023	04/13/2023		
147_two18	2020 Budget	9	4	04/09/2023	04/22/2023	04/27/2023		
147_two18	2020 Budget	10	5	04/23/2023	05/06/2023	05/11/2023		
147_two18	2020 Budget	11	5	05/07/2023	05/20/2023	05/25/2023		
147_two18	2020 Budget	12	6	05/21/2023	06/03/2023	06/08/2023		
147_two18	2020 Budget	13	6	06/04/2023	06/17/2023	06/22/2023		
147_two18	2020 Budget	14	7	06/18/2023	07/01/2023	07/06/2023		
147_two18	2020 Budget	15	7	07/02/2023	07/15/2023	07/20/2023		
147_two18	2020 Budget	16	8	07/16/2023	07/29/2023	08/03/2023		
147_two18	2020 Budget	17	8	07/30/2023	08/12/2023	08/17/2023		
147_two18	2020 Budget	18	8	08/13/2023	08/26/2023	08/31/2023		
147_two18	2020 Budget	19	9	08/27/2023	09/09/2023	09/14/2023		
147_two18	2020 Budget	20	9	09/10/2023	09/23/2023	09/28/2023		
147_two18	2020 Budget	21	10	09/24/2023	10/07/2023	10/12/2023		
147_two18	2020 Budget	22	10	10/08/2023	10/21/2023	10/26/2023		



That's It. You're Done.



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