





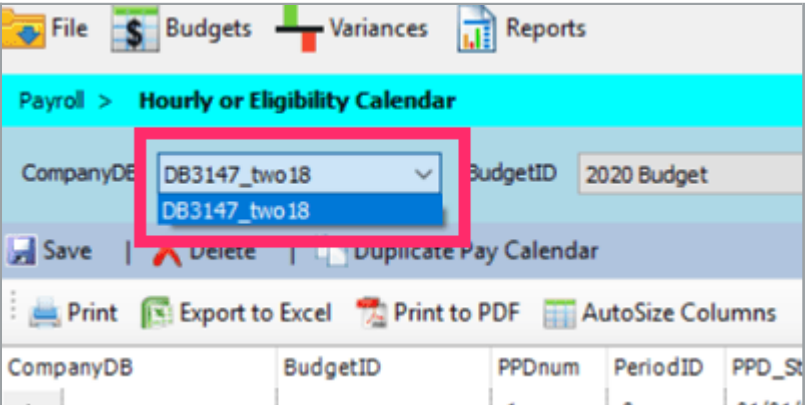
<div data-bbox="124 309 161 360"></div> <div data-bbox="202 304 606 398"><p>Dynamic Budgets User Guide How to Change an Hourly Pay Cycle</p></div>	1	<div data-bbox="772 333 1425 439"></div> <div data-bbox="775 495 1441 904"><p>User Guide for How to Change an Hourly Pay Cycle</p></div>
<div data-bbox="124 1023 161 1075"></div> <div data-bbox="202 1016 413 1048"><p>Click on Payroll.</p></div>	2	<div data-bbox="705 987 1484 1025"><p>Management  Allocations  Payroll  Users Management</p></div>

4




Click on **CompanyDB** dropdown list. Make a selection.

In this example, we will select **DB3147_two18**.

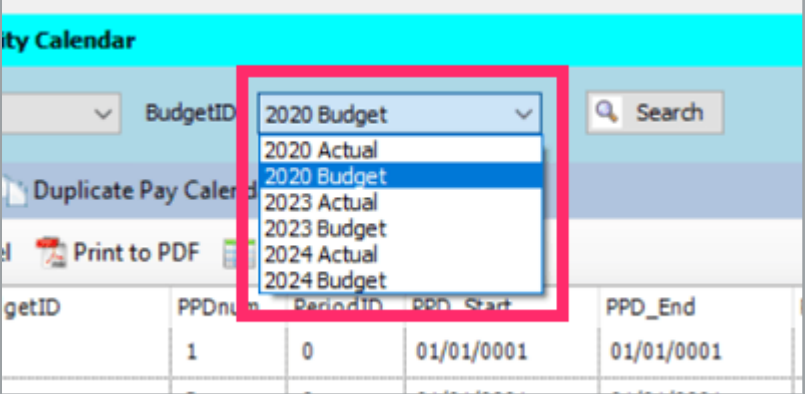


5



Click on the **BudgetID** dropdown list. Make a selection.

In this example, we will select **2020 Budget**.






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.

6

Print 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	
23	0	01/01/0001		01/01/0001	



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

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PRD_Start	PRD_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



Right-Click Copy or Control C, to copy.

8


Alignment	Number
B3-14	
D	
Pay Date	
22	1/5/2023
23	1/19/2023
23	2/2/2023
23	2/16/2023

X Cut

Copy

Paste Options:

Paste Special...



Alt + Tab back to Dynamic Budgets.

Right-Click paste or Control V, to paste.

9

0	01/01/0001	01/01/0001	<input type="checkbox"/>
0	0		<input type="checkbox"/>
0	0		<input type="checkbox"/>
0	0		<input type="checkbox"/>
0	0		<input type="checkbox"/>
0	0		<input type="checkbox"/>
0	0		<input type="checkbox"/>
0	0		<input type="checkbox"/>
0	0		<input type="checkbox"/>
0	0		<input type="checkbox"/>

Select AllCtrl+A

Copy..Ctrl+C


Copy with headersCtrl+H

Paste..

AutoSize ColumnsCtrl+G

Find and Replace..Ctrl+F

Check All



Checkmark **Enabled**.

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

10


End	PayDate	Enabled	
/2022	01/05/2023	<input checked="" type="checkbox"/>	
/2023	01/19/2023	<input type="checkbox"/>	
/2023	02/02/2023	<input type="checkbox"/>	
/2023	02/16/2023	<input type="checkbox"/>	
/2023	03/02/2023	<input type="checkbox"/>	



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

11


End	PayDate	Enabled	<input type="checkbox"/>
/2023	03/16/2023	<input type="checkbox"/>	
/2023	03/30/2023	<input checked="" type="checkbox"/>	
/2023	04/13/2023	<input type="checkbox"/>	
/2023	04/27/2023	<input type="checkbox"/>	
/2023	05/11/2023	<input type="checkbox"/>	
/2023	05/25/2023	<input type="checkbox"/>	
/2023	06/08/2023	<input type="checkbox"/>	
/2023	06/22/2023	<input type="checkbox"/>	
/2023	07/06/2023	<input type="checkbox"/>	
/2023	07/20/2023	<input type="checkbox"/>	
/2023	08/03/2023	<input type="checkbox"/>	
/2023	08/17/2023	<input type="checkbox"/>	
/2023	08/31/2023	<input type="checkbox"/>	
/2023	09/14/2023	<input type="checkbox"/>	
/2023	09/28/2023	<input type="checkbox"/>	
/2023	10/12/2023	<input type="checkbox"/>	
/2023	10/26/2023	<input type="checkbox"/>	
/2023	11/09/2023	<input type="checkbox"/>	
/2023	11/23/2023	<input type="checkbox"/>	
/2023	12/07/2023	<input type="checkbox"/>	
/2023	12/21/2023	<input type="checkbox"/>	
/2023	01/04/2024	<input type="checkbox"/>	



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

12

id	PayDate	Enabled
/2022	01/05/2023	<input checked="" type="checkbox"/>
/2023	01/19/2023	<input checked="" type="checkbox"/>
/2023	02/02/2023	<input checked="" type="checkbox"/>
/2023	02/16/2023	<input checked="" type="checkbox"/>
/2023	03/02/2023	<input checked="" type="checkbox"/>
/2023	03/16/2023	<input checked="" type="checkbox"/>
/2023	03/30/2023	<input checked="" type="checkbox"/>
/2023	04/13/2023	<input checked="" type="checkbox"/>
/2023	04/27/2023	<input checked="" type="checkbox"/>
/2023	05/11/2023	<input checked="" type="checkbox"/>
/2023	05/25/2023	<input checked="" type="checkbox"/>
/2023	06/08/2023	<input checked="" type="checkbox"/>
/2023	06/22/2023	<input checked="" type="checkbox"/>
/2023	07/06/2023	<input checked="" type="checkbox"/>
/2023	07/20/2023	<input checked="" type="checkbox"/>
/2023	08/03/2023	<input checked="" type="checkbox"/>
/2023	08/17/2023	<input checked="" type="checkbox"/>
/2023	08/31/2023	<input checked="" type="checkbox"/>
/2023	09/14/2023	<input checked="" type="checkbox"/>
/2023	09/28/2023	<input checked="" type="checkbox"/>
/2023	10/12/2023	<input checked="" type="checkbox"/>
/2023	10/26/2023	<input checked="" type="checkbox"/>
/2023	11/09/2023	<input checked="" type="checkbox"/>



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.


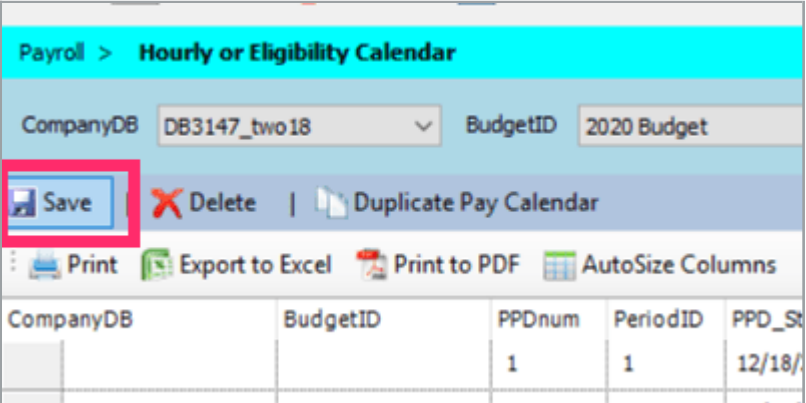

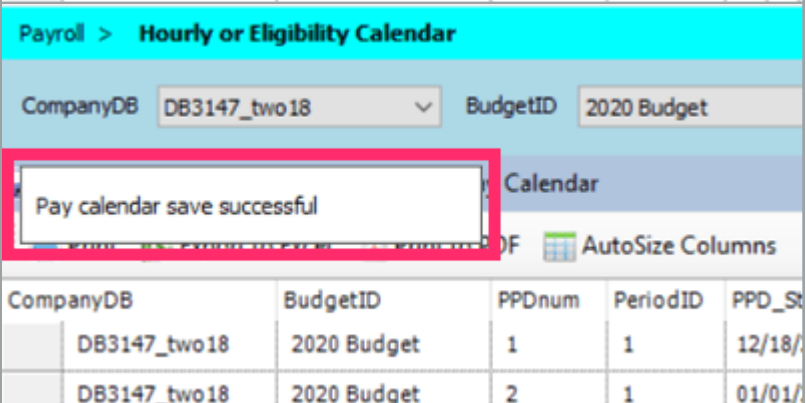


Please enter the PeriodID for the rest of the rows for the year.

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Calendar

AutoSize Columns

num	PeriodID	PRD_Start	PRD_End	PayDate	End
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		

<div></div> <div>Click on Save.</div>	14	<div></div>
<div></div> <div>A message will appear that reads, Pay calendar save successful</div>	15	<div></div>
<div></div> <div>That's It. You're Done.</div>	16	<div></div>