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Dynamic Budgets User Guide How to Change an Hourly Pay Cycle	1	How to Hourl	JA Gei Sei	MIC For For Change an Pay Cycle
Click on Payroll.	2 Mar	nagement 🛐 Alloca	ations	Users Management
Click on Hourly or Eligibility Calendar.	3			Hourly Staffing PR Assignments Calendar Hourly or Eligibility Calendar Payroll Expense Definitions Report Payroll - Invalid Accounts Report Description

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Ð	Click on CompanyDB dropdown list. Make a	4 File Budgets Variances Reports								
	selection. In this example, we will select DB3147_two18.	CompanyDE DB	Iy or Eligibility Calendar 3147_two18 3147_two18 Delete U Duplicate xport to Excel 😤 Print BudgetID	BudgetID 2020 Bud Pay Calendar to PDF AutoSize PPDnum Perio	dget e Columns dID PPD_St					
٥	Click on the BudgetID dropdown list. Make a selection. In this example, we will select 2020 Budget.	5 ity Calendar Budg Duplicate Pay C I The Print to PDF getID PF	etID 2020 Budget 2020 Actual 2020 Budget 2023 Actual 2023 Budget 2024 Actual 2024 Budget 2024 Budget	Start PPD_E	arch					
		1	0 01/	01/0001 01/01	/0001					

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()	Note: You can set up this	6	t to	PDF 📺 Au				
•	calendar for weekly, bi-weekly or monthly pay dates	- 1		PPDnum	PeriodID	PPD_Start	PPD_End	PayDate
				1	0	01/01/0001 ~	01/01/0001	
	For this example, we will setup			2	0	01/01/0001	01/01/0001	
	a bi weekly pay seriedate.			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	
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				22	0	01/01/0001	01/01/0001	
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		7		PPD-Start	PPD-End	Pay Date	
	AIT + Iap to an excel			12/18/2022	12/31/2022	1/5/2023	
\sim	poriod start, pay pariod and			1/1/2023	1/14/2023	1/19/2023	
	and pay dates already			1/15/2023	1/28/2023	2/2/2023	
	nonulated			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	
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			23	2/2/2023 Pa	iste <u>S</u> pecial		
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Ð	Alt + Tab back to Dynamic Budgets.	9	0	01/01/	Select All	trl+A	
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	to paste.		0		Paste		
			0		AutoSize Columns	Ctrl+G	
			0	0	Find and Replace	Ctrl+F	
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Ð	Checkmark Enabled.	10	-			·	
	Then Control C, to copy or right-click, copy for all of the dates present.		End ,/2022	PayDate 01/05/20	23 Enabled		
			/2023	01/19/20	23		
			/2023	02/02/20	23		
			/2023	02/16/20	23		
			(2023	03/02/20	22		

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	Press Shift+Down Arrow until		End	PayDate	Enabled	
0	the an enabled checkmark is		/2023	03/16/2023		
	present for an dates.		/2023	03/30/2023		
			/2023	04/13/2023		
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	Control V, to paste or Right-	12	/2022	01/	05/2023				
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			12022		00/2022				
	Enter the PeriodID. The	13	ndar						
0	PeriodID is the month of the PayDate. Jan=1, Feb=2, so on		A I	utoSize Col	umns				
	and so forth.		um	PariodID	DDD Start	ppr) End	PayDate	Ena
	In this example, the PeriodID			1	12/18/2022	12/	/31/2022	01/05/2023	
	is 1 for the first row.			U	01/01/2023	01/	14/2023	01/19/2023	
	Please enter the PeriodID for			0	01/15/2023	01/	/28/2023	02/02/2023	
	the rest of the rows for the			0	01/29/2023	02/	/11/2023	02/16/2023	
	year.						125/2422	40/00/0400	İ

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Click on Save.	14	Payroll >	Hourly or Eli	igibility Calenda	r		
		Company	DB DB3147_tw	vo18 ~	BudgetID	020 Budget	
		Save 🚽	🗙 Delete	Duplicate	e Pay Calenda	r	
		: 🚔 Prin	t 💽 Export to	Excel 🛛 📆 Print	to PDF 🚃 A	utoSize Col	lumns
		Company	DB	BudgetID	PPDnum 1	PeriodID 1	PPD_St 12/18/
A message will appear that	15	Payroll >	Hourly or Eli	igibility Calenda	r 🦾		
reads, Pay calendar save successful		Company	DB DB3147_tw	vo18 ~	BudgetID	2020 Budget	
		Pay cal	endar save succe	essful	Calenda	r AutoSize Col	lumns
		Company	DB	BudgetID	PPDnum	PeriodID	PPD_St
		DB	3147_two18	2020 Budget	1	1	12/18/
	10	DB	3147_two18	2020 Budget	2	1	01/01/
That's It. You're Done.	16		All a			· · ·	
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