


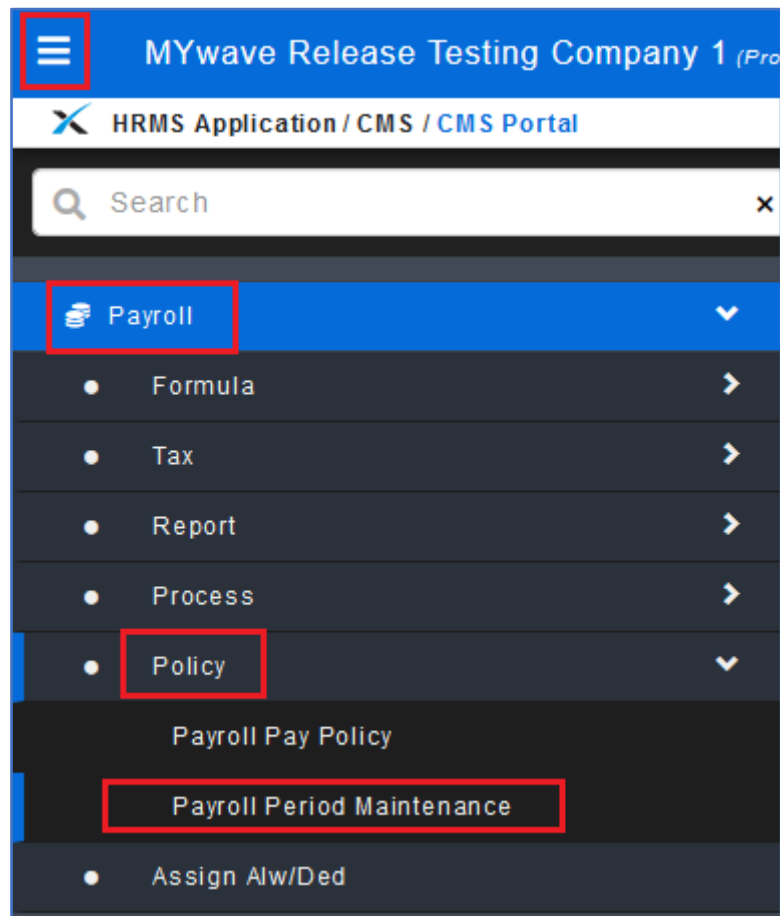
User Guide

HOW TO GENERATE PAY PERIOD



HOW TO GENERATE PAY PERIOD

1. Click on  at the top left side -> Payroll -> Policy -> **Payroll Period Maintenance**.



2. Click **Generate** button.

HRMS Application / Payroll / Policy / Payroll Period Maintenance

Payroll Maintenance

Retrieve Edit **Generate**

Payroll Year : 2019

Payroll Month : ALL

Pay Policy : ALL

Payroll Type : ☒ MID ☒ End ☒ Ad-Hoc

Payroll Status : ☐ Closed ☒ Open ☒ Inactive

Year	Month	Type	Pay Policy	Start Date	End Date	Overtime Start Date	Overtime End Date	Allowance Start Date	Allowance End Date	Deduction Start Date	Deduction End Date	Status
2019	1	MID	koko	2019-01-01	2019-01-16	2018-12-31	2019-01-30	2018-12-31	2019-01-30	2018-12-31	2019-01-30	Closed
		MID	nmmm	2019-01-01	2019-01-15	2019-01-01	2019-01-31	2019-01-01	2019-01-31	2019-01-01	2019-01-31	Inactive
		MID	RUB	2019-01-01	2019-01-15	2019-01-01	2019-01-31	2019-01-01	2019-01-31	2019-01-01	2019-01-31	Inactive
		MID	thth	2019-01-01	2019-01-15	2019-01-01	2019-01-31	2019-01-01	2019-01-31	2019-01-01	2019-01-31	Inactive
		MID	vvvv	2019-01-01	2019-01-15	2019-01-01	2019-01-31	2019-01-01	2019-01-31	2019-01-01	2019-01-31	Inactive
		MID	xxxx	2019-01-01	2019-01-15	2019-01-01	2019-01-31	2019-01-01	2019-01-31	2019-01-01	2019-01-31	Inactive
		MID	zzzzz	2019-01-01	2019-01-15	2019-01-01	2019-01-31	2019-01-01	2019-01-31	2019-01-01	2019-01-31	Inactive

3. Select (A) to choose which year that you wish to generate.
4. Select (B) to choose which month or 'ALL' month.
5. Select (C) to choose which pay policy or 'ALL' policy.
6. Select (D) to choose on which payroll type and there is only one can be chosen.
7. Tick (E) to generate the pay period with the policy name/code (only appear when there is more than 2 policy name/code).
8. After done all the selection, click **Generate** button.

HRMS Application / Payroll / Policy / Payroll Period Maintenance

Payroll Maintenance

Pay Period (*Required Field)

☐ Overwrite current period

Year * : 2020 A

Month * : ALL - ALL B

Pay Policy * : ALL C

Payroll Type * : ☒ Mid-month/End-month yyyy-mm ☒ Generate period with policy code E

☐ Ad-Hoc D

Generate Cancel

F