

# User Guide

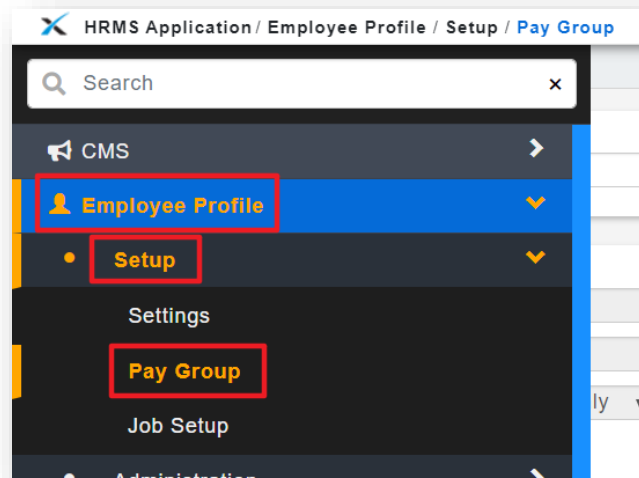
## Pay Group

### How to Create New Pay Group



## HOW TO CREATE NEW PAY GROUP

1. Access to "Employee Profile – Setup – Pay Group"



2. Click "Add"

The screenshot shows the "Pay Groups Info" form. The breadcrumb trail at the top reads "HRMS Application / Employee Profile / Setup / Pay Group". The form has a section titled "Pay Groups Info" with a dropdown menu for "Name of Pay Groups". Below this is a section titled "Pay Groups Info (\*Denotes Required)". The form fields are: Name of Pay Groups (\*), Pay Group Description, Types of Pay Period (\*, Month and Year only), Cut-off Schedule (\*, -), Mid-month cut-off (\*, -), Month-End cut-off (\*, 31), Claim Group ID (\*, -), Leave Group (\*, -), and Asset Group (\*, -). The "Add" button is highlighted with a red box.

3. Fill in the New Pay Group Name (A).
4. Select the Cut Off Information (B) and (C). *Note: this is for references only, nothing related to Payroll.*
5. Assign Claim/Leave/Asset Group (D) if any.
6. Click (E) to "Save" the information.

**Pay Groups Info**

Name of Pay Groups :

**Pay Groups Info (\*Denotes Required)**

Name of Pay Groups: \*  A

Pay Group Description:

Types of Pay Period: \*  B

Cut-off Schedule: \*  B

Mid-month cut-off:

Month-End cut-off: \*  C

Claim Group ID:  D

Leave Group:  D

Asset Group:  D

Save Cancel

E

7. The New Pay Group will then be created as per sample screenshot below.

**Pay Groups Info**

Name of Pay Groups :

**Pay Groups Info (\*Denotes Required)**

Successfully saved

Name of Pay Groups: \*

Pay Group Description:

Types of Pay Period: \*

Cut-off Schedule: \*

Mid-month cut-off:

Month-End cut-off: \*

Claim Group ID:

Leave Group:

Asset Group:

Add Edit Delete Restore

**Assign Calendars**

Records not found. Please click ADD by adding new records.

Add