User Guide
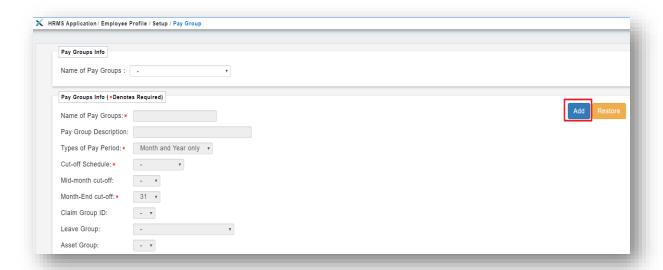
Pay Group

How to Create New Pay Group

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

2. Click "**Add**"

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.

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