

## **Scheduled Payrolls vs. UnScheduled Payrolls**

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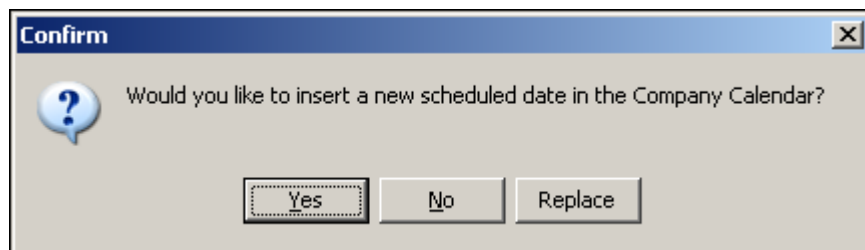
When creating a payroll it is important to understand the difference between a scheduled payroll and an unscheduled payroll.

A scheduled payroll is a payroll that has been set up in your company calendar according to your normal payroll cycle. If you pay your employees on a weekly basis, you will process 52 scheduled payrolls in a year. A bi-weekly pay cycle will result in 26 scheduled payrolls per year, a semi-monthly cycle pays 24 times etc. Any payroll that you run that is not considered one of your scheduled payrolls, such as, a special bonus payroll or a correction run to fix a check, is an unscheduled payroll.

Prior to creating the payroll you need to look to see how the Scheduled E/Ds are set up on your employees.

1. To look this up, go to **Employee – Scheduled E/Ds**.
2. On the Browse Scheduled E/Ds tab, highlight a code that you want to look at.
3. Click on the Details Tab.
4. In the field called Frequency, look to see if it says Every Pay or Every Scheduled Pay.
  - **Every Pay** means that every time you create a payroll, regardless of whether it is scheduled or not, this code will get brought into the employees' check lines
  - **Every Scheduled Pay** means that this code will only get brought into payrolls that are marked as scheduled.

When creating your payroll (see procedures on creating payroll), the system will automatically bring up your next scheduled check date according to your calendar. If that date is wrong for any reason and you change it, the following message will appear.



You will need to be cautious if you decide to proceed with changing your check date. Some examples of why you would change your check date are:

- Your normally scheduled check date falls on a holiday or a weekend.
- Due to ACH regulations you are required to process your payroll 2 business days prior to the check date.
- You are doing a correction run/supplemental run and when creating the run, the system brings up your next normally scheduled check date.

It is crucial that you understand what each of the above selections will do.

- **Yes** – you are creating another payroll that is **NOT** one of your normal 52, 26, etc. but:
  - You want to make sure that this payroll is marked as Scheduled so that **ALL** of the E/Ds set up on the employees as **‘Every Scheduled Pay’** are automatically brought into employee check lines.
  - You want the Time Off Accrual to accrue as normal.
- **No** – you are creating another payroll that is **NOT** one of your normal 52, 26, etc. but:
  - You want to make sure that this payroll is marked as Unscheduled so that **NONE** of the E/Ds set up on the employees as **‘Every Scheduled Pay’** are automatically brought into employee check lines.
  - You do not want the Time Off Accrual to accrue as normal.
- **Replace** – you are creating a payroll that **IS** one of your normal 52, 26, etc. but:
  - You are changing the check date due to a holiday, and want to make sure that all of the E/Ds set up on the employees as **“Every Scheduled Pay”** are automatically brought into employee check lines.
  - You want the Time Off Accrual to accrue as normal.

**\*\*If you are unsure which option you should choose or you chose the wrong option, please contact your Client Service Representative immediately for assistance.**