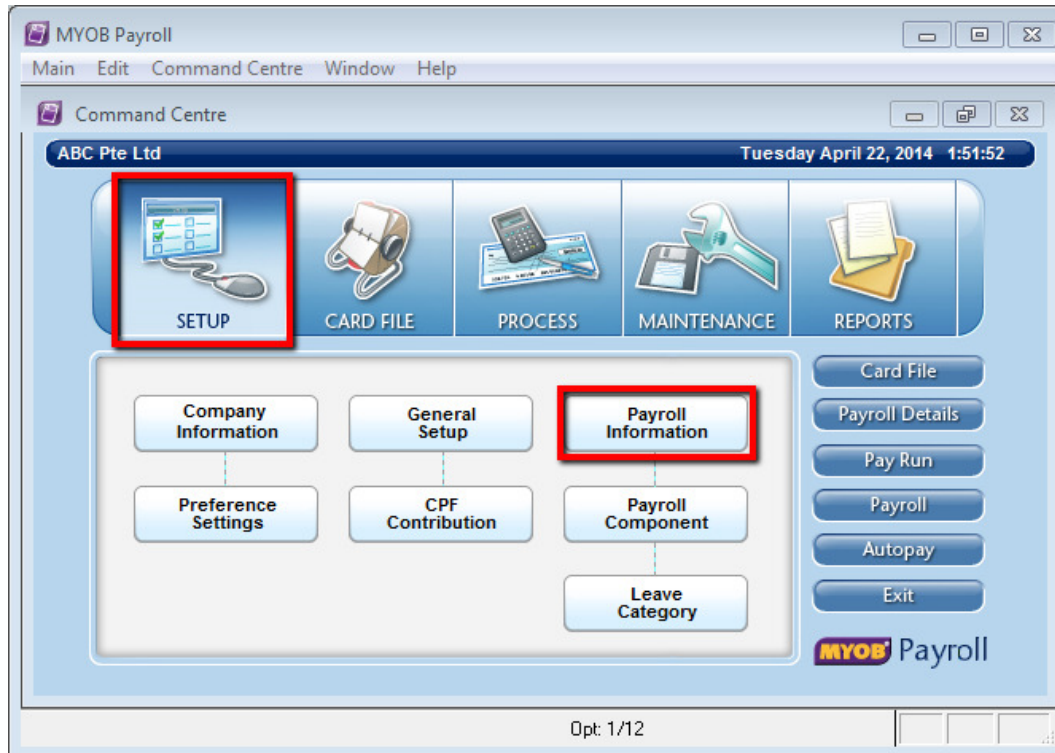
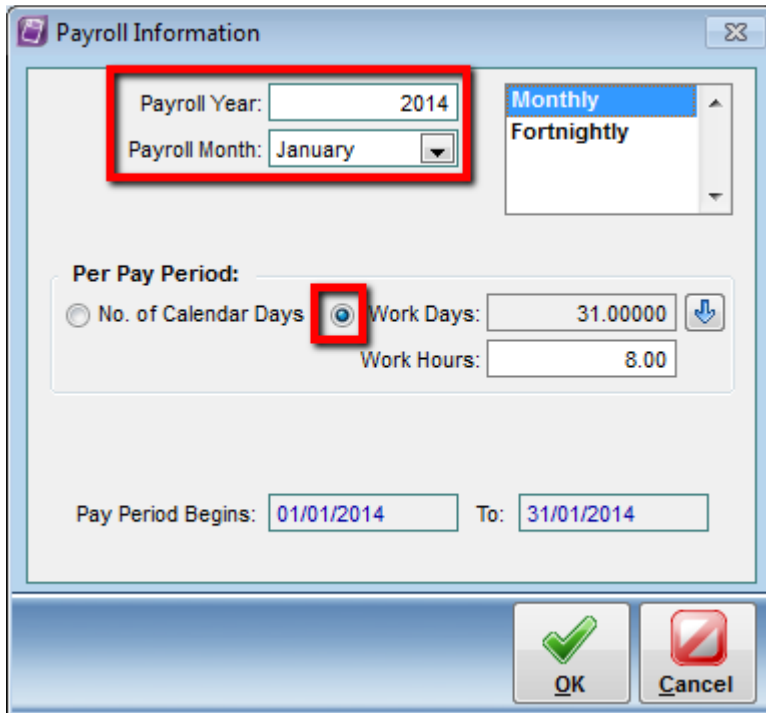


HOW TO SET NO. OF WORK DAYS PER PAY PERIOD IN PAYROLL INFORMATION SCREEN?

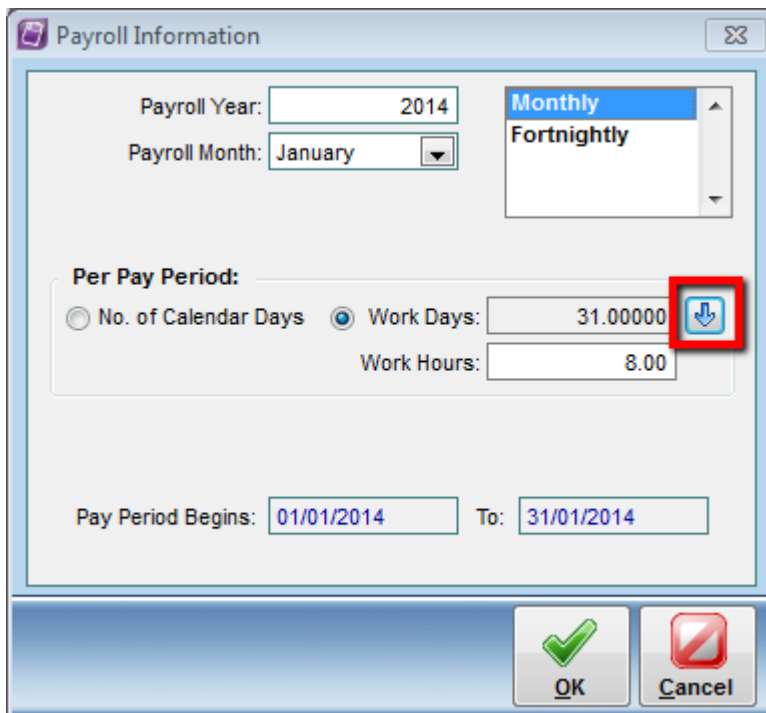
1. Assume that the company operates on a 5 days work week.
First of all, go to Setup Command Centre -> Payroll Information

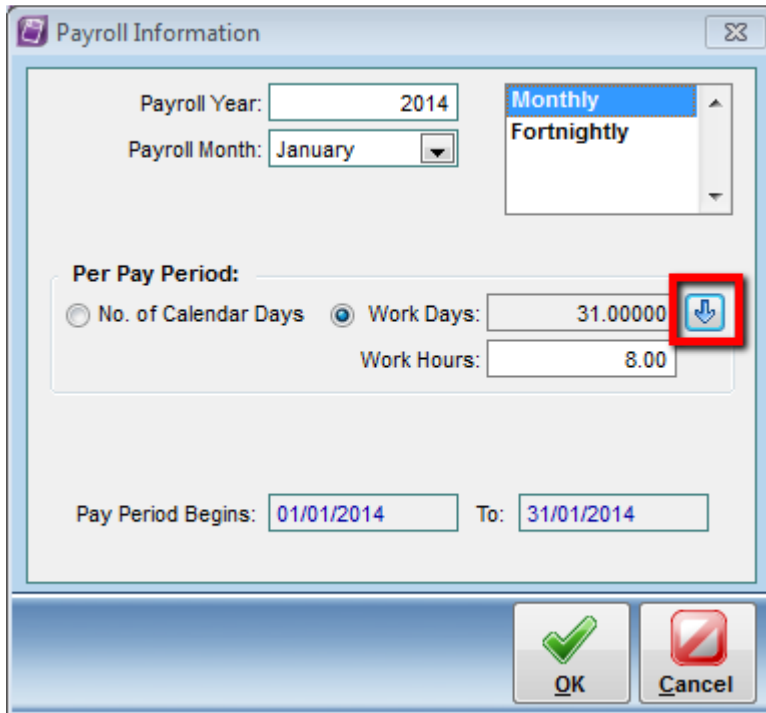
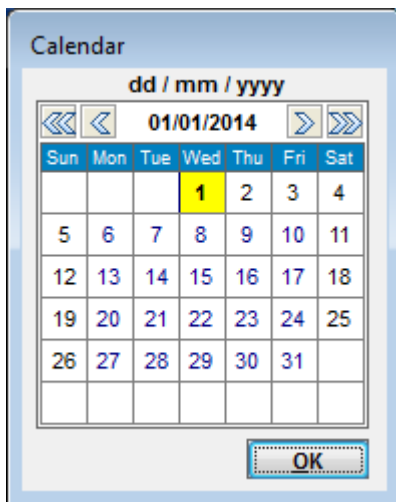


2. Select Payroll Year : 2014 and Payroll Month: January. Click Radio Button for "Work Days"



3. Click on Blue Arrow icon to view the calendar.



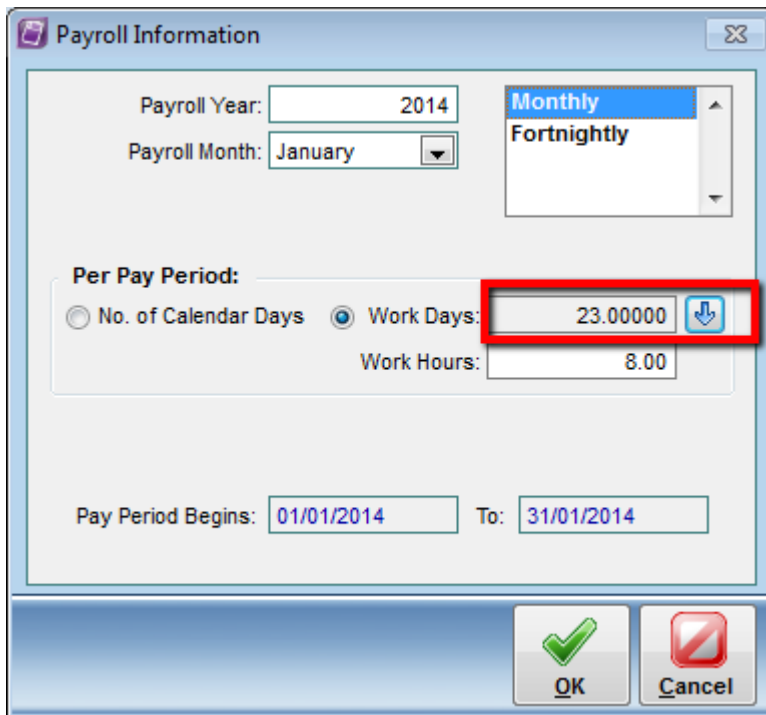



| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

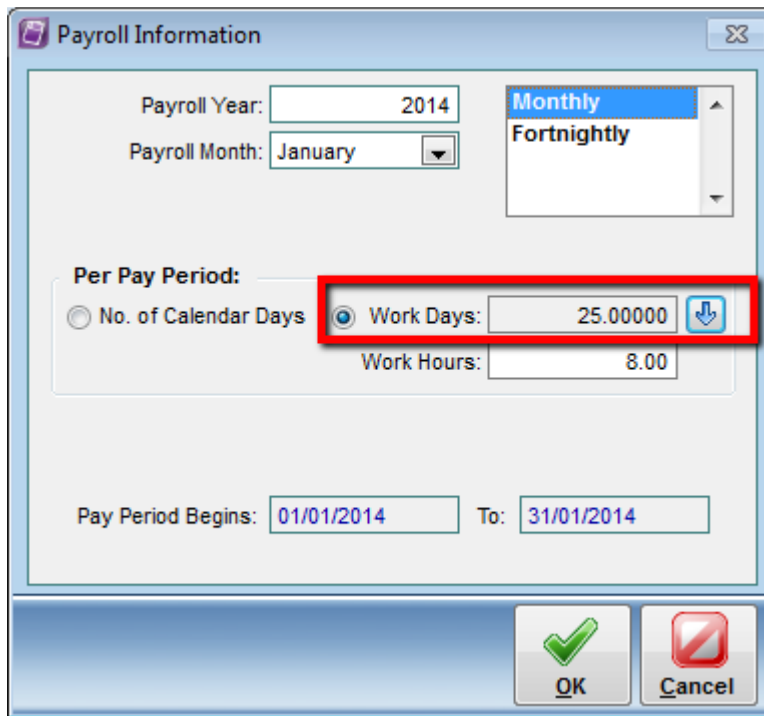
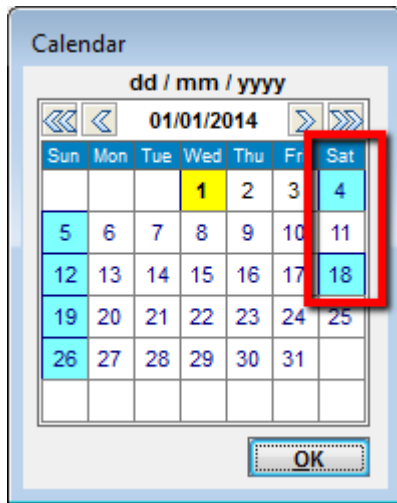
- Click on Sun and Sat to mark the off days. Then click OK to save.
 Note, if the highlighted colour is in turquoise, it is marked as a off day. If the highlighted colour is in yellow, it is shown as the currently selected date.
 Normal working days are shown in white areas.



5. The system will show No of Work days in January 2014 is 23 Days.



6. How to set 5.5 days work week?
Mark Sun as off days and alternate Sat as off days.



7. How to set 5.25 days work week (alternate sat)?
Mark Sun as off days and mark 3 sats as off days

