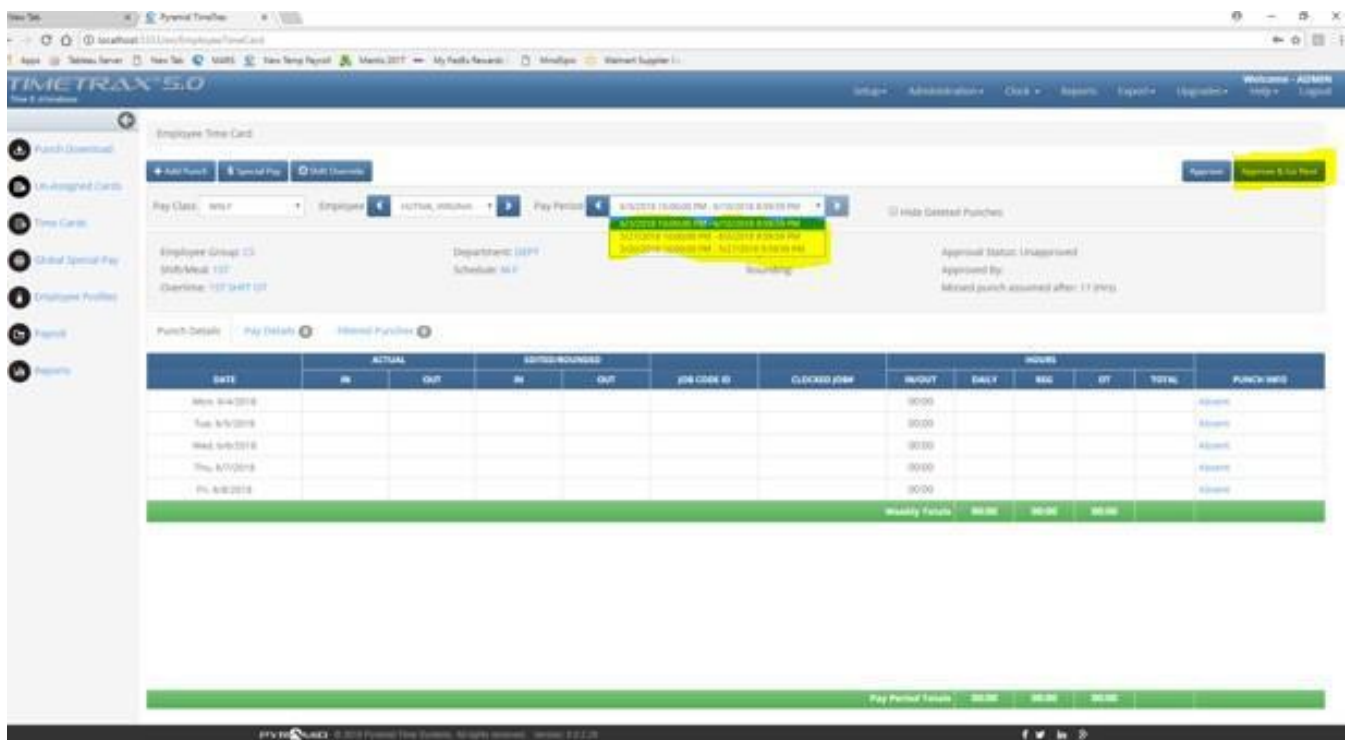


Changing Pay Class in TimeTrax® Version 5-When and How?

On occasion, the Pay Class details may need to change (i.e. changing from Weekly to Bi-weekly, or changing Pay Period start day or time). It is important to choose the ideal time to make this type of change and follow the correct process. Please follow the steps below for a smooth transition.

1. Wait until current Pay Period has ended to make changes.
2. Wait until all employees have punched out for the day, then download all punches from the time clock(s).
3. Review and approve all time cards for all employees, even if there are no punches in a time card. Start with two pay periods prior, then go to previous, and approve the current pay period. Once all three pay periods have been approved for every employee, run the reports needed.



The screenshot displays the 'Employee Time Card' interface in TimeTrax 5.0. The 'Pay Class' dropdown is set to 'Wkly'. The 'Pay Period' dropdown is set to '8/1/2016 12:00:00 PM - 8/7/2016 8:00:00 PM'. The table below shows the following data:

DATE	ACTUAL		EDITED/BOUNDED		JOB CODE ID	CLICKED JOB	HOURS					PUNCH INFO	
	IN	OUT	IN	OUT			IN/OUT	DAILY	REG	OT	TOTAL		
Mon 8/4/2016							8:00					8:00	
Tue 8/5/2016							8:00					8:00	
Wed 8/6/2016							8:00					8:00	
Thu 8/7/2016							8:00					8:00	
Fri 8/8/2016							8:00					8:00	
Weekly Totals							8:00		8:00			8:00	
Pay Period Totals							8:00		8:00			8:00	

4. You are now ready to make a Pay Class Change.

- Carefully consider the parameters for the new Pay Class and be sure to enter the correct information before downloading punches.
- When choosing the time the Pay Period and Work Week starts on, choose a time at least one hour before the first employee punches in for the day. This will ensure the correct pay period will be shown in the event an employee arrives early.

Edit Pay Class: WKLY

Save Save & Close Close

General Pay Periods

* Pay Class ID WKLY

Pay Class ID Description Weekly Pay Class

Pay Period Setup

Weekly Bi-Weekly Monthly Semi-Monthly

* Pay Period starts on Sunday

* Work Week starts on Sunday

* Pay Period and Work Week starts at 10:00 PM

- Once the Pay Class is changed, the approved punches from the old Pay Class are available in the Pay Class Change Reports.

