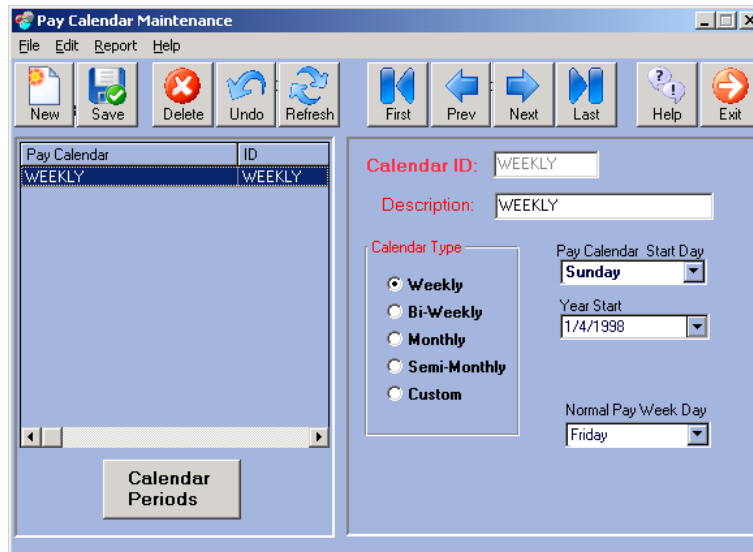
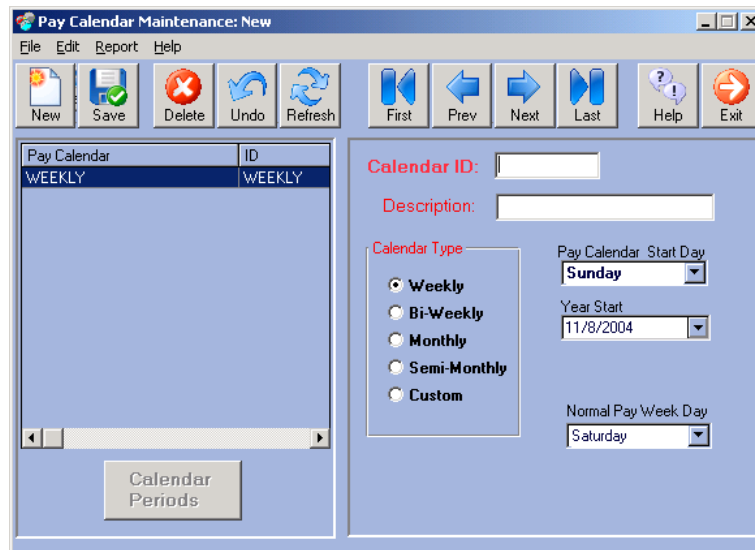


## Creating Pay Calendars

1. Click the **Pay Calendar** button on the User Parameters menu to open the **Pay Calendar Maintenance** screen.



2. To create a new pay calendar, click the **New** button to open a blank **Pay Calendar Maintenance** screen.



3. Enter the pay calendar information.

**Calendar ID:** Type the ID for this pay calendar (e.g. Weekly).

**Description:** Type a description of this pay calendar.

**Calendar Type:** Select a calendar type.

- **Weekly:** Creates a weekly pay schedule.
- **Bi-Weekly:** Creates a pay schedule based on two-week intervals.
- **Monthly:** Creates a monthly pay schedule.
- **Semi-Monthly:** Creates a pay schedule that pays twice a month.
- **Custom:** Creates a user-defined pay schedule.

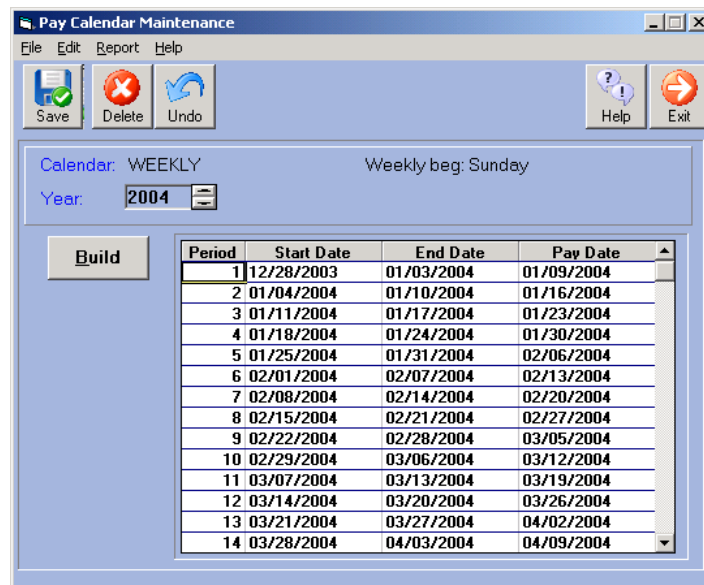
**Pay Calendar Start Day:** Select the first day of the pay period (e.g. Sunday for a weekly schedule).

**Year Start:**(Weekly & Bi-Weekly only) Select the date on which this schedule will begin (the computer's Regional Settings must match this format).

**Normal Pay Week Day:** (Weekly & Bi-Weekly only) Select the day of the week on which paychecks are distributed. This is for informational purposes only.

**Period 2 Start Day:** (Semi-Monthly only) Select the day of the month on which the second period of the month begins.

4. Click **Save** to save the new pay calendar.
5. Build the pay calendar schedule by clicking the appropriate pay calendar on the left side of the screen and then clicking **Calendar Periods** to open the **Pay Calendar Maintenance** screen.



6. Select a year and then click **Build**.
7. After the schedule has been built, verify that the last pay period of the year is correct and then click **Save**.
8. Repeat Steps 6 and 7 for each year for which you want to build schedules.