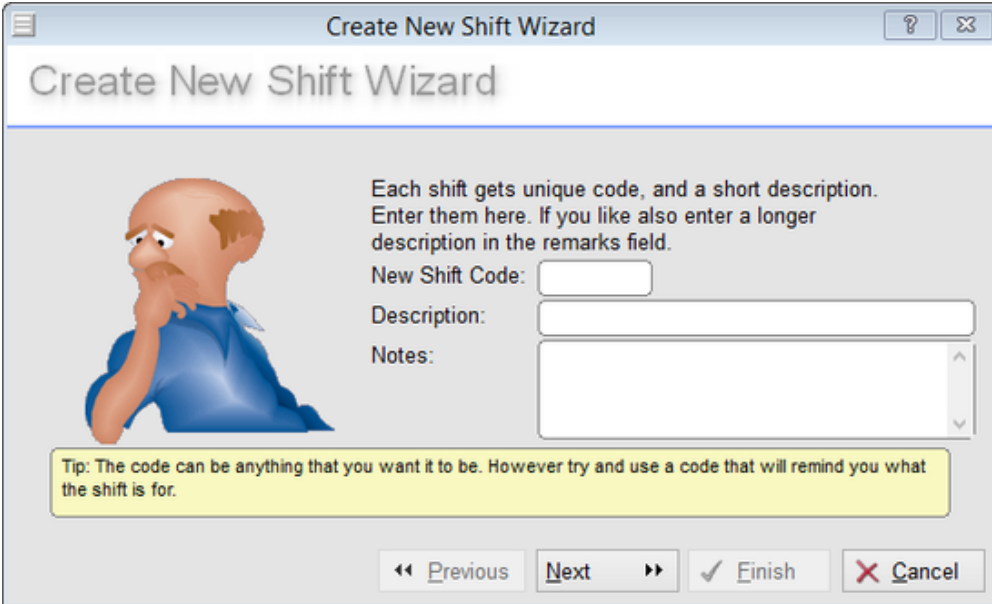


This task is used to add a new Payroll Shift.

1. Select the **Add Shift** option from the **Task** drop-down menu and the *Create New Shift Wizard* window will be displayed.



Each shift gets unique code, and a short description. Enter them here. If you like also enter a longer description in the remarks field.

New Shift Code:

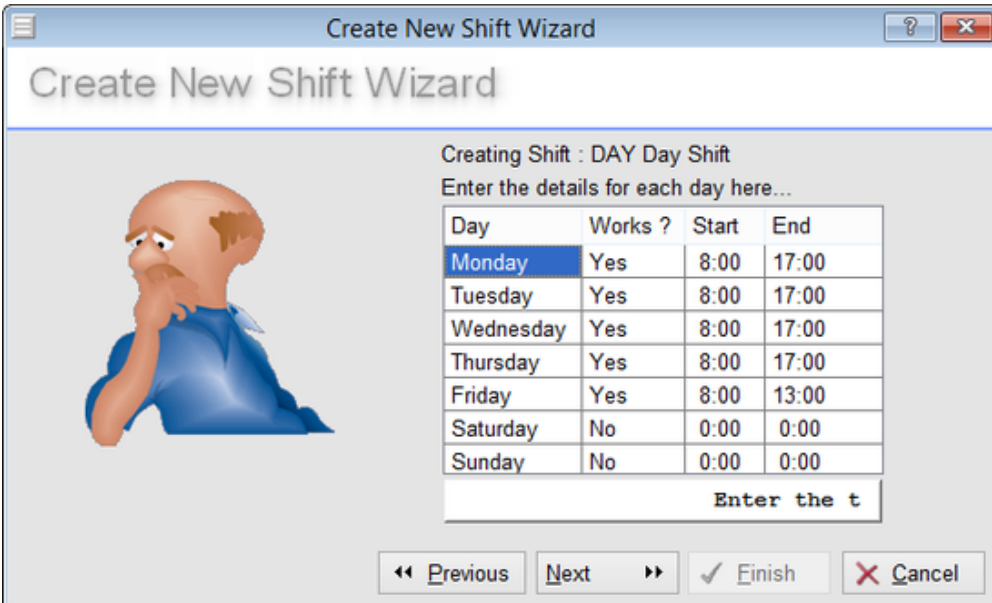
Description:

Notes:

Tip: The code can be anything that you want it to be. However try and use a code that will remind you what the shift is for.

<< Previous Next >> ✓ Finish ✗ Cancel

2. Enter a **Code** and **Description** that will be used to identify the shift. If required a **Note** can be used to add additional information.
3. Select the **Next** button to select the start and end times for each day.



Creating Shift : DAY Day Shift

Enter the details for each day here...

Day	Works ?	Start	End
Monday	Yes	8:00	17:00
Tuesday	Yes	8:00	17:00
Wednesday	Yes	8:00	17:00
Thursday	Yes	8:00	17:00
Friday	Yes	8:00	13:00
Saturday	No	0:00	0:00
Sunday	No	0:00	0:00

Enter the t

<< Previous Next >> ✓ Finish ✗ Cancel

4. For each **Day** of the week, select if the employees are required to **Work** on that day or not (by double-clicking on the text area) and also type in the **Start** and **End** times for the daily shift. Once completed select the **Next** button.

5. Select whether the employees on this shift have a **Lunch Break** or not and then select the **Next** button.

Creating Shift : DAY Day Shift

Lunch Break
Do the employees on this shift have a Lunch Break? Yes No

« Previous Next » ✓ Finish ✗ Cancel

6. If employees do have a Lunch Break, enter the lunch times that are to apply and also whether the employee are required to **Clock** for a lunch break. Then select if the lunch break is a **Paid** break or not. Once completed select the **Next** button.

Creating Shift : DAY Day Shift

Enter the lunch break details here...

Can take Lunch From: 12:00 To: 12:30

Must take at least : 0:30

Are the employees paid during lunch ? Yes No

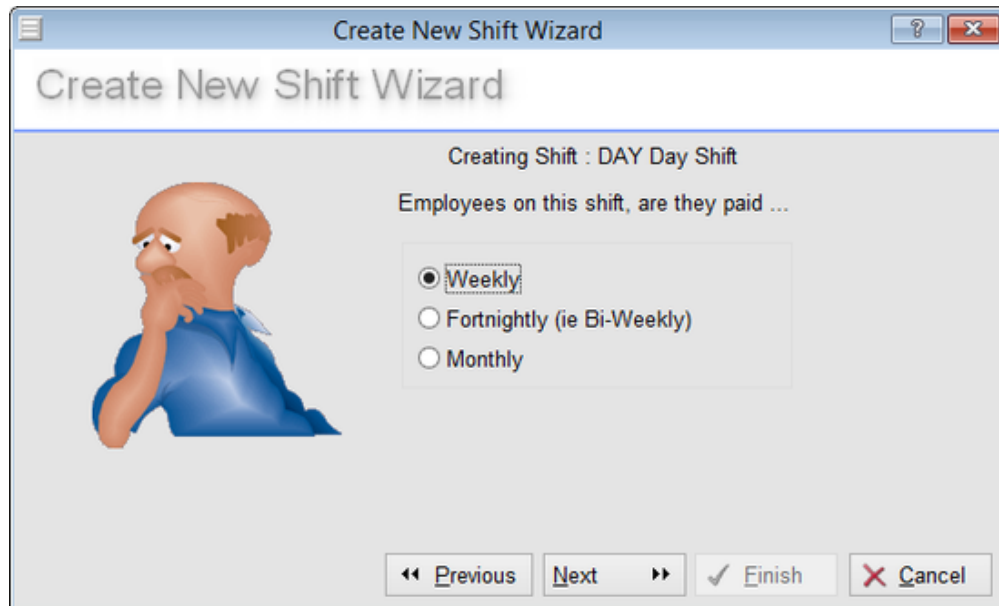
Must the employees clock in and out at lunch time ? Yes No

« Previous Next » ✓ Finish ✗ Cancel

7. Select if **Rounding** is to be used or not and then select the **Next** button.



8. If **Rounding** was selected, use the next window to define required rounding periods to be used and then select **Next** to continue.



9. When the next window is displayed you are required to select how the Payroll Shift is to be calculated for payroll purposes.
The options are as follows:
- Weekly.** If the employees are paid on a weekly basis select this option and then Select **Next**.
 - Fortnightly.** If the employees are paid on a fortnightly basis select this option and then Select **Next**.
 - Monthly.** If the employees are paid on a Monthly basis select this option and then Select **Next**.
10. The next window requires you to select the Starting Day for this shift. Once completed, selected **Next**.

11. Now that the minimum information for the creation of this new shift has been defined, select the **Finish** button for this shift to be created and saved to the system.



Permalink: <http://tinyurl.com/mqanvyp>