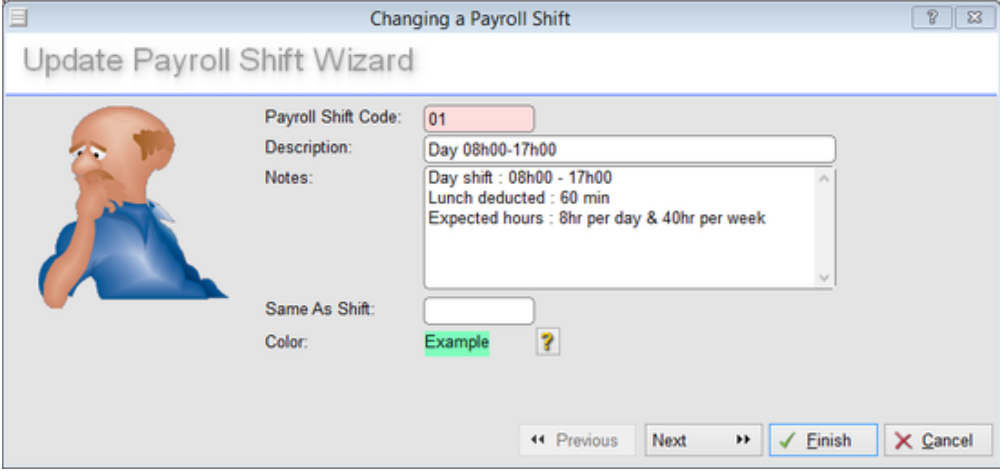


## Change a Payroll Shift

To Change an existing Payroll Shift, Proceed as follows:

1. Select the Payroll Shift to be changed and click on the **Change** button. The *Update Payroll Shift Wizard* window will be displayed.



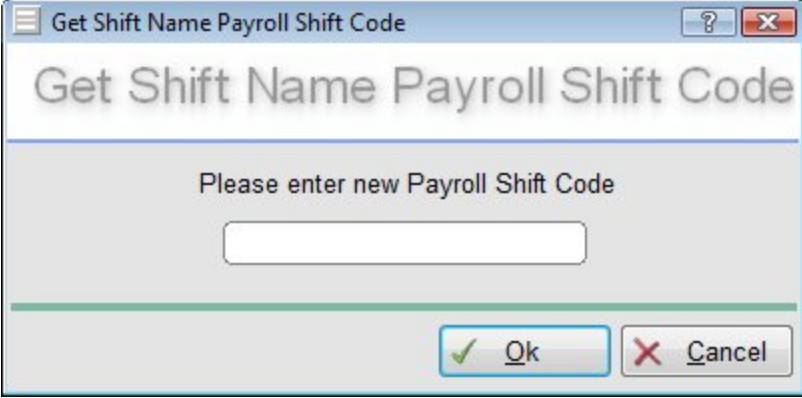
2. Make any changes necessary to each screen, as you navigate through them using the next button.
3. Besides changing the Payroll Shift description, Start Date, etc, you can also make changes to the Daily Shift used, Balancing Rules, Holiday Rules, etc. The sections available are:
  - a. **Default.** Here you can configure the day name and also select the daily shift to be used for each day.
  - b. **Balancing.** Configure the Payroll balancing rules in this section.
  - c. **Rounding.** If you would require the hours to be rounded to the nearest 15min for example, it can be configured in this section.
  - d. **Holidays.** Configure the rules that apply to employees on a public holiday or when taking leave.
  - e. **Options.** Configure clocking direction overrides and Pay on day out settings.
  - f. **Macro.** Assign macro scripts which would apply to this payroll shift.

## Remove a Payroll Shift

1. Select the Payroll Shift to be removed and click on the **Remove** button.
2. When the Delete confirmation window is displayed, click **Yes** to delete the selected Payroll Shift. The Payroll Shift will now be removed from the list.

## Copy a Payroll Shift

1. Select the Payroll Shift to be copied and click on the **Copy** button. The *Get Payroll Shift Code* window will be displayed.



The image shows a standard Windows-style dialog box. The title bar at the top reads "Get Shift Name Payroll Shift Code" and includes a help icon (question mark) and a close icon (X). The main area of the dialog has a light gray background and contains the text "Get Shift Name Payroll Shift Code" in a large, bold, sans-serif font. Below this, there is a smaller line of text: "Please enter new Payroll Shift Code". Underneath the text is a white rectangular text input field. At the bottom right of the dialog, there are two buttons: "Ok" with a green checkmark icon and "Cancel" with a red X icon.

2. Enter a new Description Code for the copied payroll shift and then click on the **Ok** button.
3. The copied payroll shift will now be listed with the new defined Payroll Shift Code.

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