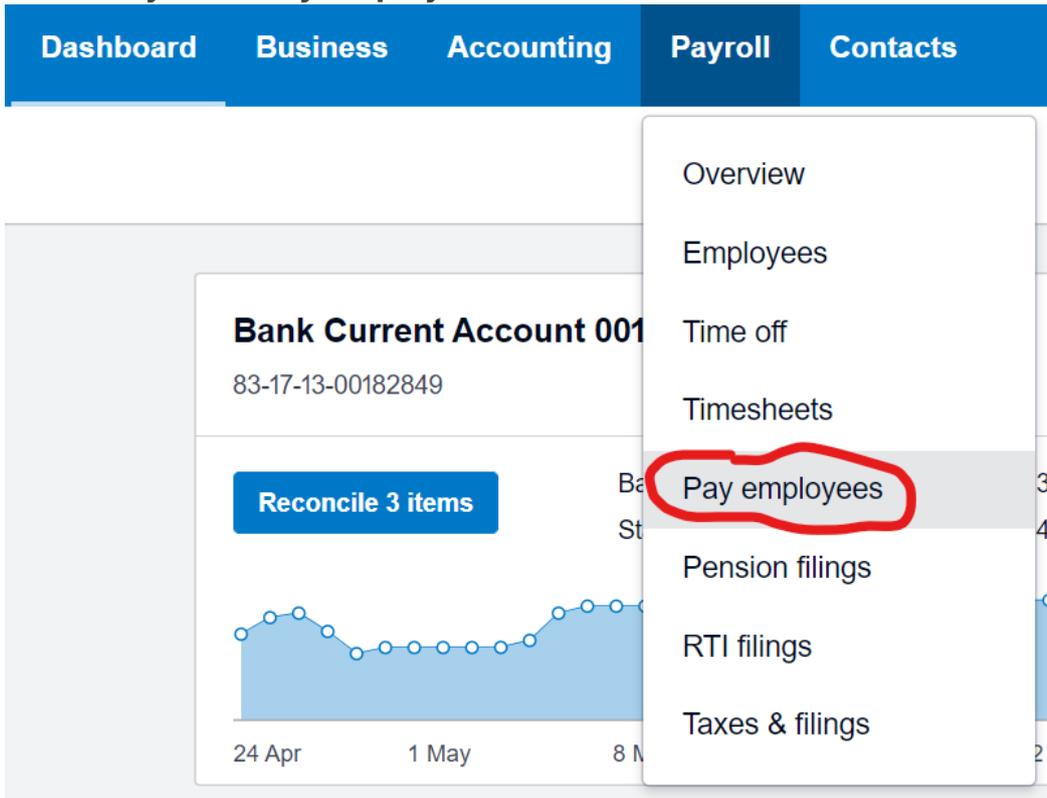


Creating a Pay Run

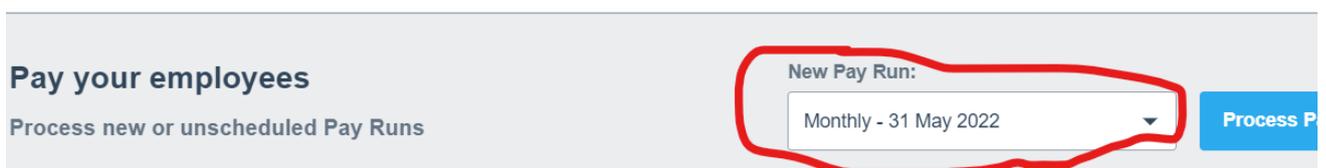
Process for Creating a Pay Run

1. Go to "**Payroll > Pay employees**"



2. Select whether the pay run is either:
 1. A standard pay run (Monthly pay run, runs on the 27th)
 2. Unscheduled pay run (can be run anytime e.g. **leaver pay run**)

Pay Runs



3. Then click "**Process Pay Run**"

Process Pay Run

4. Enter the date the employees are to be paid

Payment Date:

26 May 2022



5. You can add a message to be written on the payslips here

Payslip Message:

6. Select the employees to be included in the pay run

Employee
<input type="checkbox"/> Adrian McCombe
<input type="checkbox"/> Andrew Roddie
<input type="checkbox"/> Brendan Caldwell
<input type="checkbox"/> Brian Johnston
<input type="checkbox"/> Frances McCorry
<input type="checkbox"/> Gary Leckie
<input type="checkbox"/> Graham Halley

Unscheduled Pay Runs

When you select an unscheduled pay run, you have to select the tax year and the pay period that the unscheduled pay run is relevant.

Pay calendar	Tax year	Pay period i
Monthly	Current tax year 2021/2022 2020/2021	April 2022 May 2022

? [Why create an unscheduled pay run?](#)

Cancel Create

Revision #2

Created 24 May 2022 12:46:48 by Admin

Updated 24 May 2022 20:48:28 by Admin