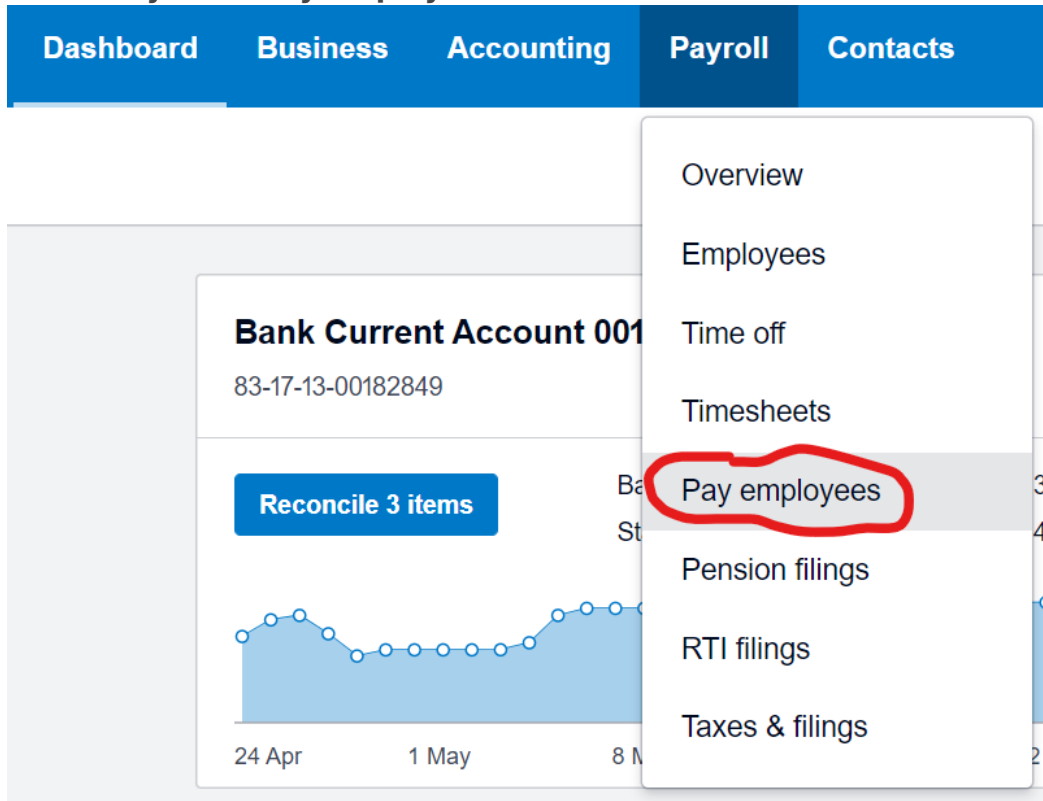


# Creating a Pay Run

## 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

☐

Adrian McCombe

☐

Andrew Roddie

☐

Brendan Caldwell

☐

Brian Johnston

☐

Frances McCorry

☐

Gary Leckie

☐

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 <span>i</span>
Monthly	Current tax year	April 2022
	2021/2022	May 2022
	2020/2021	

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

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