How to Create Employee Pay Group

- Click Employee Pay Groups from Payroll module.
 Set the value of the following fields:
 - - a. PayGroup
 - b. Description
 - c. Bank Account

The defined Bank Account will be the default account number the pay group will use in paychecks.

3. Click Save toolbar button to create pay group.

Employee Pay Groups		~ □ ×
Save Undo Close		
+ Insert × Remove 🔡	Layout 🔍 Filter Records (F3)	
Pay Group	Description	Bank Account
Weekly	Weekly	12152015
Commissions	Commission	12152015
Monthly	Monthly	12152015
Bi-Weekly	Bi-Weekly	12152015
✓ Test	Test	12152015
🕐 🗘 💡 🖂 Edited		

(ii)

Clicking Insert grid icon is another option to add a new pay group in the grid.

- 4. Newly created pay group should appear in the grid.
- 1. Click Employee Pay Groups from Payroll module.
- 2. Set the value of the following fields:
 - a. PayGroup
 - b. Description c. Bank Account

The defined Bank Account will be the default account number the pay group will use in paychecks. (i)

3. Click Save toolbar button to create pay group.

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Weekly	Weekly	12152015
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✓ Test	Test	12152015

⁽i)

Clicking Insert grid icon is another option to add a new pay group in the grid. (i)

- 4. Newly created pay group should appear in the grid.
- From Payroll module > single click the Employee Pay Groups
 Fill in the Employee Pay Groups information:

💿 Insert 😑 Remove Filte		
Pay Group	Description	Bank Account
HOLIDAY	Holiday Pay Group	06292015
BONUS	Bonus Pay Group	06292015
COMMISSION	Commission Pay Group	06292015
MONTHLY	Monthy Pay Group	06292015
BI-WEEKLY	Bi-Weekly Pay Group	06292015

- a. Enter Pay Group.
- b. Enter the Pay Group description.
- c. Select the Bank Account by clicking on the drop down combo box button.

3. Click the Save toolbar button to save the added Employee Pay Group.

4. Click the Close toolbar button to close the Employee Pay Group screen.