Adding New Shift Pay Definitions

Payments and Deductions · https://paiyroll.com/kb/adding-new-shift-pay-definitions/

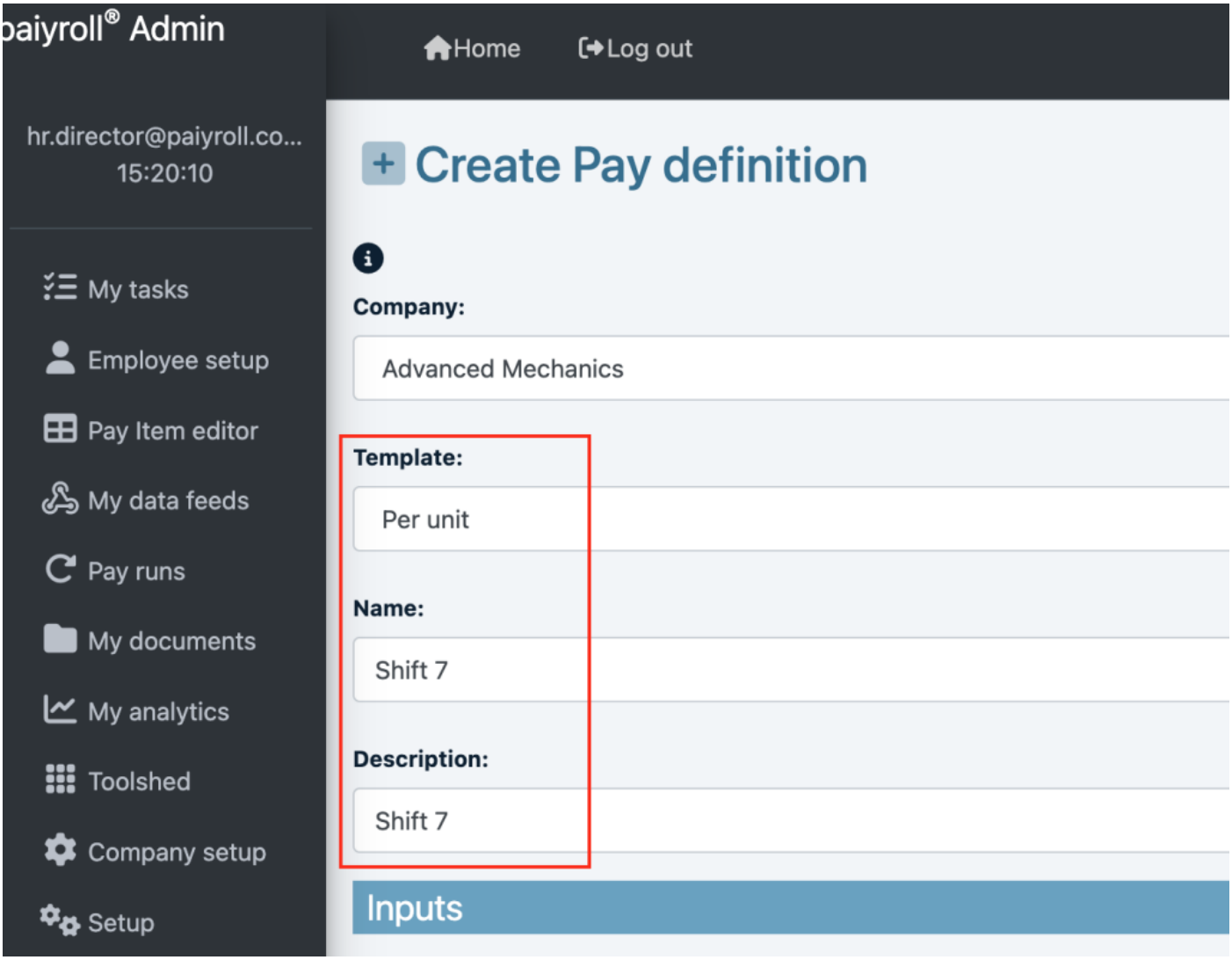
Follow this guide to add new Shift Pay Definitions, e.g. when you see the message: **Shift count exceeds limit**

Go to **Company Setup** > **Pay Definitions**

Adding manually

This method can be used to create 1 or 2 Shift Pay Definitions.

Add.. a new Pay Definition based on the **Per Unit** Pay Template and ensure you use the next free number. e.g. if you have Shifts numbered Shift 1...Shift 6, then ensure it is numbered **Shift 7:**



Be sure to adjust any busses.

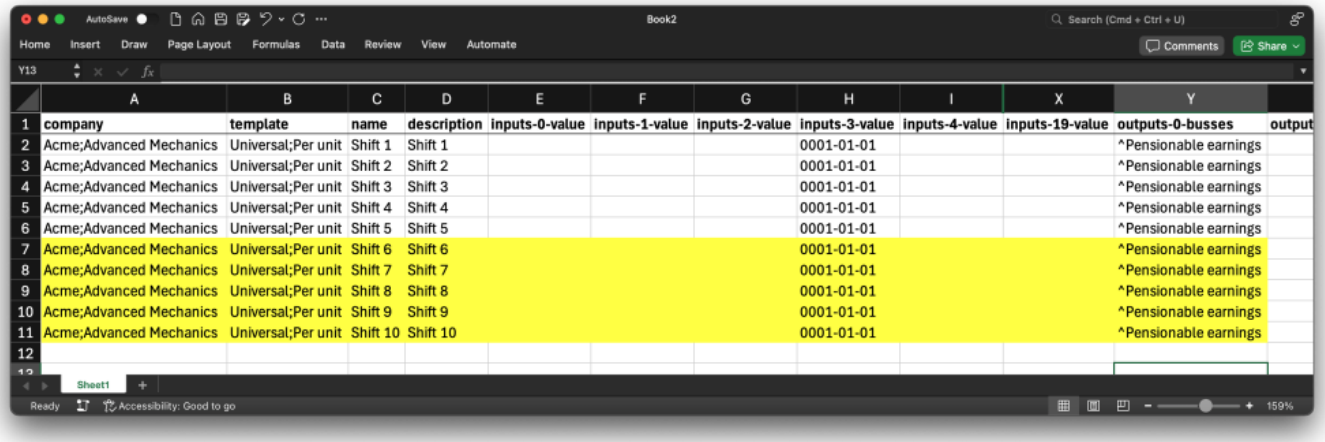
Click **Add** to create the new pay definition.

Bulk download/upload

This is suggested when you have many Shift items to add.

Company Setup > **Pay Definitions** > **Download...** to create a CSV file.

Edit this file, filter or delete any non-shift Pay Definitions. Then add as many extra shift rows as you need. In the example below we are adding 4 more shift rows. Ensure the date column H remains as shown and if you have adjusted any output busses, ensure columns to the right are also duplicated:



	A	B	C	D	E	F	G	H	I	X	Y
1	company	template	name	description	inputs-0-value	inputs-1-value	inputs-2-value	inputs-3-value	inputs-4-value	inputs-19-value	outputs-0-busses
2	Acme;Advanced Mechanics	Universal;Per unit	Shift 1	Shift 1				0001-01-01			^Pensionable earnings
3	Acme;Advanced Mechanics	Universal;Per unit	Shift 2	Shift 2				0001-01-01			^Pensionable earnings
4	Acme;Advanced Mechanics	Universal;Per unit	Shift 3	Shift 3				0001-01-01			^Pensionable earnings
5	Acme;Advanced Mechanics	Universal;Per unit	Shift 4	Shift 4				0001-01-01			^Pensionable earnings
6	Acme;Advanced Mechanics	Universal;Per unit	Shift 5	Shift 5				0001-01-01			^Pensionable earnings
7	Acme;Advanced Mechanics	Universal;Per unit	Shift 6	Shift 6				0001-01-01			^Pensionable earnings
8	Acme;Advanced Mechanics	Universal;Per unit	Shift 7	Shift 7				0001-01-01			^Pensionable earnings
9	Acme;Advanced Mechanics	Universal;Per unit	Shift 8	Shift 8				0001-01-01			^Pensionable earnings
10	Acme;Advanced Mechanics	Universal;Per unit	Shift 9	Shift 9				0001-01-01			^Pensionable earnings
11	Acme;Advanced Mechanics	Universal;Per unit	Shift 10	Shift 10				0001-01-01			^Pensionable earnings
12											

Save this file in XLS format.

Company setup > **Pay Definitions** > **Upload...**

Follow the wizard steps to select the file and sheet and then review and **Publish** the new Pay Definitions.

The related article provides full details on bulk editing and may be useful.