Changing a Pay Schedule

Pay runs · https://paiyroll.com/kb/changing-a-pay-schedule/

If you need to change your pay schedule, follow the steps in this article. This may be to:

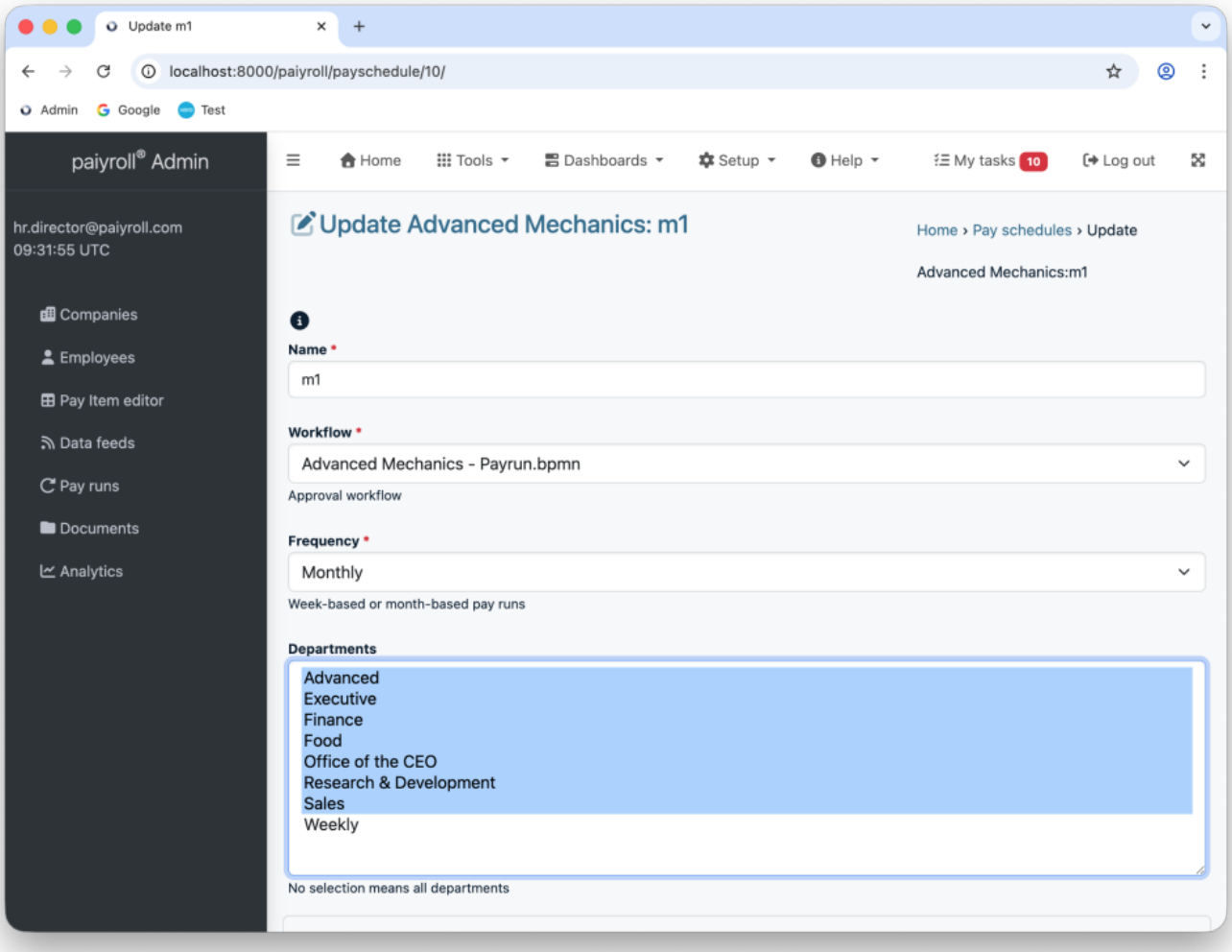
- Add/remove departments
- Switch a worker from one department to another
- Add/ remove workers (via their department) - to resolve the error "*has no pay items. Hint: restore items or remove worker from schedule*"
- Change dates

Overview

Pay Schedules and Departments

Workers are included in a pay schedule via their department. Therefore, each schedule allows you to explicitly add or remove departments, specifying which workers are included in the pay schedule and which are not. For example, a test worker in a test worker *department* can be excluded by ensuring that the test worker department is not included in the pay schedule.

In the example below, the **m1** monthly schedule applies to all departments except Weekly:



Pay Items

Workers' pay items are all specified by a frequency. If you need to switch pay items and frequency. The system will do this automatically as long as the old and new departments, as well as the old and new pay schedules, have been set up so that the system can confirm the old and new department frequencies. In the example below, the system recognises that the m1 department operates on a monthly schedule and the w1 department operates on a weekly schedule. If you attempt to switch a worker from Department w1 to m1 and they have weekly pay items for w1, all of these Pay Items will be automatically updated for you.

Frequency	Department	Schedule
Monthly	m1	m1
Weekly	w1	w1

Steps

As the steps below cover many different cases, some steps may not be applicable.

1. The first step is to ensure you have all required departments, both old and new. If you want to move a worker from a weekly to a monthly schedule, ensure you have a weekly department (e.g., w1) and a monthly department (e.g., m1). Do not attempt to delete any old departments at this step.
2. If you need to *add* a **new** Pay Schedule **Setup** > **Pay Schedules**: Click **Add**... and see the next section for details on how to set up a new schedule
3. If you need to *update* an existing Pay Schedule **Setup** > **Pay Schedules**: Click **Update** to edit the schedule, Then, **Update** the same schedule to make the required changes.
4. If you need to amend departments, carefully enlarge the department window (pull down from the bottom right-hand corner) and use CTRL-click on a PC or Command-click on MacOs to add or remove any departments to the selected list. If you accidentally click the wrong department and/or lose the previously multi-selected list, don't update - instead, hit back and then go in to **update** the pay schedule again to try and preserve the selected ones.
5. Make any other changes to the pay schedule as required.
6. Check the dates in the table at the bottom of the page
7. Please note, as per HMRC, that you should keep the same contracted pay date each month, even if it falls on a weekend (or non-banking day), because you are allowed to pay employees on the previous working day.
8. Do not delete any unused schedules at this stage.
9. At this stage, you should have all old and new departments and Pay Schedules.
10. If applicable, you can switch workers from their old department to their new department. As long as the software can detect that the old department was designated with a specific pay frequency per the schedule and that the current pay items have the same frequency, it will switch all pay items to the new frequency. Switching can be done in these ways:
    - Employees > Update > Details tab and change Department
    - Tools > Employee bulk edit
    - Data feed
    - Employee Upload

11. If the pay run is running, select Pay runs > **Redo** the scheduled pay run. You will now have the same scheduled run on the new date. After a few seconds, delete the old pay run.
12. If the pay run is not running, then see this article here to start it off
13. Once everything has been set up and is working correctly, you can then delete any unused departments by renaming them to *delete, cannot be undone* and also any unused Pay Schedules.

Your schedule has been updated, and a newly dated pay run is ready.

Pay Schedule examples

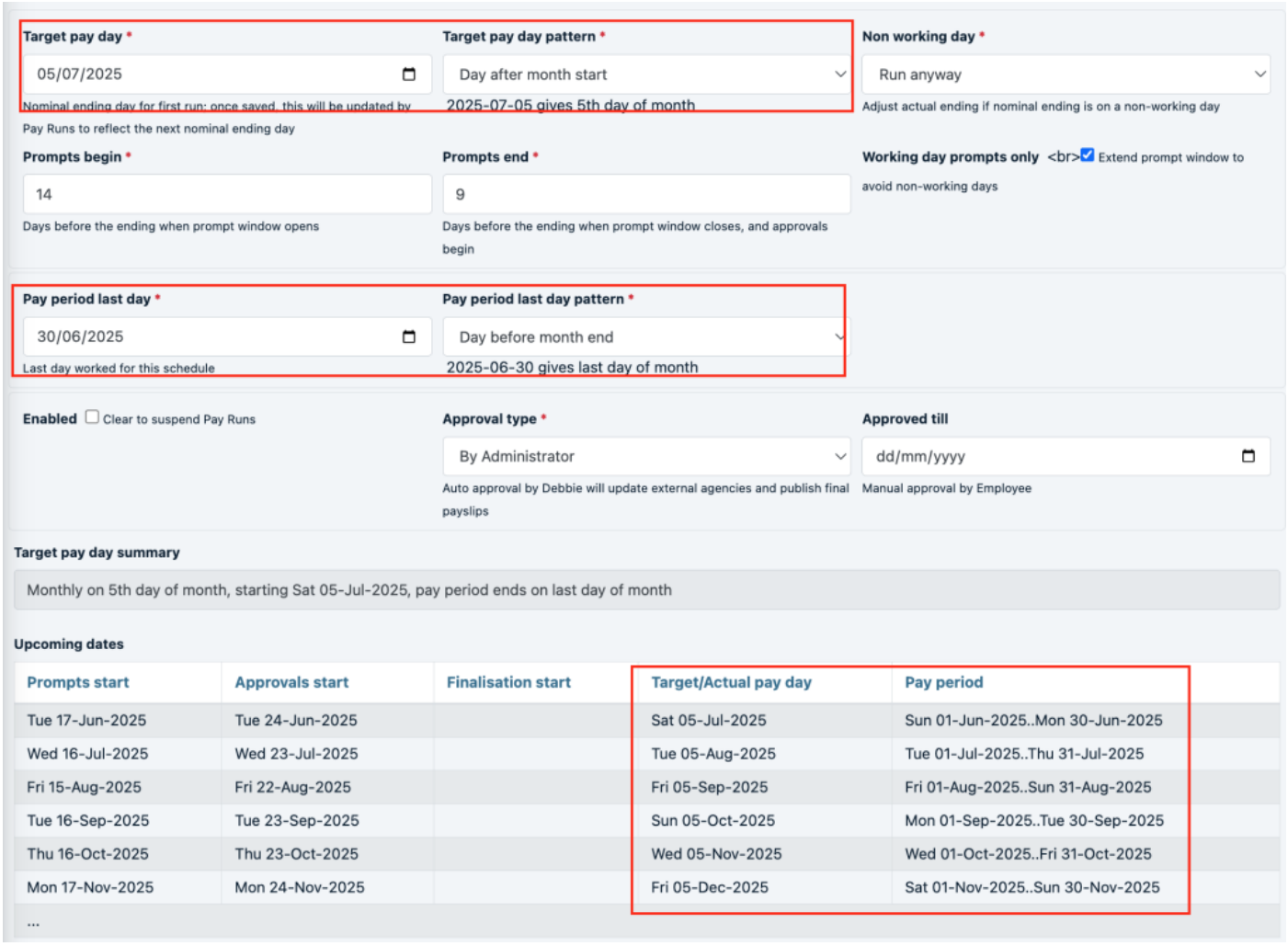
Monthly pay schedules are specified using two *patterns*:

- The first pattern is how the **pay days** repeat - the day on which you will make the payment
- And the second pattern is how the **pay period** repeats, the pay period is the days *worked*

Note: Always select the intended day or the contractual day. Do not attempt to adjust for weekends and working days; this will be automatically done for you in the bank file. The payday in the FPS should always be the same, even if it falls on a weekend.

Example 1: A typical monthly scenario would have the payday and pay period as the last day of the month, so in this case, both patterns would be **Day before month end**. This tells the software you always want those days to be counted back from the end of the month.

Example 2: Pay on the 5th of the following month for the working days of the entire previous month. The payday pattern should be the Day after the start of the month, because it is 5 days after the start of the month. But the pay period pattern would be the last day of the month before, and would be **Day before month end**:


Target pay day *
05/07/2025
Nominal ending day for first run: once saved, this will be updated by Pay Runs to reflect the next nominal ending day
Target pay day pattern *
Day after month start
2025-07-05 gives 5th day of month
Non working day *
Run anyway
Adjust actual ending if nominal ending is on a non-working day
Prompts begin *
14
Days before the ending when prompt window opens
Prompts end *
9
Days before the ending when prompt window closes, and approvals begin
Working day prompts only
 Extend prompt window to avoid non-working days
Pay period last day *
30/06/2025
Last day worked for this schedule
Pay period last day pattern *
Day before month end
2025-06-30 gives last day of month
Enabled Clear to suspend Pay Runs
Approval type *
By Administrator
Auto approval by Debbie will update external agencies and publish final payslips
Approved till
dd/mm/yyyy
Manual approval by Employee
Target pay day summary
Monthly on 5th day of month, starting Sat 05-Jul-2025, pay period ends on last day of month
Upcoming dates
Prompts start
Approvals start
Finalisation start
Target/Actual pay day
Pay period
Tue 17-Jun-2025
Tue 24-Jun-2025
Sat 05-Jul-2025
Sun 01-Jun-2025..Mon 30-Jun-2025
Wed 16-Jul-2025
Wed 23-Jul-2025
Tue 05-Aug-2025
Tue 01-Jul-2025..Thu 31-Jul-2025
Fri 15-Aug-2025
Fri 22-Aug-2025
Fri 05-Sep-2025
Fri 01-Aug-2025..Sun 31-Aug-2025
Tue 16-Sep-2025
Tue 23-Sep-2025
Sun 05-Oct-2025
Mon 01-Sep-2025..Tue 30-Sep-2025
Thu 16-Oct-2025
Thu 23-Oct-2025
Wed 05-Nov-2025
Wed 01-Oct-2025..Fri 31-Oct-2025
Mon 17-Nov-2025
Mon 24-Nov-2025
Fri 05-Dec-2025
Sat 01-Nov-2025..Sun 30-Nov-2025
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