Repeat, reset or prompt for a Pay Item value each pay run

Payments and Deductions · https://paiyroll.com/kb/repeat-reset-or-prompt-for-a-pay-item-value/

What happens to a value after a pay run

You can set what happens to the value of a Pay Item after each pay run. For example, a set amount of holiday pay can repeat each month, so you do not have to add it again. Or a one-off payment can go back to zero, or paiyroll® can ask you for a new value.

Each input of a Pay Definition has its own **Reuse** setting:

Reuse	After each pay run
Use indefinitely	The value repeats in each pay run until you change it.
Use once, then set to zero	The value goes back to zero.
Use once, then unset	The value is cleared, and paiyroll® asks you for a new value.
Never prompt even if unset	paiyroll® does not ask for a value.

The Reuse setting is on the Pay Definition. So it applies to all employees who have the Pay Item.

Change the Reuse setting

1. Click **Setup > Pay Definitions**.
2. Find the Pay Definition, for example **Holiday Pay**.
3. Click **Update**.
4. Click **Inputs**.
5. For the input, in **Reuse**, select what you want to happen after each pay run.
6. Click **Update**.

Next steps

- Adding New Pay Definitions