Starting a Pay Run

Pay runs · https://paiyroll.com/kb/starting-a-pay-run/

Usually, the Pay Run workflow will already be running and no action is required other than to **Redo** or **Approve** a pay run.

However, you may need to start a new Pay Run workflow for the following reasons:

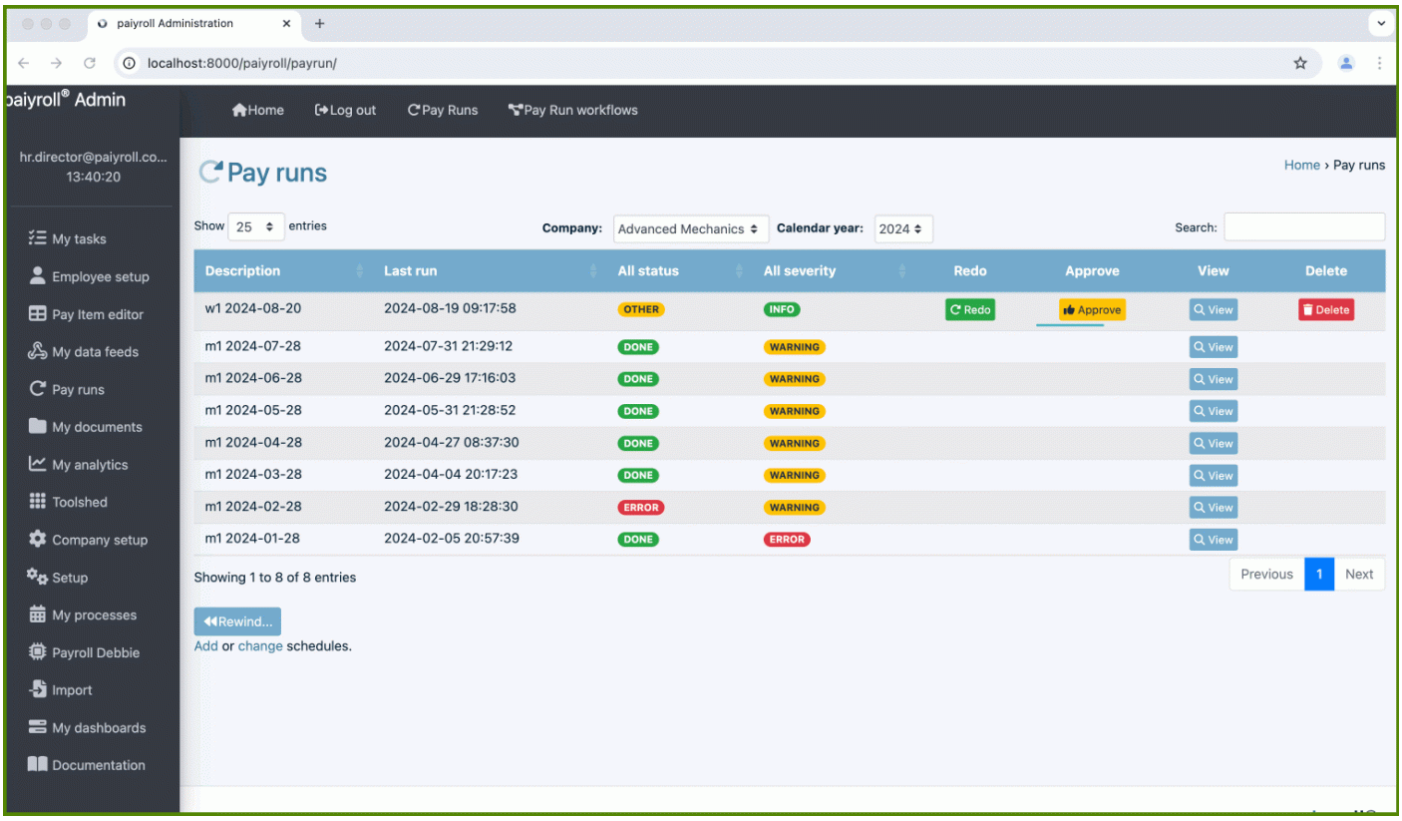
- You need to start a **Custom** Pay Run because an employee is leaving or you need an additional Pay Run e.g. Office staff who are paid on a different day
- You need to start an **On Demand** Pay Run because an employee has asked for pay
- Starting the very first Pay Run
- You added or changed a Pay Schedule and need to start the associated Pay Run
- You accidentally deleted a Pay Run

Start a new Pay Run as follows:

1. **Pay runs**
2. Click the bottom menu **Setup Pay Runs** > **Start a Pay Run Workflow Definition**
3. Start the Payrun workflow using the **Start** button
4. Scroll down below the BPMN diagram and carefully select the type of Pay Run workflow you need:

Scheduled Pay run

Start This is for a normal **Scheduled** pay run which will start immediately after you click the button. It will automatically delete a previous run of the same frequency and date.

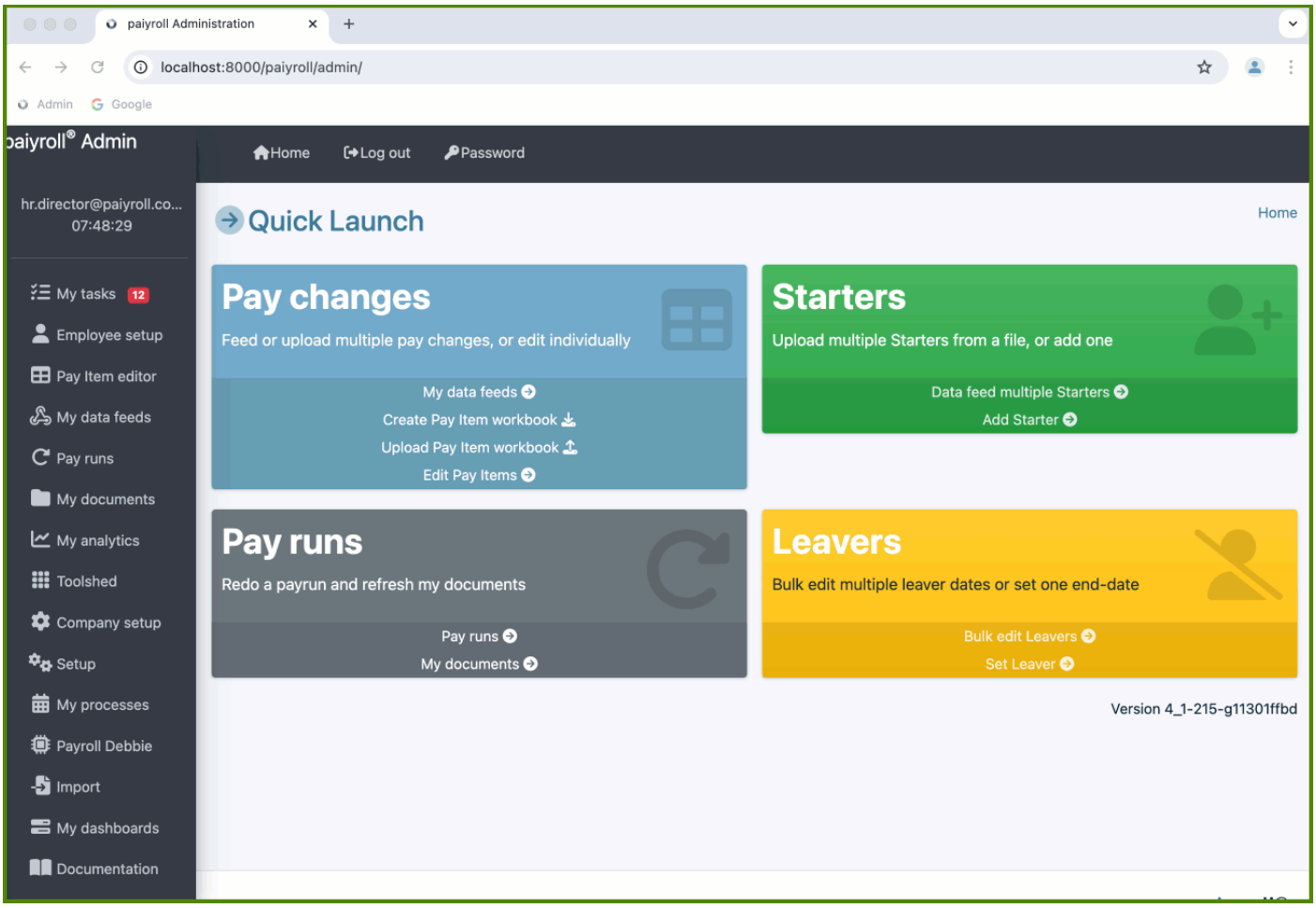


Custom Pay Run

Custom Start Selecting this option takes you to a new view where you need to configure the details of the Pay Run:

Select the Schedule and Actual_t date required.

Then, select the workers who will participate in the run:



You can filter workers by department, which makes it easy to select an entire department or specific workers from that department.

Select each worker by clicking on the > button to move them into the Selected Workers window. If you make a mistake, you can remove workers using the < button

Select all filtered workers with the >> button or remove them with the << button

Click Start to start the custom pay run

On Demand Pay run

On Demand Start Only select this option if you want to start a workflow for workers who have made an On Demand request. The next view allows you to:

Chose the Schedule and Actual_t date of the Pay run. By default, any workers who have requested On demand will appear in the Selected workers window.

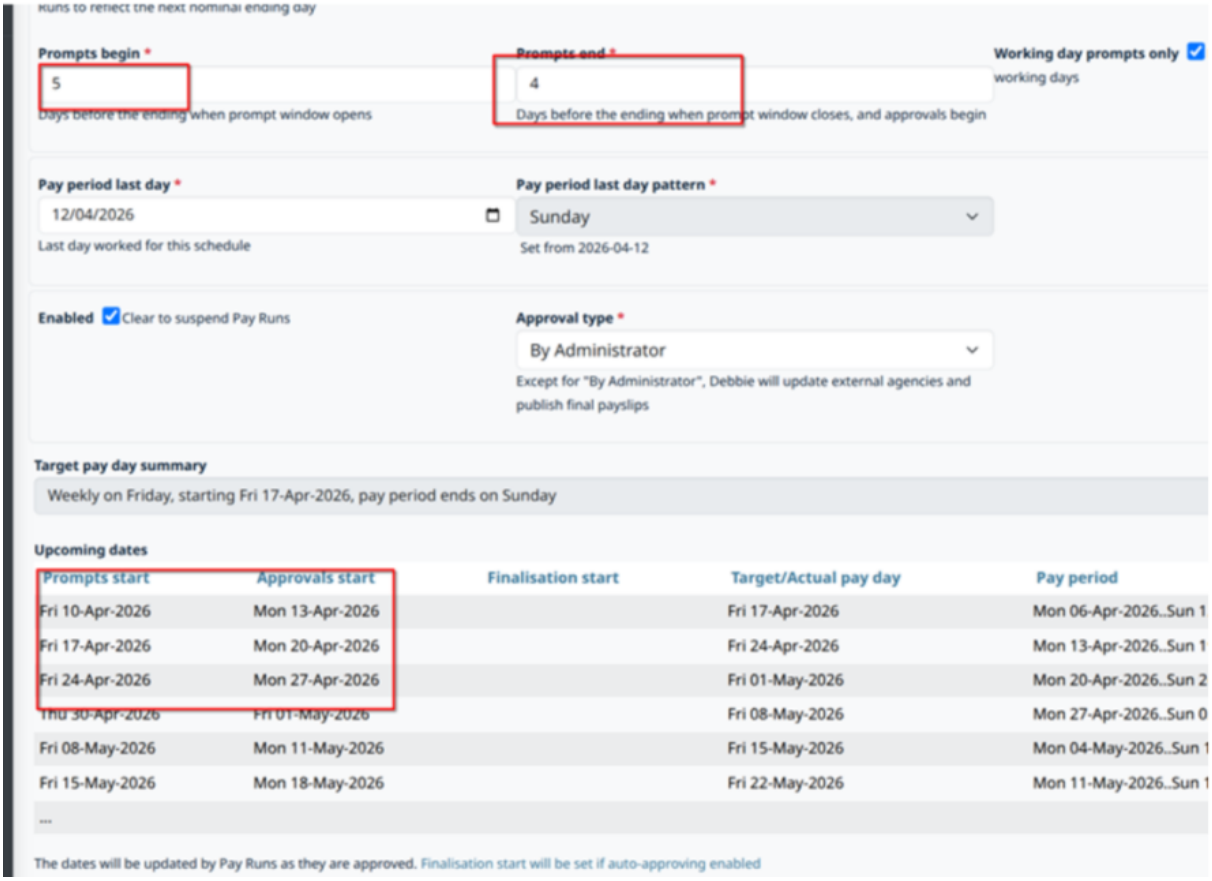
- Remove any workers you do not wish to include using the < or << buttons.

- Click **Start** to start the pay run.

Adding extra Pay Schedules

You can use multiple Schedules of the same or different frequencies, with different employees in each.

- When you add a new Schedule, as you change the values, even before you click **Update**, the bottom part of the screen is updated to show the exact dates involved:



- The employees in each schedule are selected by department:



- Note that failing to select any departments in the same as selecting all departments, and this will cause errors!
- Don't forget to change the Journal configuration to include the new schedule:
  - **Setup > Report Definitions > Update** Pre-approval summary2
  - The missing entries will be added.
  - Review, then **Update**.