

Sage Partner Payroll



Did you know...

Question:

How do I delete an unused pay frequency?

Solution:

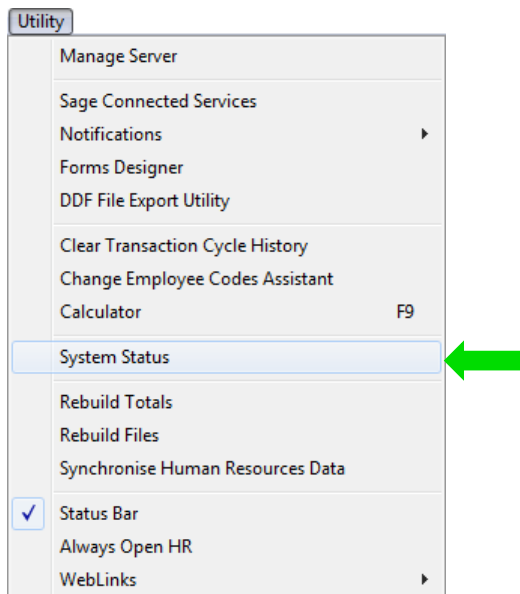
In this example, we will be deleting the weekly pay frequency.



Important Information

You cannot have any employee Masterfiles linked to the profile you wish to delete.

1. Go to Utility...System Status.



2. Ensure the Employee Status...Weekly...Total is "0".

System Status

Total Employee Status

Employees	3	Processed Employees	0	Employees On Leave	0
New Employees	3	Not Processed Employees	0	Terminated Employees	0

Pay Frequency Status

Monthly		Weekly		Fortnightly	
Current Period No.	1	Current Period No.	1	Current Period No.	1
Period End Date	31/03/2016	Period End Date	04/03/2016	Period End Date	11/03/2016
Month End Date	31/03/2016	Month End Date	25/03/2016	Month End Date	25/03/2016

Employee Status

	Total	New	Not Proc	Processed	On Leave	Terminated
Monthly	2	2	0	0	0	0
Weekly	0	0	0	0	0	0
Fortnightly	1	1	0	0	0	0

Tax Year
Last Legislative Release Done for Tax Year 2017

Users
Active: Karin Open Batch:

OK

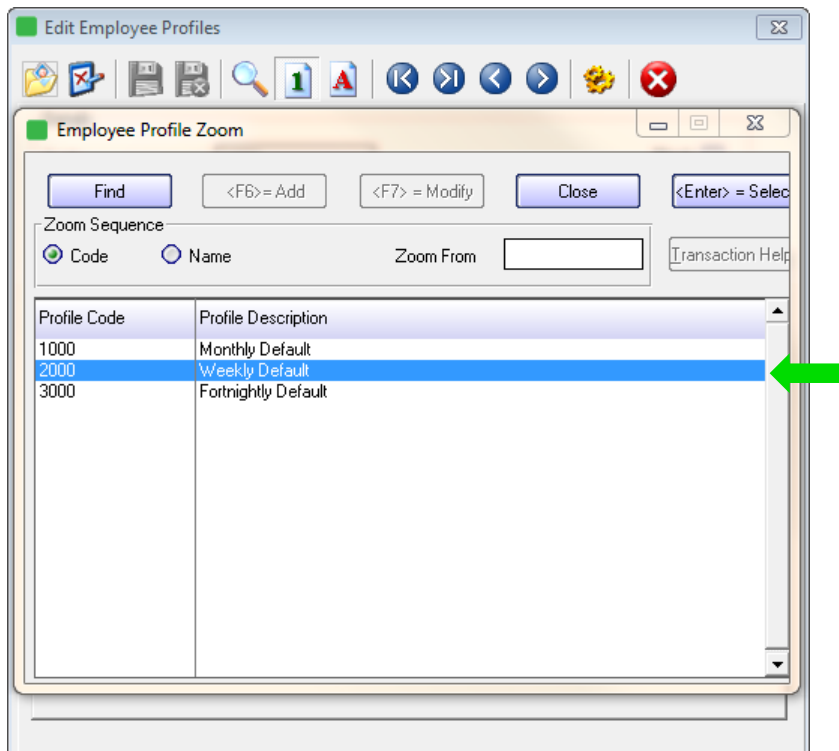
3. Select "OK".

4. Go to Edit...Employee Profiles.

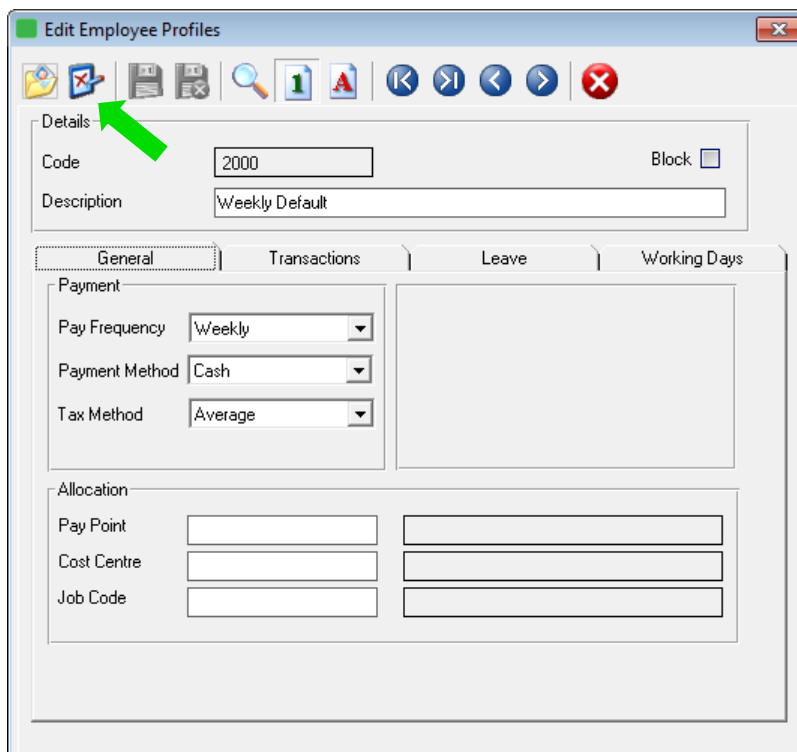
Edit

- Employee Profiles
- Employee Masterfile
- Cost Centres
- Job Codes
- Pay Points
- Departments
- Occupation List
- Bank / Branch Codes
- Non-Payroll Managers

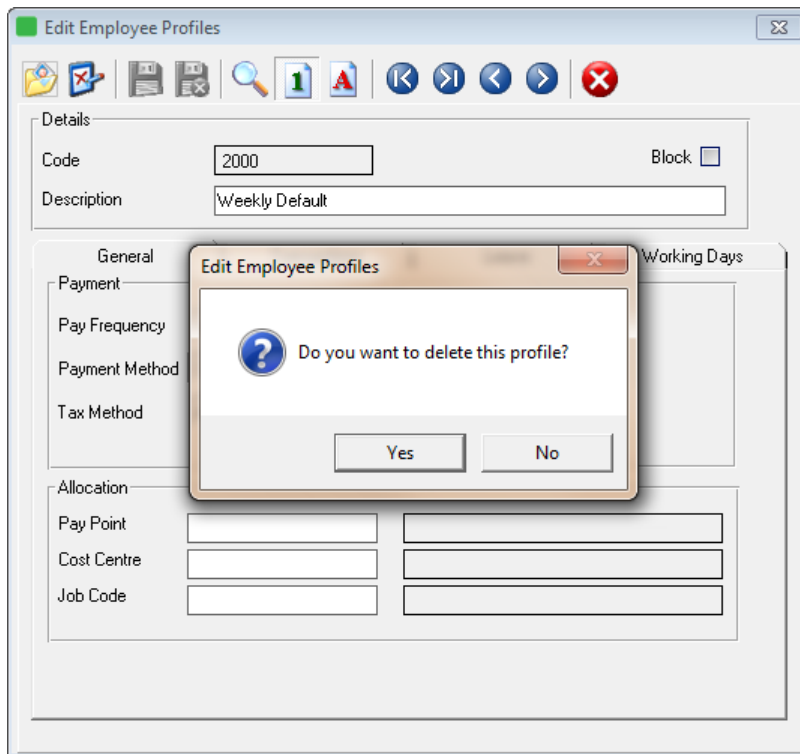
5. Browse and select the "Weekly Profile".



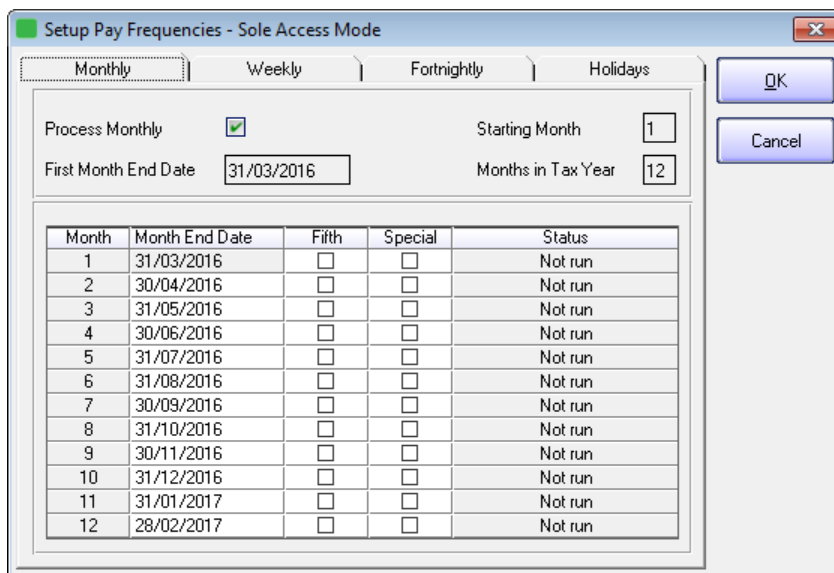
6. Select the second icon on the top left hand side of the screen that reads "Delete".



- Select "Yes" on the confirmation screen.



- Close this screen.
- Go to Setup...Pay Frequencies.



10. Select the “Weekly” tab.

Setup Pay Frequencies - Sole Access Mode

Monthly | **Weekly** | Fortnightly | Holidays

Process Weekly Starting Week 1

First Week End Date 04/03/2016 Friday Weeks in Tax Year 52

Month	Month End	End Period	Fifth	Special	Status
1	25/03/2016	4	<input type="checkbox"/>	<input type="checkbox"/>	Not run
2	29/04/2016	9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not run
3	27/05/2016	13	<input type="checkbox"/>	<input type="checkbox"/>	Not run
4	24/06/2016	17	<input type="checkbox"/>	<input type="checkbox"/>	Not run
5	29/07/2016	22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not run
6	26/08/2016	26	<input type="checkbox"/>	<input type="checkbox"/>	Not run
7	30/09/2016	31	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not run
8	28/10/2016	35	<input type="checkbox"/>	<input type="checkbox"/>	Not run
9	25/11/2016	39	<input type="checkbox"/>	<input type="checkbox"/>	Not run
10	30/12/2016	44	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not run
11	27/01/2017	48	<input type="checkbox"/>	<input type="checkbox"/>	Not run
12	24/02/2017	52	<input type="checkbox"/>	<input type="checkbox"/>	Not run

11. Deselect the check box “Process Weekly” to deactivate the pay frequency.

Setup Pay Frequencies - Sole Access Mode

Monthly | **Weekly** | Fortnightly | Holidays

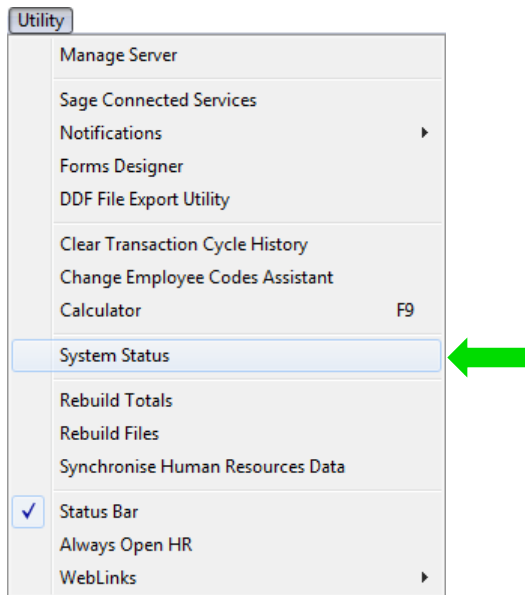
Process Weekly Starting Week

First Week End Date Weeks in Tax Year

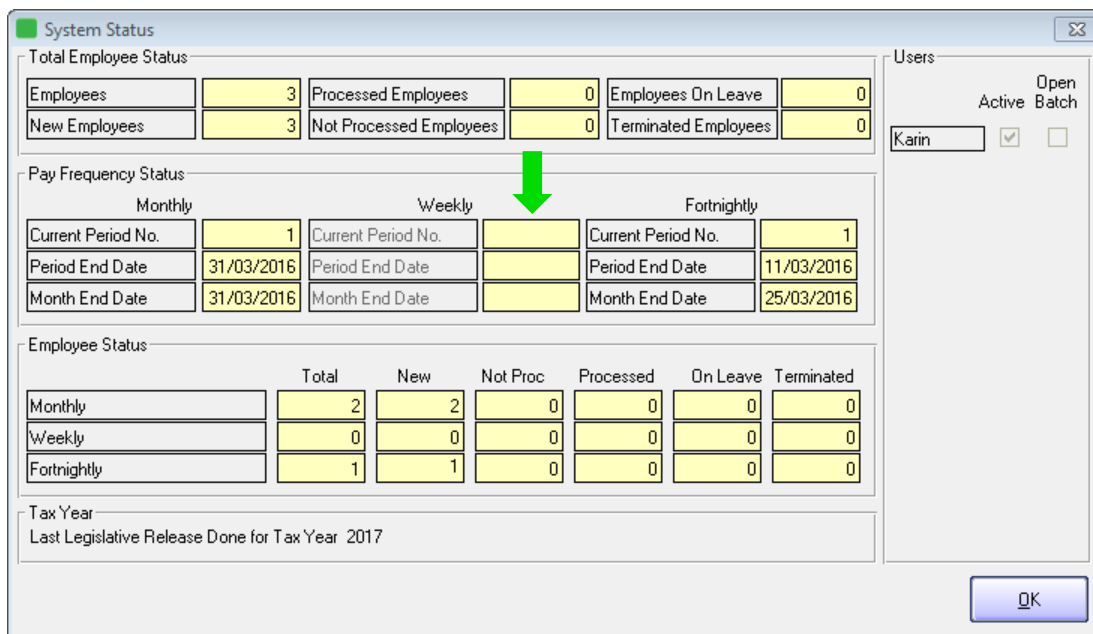
Month	Month End	End Period	Fifth	Special	Status

12. Select “OK”.

13. Go to Utility...System Status.



14. The “Weekly” option located under the “Pay Frequency Status” section will be inactive.



15. Select “OK”.

16. At the bottom of your screen, you will now only have the pay frequency/frequencies that you make use of.

