

Sage Partner Payroll



Did you know...

Question:

How do I delete an unused pay frequency?

Solution:

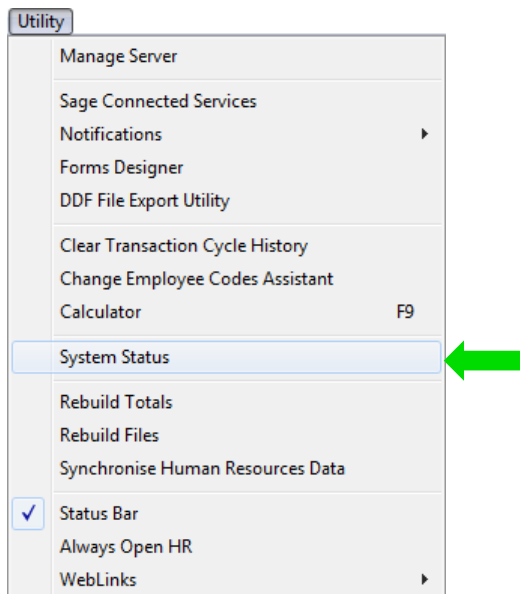
In this example, we will be deleting the weekly pay frequency.



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

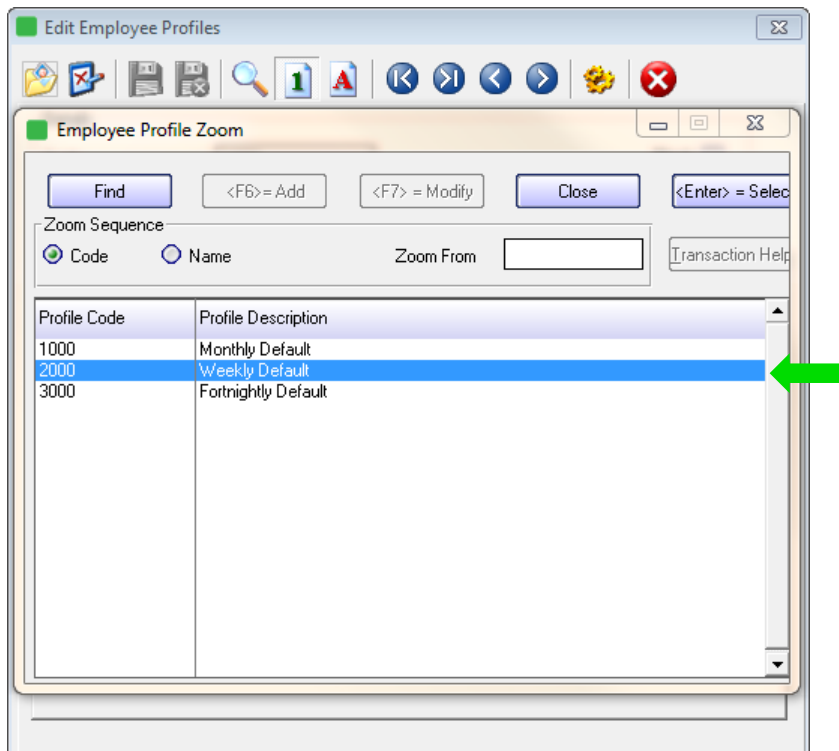
3. Select "OK".

4. Go to Edit...Employee Profiles.

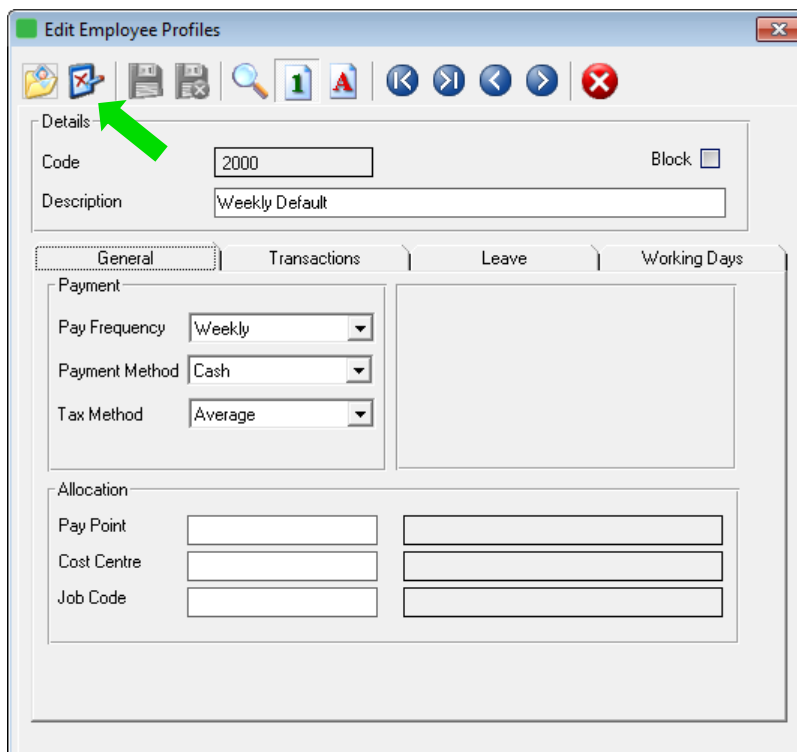
Edit

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

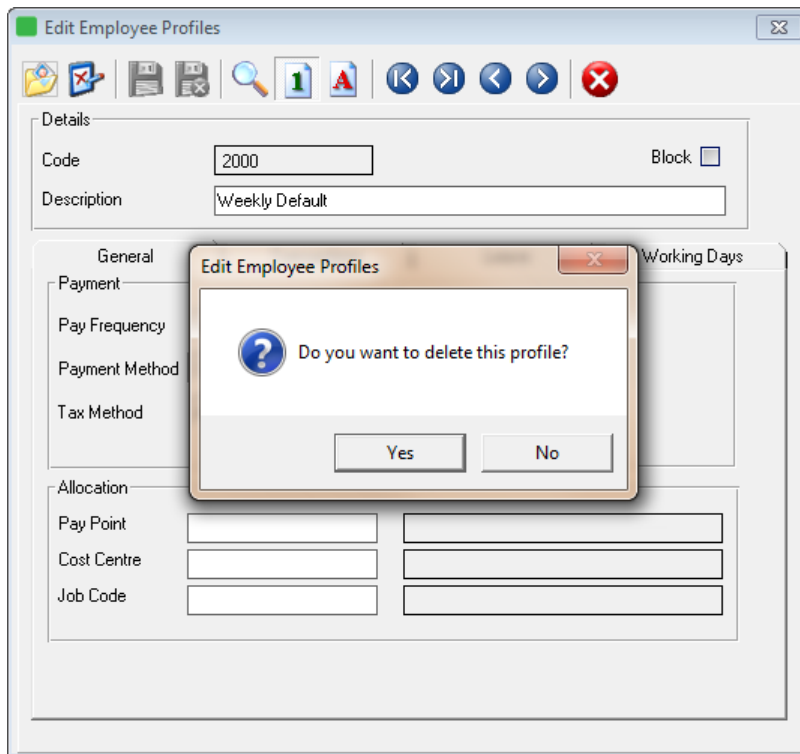
5. Browse and select the “Weekly Profile”.



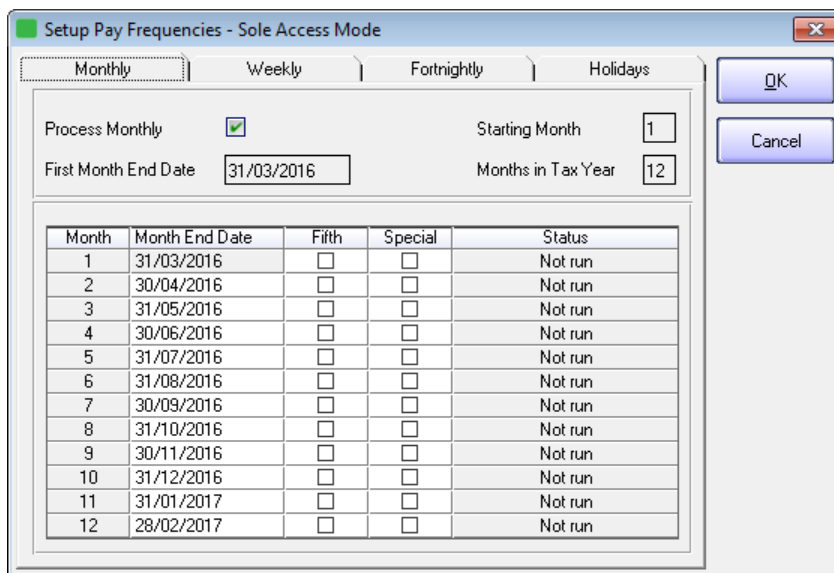
6. Select the second icon on the top left hand side of the screen that reads “Delete”.



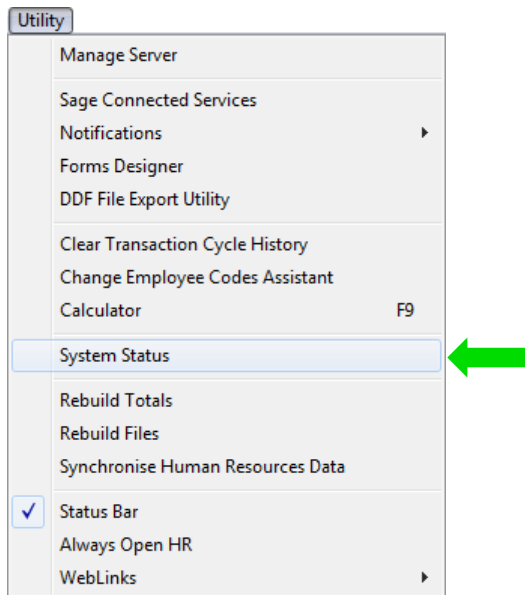
- Select "Yes" on the confirmation screen.



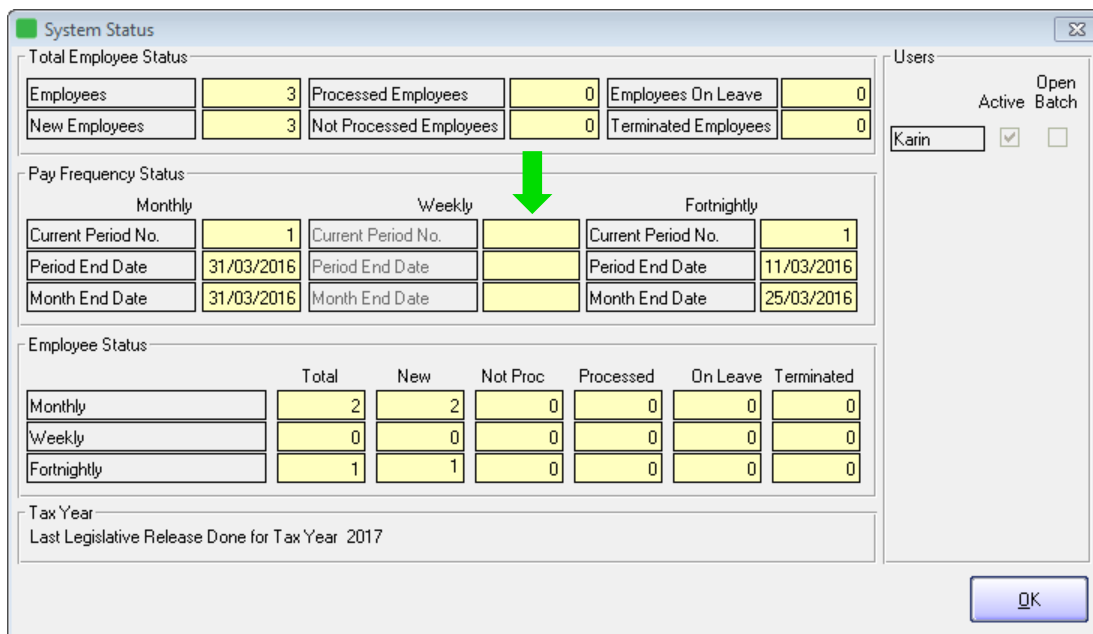
- Close this screen.
- Go to Setup...Pay Frequencies.



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.

