

# Time Clock Pay Periods

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A *Pay Period* is a recurring length of time over which employee time is recorded and paid. *Pay Periods* can be one of the following: Weekly, Bi-Weekly, Monthly, Semi-Monthly, or Custom. A *Pay Period* can start on any day of the week. It's very important to create *Pay Periods* as it will help you manage and maneuver through the system more efficiently. If you do not create *Pay Periods*, you will not be able to *Approve Time* and *Close Pay Period* (which marks each time entry with a pay date). **Note: Only one pay cycle is allowed. For example, you can not have both a weekly and a monthly set of pay periods.**

*To add a pay cycle that is not one of the common options (weekly, bi-weekly, monthly, or semi-monthly) use the pay cycle drop-down option **Custom** in the Add Pay Period window. This custom pay cycle can also be used to add only one pay period; Jackrabbit does not auto-populate pay periods for custom cycles.*

## Add a Pay Period

1. Go to **Staff** (menu) > **Staff Portal** > **Portal Settings**.
2. Click **Add Pay Period** in the *Time Clock Pay Periods* section.
3. Select the **Payroll cycle** in the pop-up box.
4. Enter the **Start Date** of the **1st pay period**. This is the date of the first workday in the pay period. **Note: If you select Semi-Monthly (i.e. staff are paid on the 1st & 15th of the month), you'll need to enter the start date of the 1st and the 2nd pay period.**
5. Enter the **Pay Date** of the **1st pay period**. This is the date that staff receives their wages (check date). **Note: If you select Semi-Monthly you'll need to enter both the 1st and 2nd pay date.**
6. Verify that you have entered the information correctly.
7. Click **Save**. Click **OK** to confirm. 12 months of pay periods based on the payroll cycle you have chosen are created. **Note: When adding a custom payroll cycle you can enter as many periods as you wish, Jackrabbit does not auto-create periods for custom cycles.**

Pay Periods must be deleted if an error is made, there is no way to edit them once they have been created.

If you delete a pay period in error use the *Custom payroll cycle*, in the *Add Pay Period window* > *Payroll cycle* drop-down, to add back the deleted pay period. With the *Custom payroll cycle*, you are able to add as many pay periods as you need; pay periods are not auto-populate for custom cycles.

*Deleting pay periods does not delete any time entries that are associated with them. The entries remain intact, however, when you view a staff member's Time Clock tab you will not be*

*able to display the entries using the Time Period drop-down until you have added new pay periods. Any Clock report offering Pay Period as a filter will also be affected until new pay periods are added back.*

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