

Time Clock Pay Periods

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.

Add Pay Periods

Payroll cycle: Bi-Weekly ?

Start Date of 1st pay period: 6/5/2023

Pay Date of 1st pay period: 6/23/2023

Previous Pay Period: May 22, 2023 - Jun 04, 2023

Save Cancel

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.**

Time Clock Pay Periods ?					
Filter by: All ▼					
Add Pay Period		Re-Open Pay Period		Delete All	
View 1 - 28 of 28		Print		Refresh	
Start Date	End Date	Pay Date	Status	Close Pay Period? ▲ 1	Delete
5/22/2023	6/4/2023	6/9/2023	Past	Close	
6/5/2023	6/18/2023	6/23/2023	Past	Close	
6/19/2023	7/2/2023	7/7/2023	Current	Close	
7/3/2023	7/16/2023	7/21/2023	Future	Close	
7/17/2023	7/30/2023	8/4/2023	Future	Close	
7/31/2023	8/13/2023	8/18/2023	Future	Close	
8/14/2023	8/27/2023	9/1/2023	Future	Close	
8/28/2023	9/10/2023	9/15/2023	Future	Close	
9/11/2023	9/24/2023	9/29/2023	Future	Close	
9/25/2023	10/8/2023	10/13/2023	Future	Close	

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.