

TimeTrex - Home - Mozilla Firefox

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ABC Company - Mr. Administrator

TimeTrex
Payroll and Time Management


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Home

Home

Recent Activity Summary for Mr. Administrator

Current Exceptions		Recent Messages		
Severity	Exception	From	Subject	Date
High	0	No Recent Messages		
Medium	1			
Low	1			



TimeTrex
Payroll and Time Management

Pay Period Schedules

Emp	Date
Johr	25-Jan-08
Theodora	25-Jan-08


Server response time: 0.884 seconds.
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ABC Company - Mr. Administrator

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 **TimeTrex**
Payroll and Time Management

Home

Home


Employee Administration
Company
Policies
Payroll
Authorization

Summary for Mr. Administrator

Current Exceptions		Recent Requests			Recent Messages		
Severity	Exceptions	Date	Status	Type	From	Subject	Date
High	0	25-Jan-08	PENDING AUTHORI...	Missed Punch	No Recent Messages		
Medium	1						
Low	1						

Pending Requests		
Employee	Type	Date
John Doe	Missed Punch	25-Jan-08
Theodora Simmons	Missed Punch	25-Jan-08

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Home

Employee Administration
Company
Policies
Payroll
Authorization

End of Pay Period
Pay Stub Amendments
Recurring PS Amendments
Pay Period Schedules
Pay Stub Accounts
Taxes / Deductions
Pay Stub Account Linking

Current Exceptions		Recent		Recent Messages		
Severity	Exceptions	Date	Status	From	Subject	Date
High	0	25-Jan-08	PENDING			
Medium	1			No Recent Messages		
Low	1					

Pending Requests		
Employee	Type	Date
John Doe	Missed Punch	25-Jan-08
Theodora Simmons	Missed Punch	25-Jan-08

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End of Pay Period
Pay Stub Amendments
Recurring PS Amendments
Pay Period Schedules
Pay Stub Accounts
Taxes / Deductions
Pay Stub Account Linking

Current Exceptions

Severity	
High	
Medium	
Low	

In the menu along the top of the page, go to **Admin -> Payroll -> Pay Period Schedules**.

Recent Messages

From	Subject	Date
No Recent Messages		

Pending Requests

Employee	Type	Date
John Doe	Missed Punch	25-Jan-08
Theodora Simmons	Missed Punch	25-Jan-08

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TimeTrex - Pay Period Schedule List - Mozilla Firefox

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TimeTrex Payroll and Time Management

Home > Pay Period Schedule List

Pay Period Schedule List

Type	Name	Description	Function	
				<input type="checkbox"/>

[Top | Bottom] [Start | Previous [1] Next | End]

On the pay period schedule list press the **Add** button.

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TimeTrex - Edit Pay Period Schedule - Mozilla Firefox

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TimeTrex Payroll and Time Management

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

Home > Pay Period Schedule List

Edit Pay Period Schedule

Name:	<input type="text"/>
Description:	<input type="text"/>
Overtime Week:	Sunday-Saturday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Manual
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected, Click the arrow to modify.

Pay period schedules are critical to the operation of TimeTrex. They determine when your pay periods start, end and when your employees are paid, which is called the transaction date.

It is mandatory that you setup at least one pay period schedule, even if you are not using TimeTrex for payroll, however once you have done so TimeTrex will automatically create individual pay periods based on the schedule for you.

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Home > Pay Period Schedule List

Edit Pay Period Schedule

Name:	<input type="text" value="B"/>
Description:	<input type="text"/>
Overtime Week:	Sunday-Saturday
Time Zone:	PST8PDT
Daily Continuous Time:	<input type="text" value="04:00"/> hh:mm (2:15)
Type:	Manual
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	<input type="text" value="01-Feb-08"/>
Employees:	0 Employees Currently Selected, Click the arrow to modify.

Name is a short name used to identify this pay period schedule, especially useful if you need to create multiple pay period schedules.

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Home > Pay Period Schedule List

Edit Pay Period Schedule

Name:	<input type="text" value="BiWeekly"/>
Description:	<input type="text" value="P"/>
Overtime Week:	<input type="text" value="Sunday-Saturday"/>
Time Zone:	<input type="text" value="PST8PDT"/>
Daily Continuous Time:	<input type="text" value="04:00"/> hh:mm (2:15)
Type:	<input type="text" value="Manual"/>
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	<input type="text" value="01-Feb-08"/>
Employees:	0 Employees Currently Selected, Click the arrow to modify.

Description is used in conjunction with the **name** to identify this pay period schedule in more detail.

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TimeTrex Payroll and Time Management

Home > Pay Period Schedule List


Edit Pay Period Schedule

Name:	BiWeekly
Description:	Pay every 2nd friday
Overtime Week:	Sunday-Saturday
Time Zone:	Monday-Sunday
Daily Continuous Time:	Wednesday-Tuesday
Type:	Friday-Thursday
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected, Click the e

Overtime Week defines when a week starts and ends in regards to weekly overtime policies.

For instance if an employee is eligible for overtime after working 40 hours, this setting tells TimeTrex what day to start counting the hours from. This does not need to coincide with your pay period dates unless you want it to.

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Edit Pay Period Schedule

Name:	BiWeekly
Description:	Pay every 2nd friday.
Overtime Week:	<div style="border: 1px solid black; padding: 2px;"> <ul style="list-style-type: none"> Sunday-Saturday Sunday-Saturday Monday-Sunday Tuesday-Monday Wednesday-Tuesday Thursday-Wednesday Friday-Thursday Saturday-Friday </div>
Time Zone:	
Daily Continuous Time:	
Type:	
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected, Click the e

Overtime Week defines when a week starts and ends in regards to weekly overtime policies.

For instance if an employee is eligible for overtime after working 40 hours, this setting tells TimeTrex what day to start counting the hours from. This does not need to coincide with your pay period dates unless you want it to.

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Home > Pay Period Schedule List

Edit Pay Period Schedule

Name:	BiWeekly
Description:	Pay every 2nd friday.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	Turkey
Type:	US/Alaska
Transaction Always on Business Day:	US/Arizona
Create Initial Pay Periods From:	US/Central
Employees:	US/East-Indiana
	US/Eastern
	US/Hawaii
	US/Indiana-Starke
	US/Michigan
	US/Mountain
	US/Pacific
	US/Pacific-New
	Universal
	W-SU
	Zulu
	AST4ADT
	CST6CDT
	EST5EDT
	MST7MDT
	PST8PDT

Click the arrow to modify.

Submit

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Time Zone is the time zone that is used for the pay period start/end times.

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Edit Pay Period Schedule

Name:	BiWeekly
Description:	Pay every 2nd friday.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Manual
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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Name:	BiWeekly
Description:	Pay every 2nd friday.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Manual
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected, Click the e

Daily Continuous Time is the number of hours after midnight where punches are considered to be part of the previous day.

For example if an employee works six hours before midnight, and six hours after midnight, instead of splitting the shift up onto two separate days each without overtime, this setting will cause all the hours to be combined onto a single day and apply any daily overtime policies to the entire 12 hour shift.

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Edit Pay Period Schedule

Name:	BiWeekly
Description:	Pay every 2nd friday.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	<div style="border: 1px solid black; padding: 2px;"> Manual Weekly Bi-Weekly Semi-Monthly Monthly </div>
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	<input type="checkbox"/>
Employees:	0 Employees Currently Selected, Click the + icon to add employees.

Type determines the pay period schedule type, whether it is Weekly (52 per year), Bi-Weekly (26 per year), Semi-Monthly (24 per year) or Monthly (12 per year).

A manual pay period schedule type means that you will create each individual pay period manually, this should only be used if absolutely necessary.

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Edit Pay Period Schedule

Name:	BiWeekly
Description:	Pay every 2nd friday.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	<ul style="list-style-type: none"> Manual Manual Weekly Bi-Weekly Semi-Monthly Monthly
Transaction Always on Business Day:	
Create Initial Pay Periods From:	
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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Edit Pay Period Schedule

Name:	BiWeekly
Description:	Pay every 2nd friday.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Bi-Weekly
Pay Period Starts On:	Sunday at 00:00
Transaction Date:	Sunday (Per end of pay period)
Transaction Always on Business Day:	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday
Create Initial Pay Periods From:	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday
Employees:	0 Employees Currently Selected, Click the arrow to modify.

Pay Period Starts On defines the day of the week that each pay period will start on for both weekly or bi-weekly schedule types.

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Edit Pay Period Schedule

Name:	BiWeekly
Description:	Pay every 2nd friday.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Bi-Weekly
Pay Period Starts On:	Sunday at 00:00
Transaction Date:	Monday (after end of pay period)
Transaction Always on Business Day:	Tuesday
Create Initial Pay Periods From:	Friday
Employees:	0 Employees Currently Selected, Click the arrow to modify.

Submit

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Edit Pay Period Schedule

Name:	BiWeekly
Description:	Pay every 2nd friday.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Bi-Weekly
Pay Period Starts On:	Monday at 00:00
Transaction Date:	0 (days after end of pay period)
Transaction Always on Business Day:	0
Create Initial Pay Periods From:	3/8
Employees:	5

Submit

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Copy

Transaction Date is the number of days after the end of a pay period that employees are paid on. In the case of direct deposit this would be the day that the funds must be in the employees bank account.

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TimeTrex Payroll and Time Management

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Edit Pay Period Schedule

Name:	BiWeekly
Description:	Pay every 2nd friday.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Bi-Weekly
Pay Period Starts On:	Monday at 00:00
Transaction Date:	0 (days after end of pay period)
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	3 08
Employees:	5 Employees Currently Selected, Click the arrow to modify.

Submit

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Edit Pay Period Schedule

Name:	BiWeekly
Description:	Pay every 2nd friday.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Bi-Weekly
Pay Period Starts On:	Monday at 00:00
Transaction Date:	5 (days after end of pay period)
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected, Click the

Transaction Always on Business Day tells TimeTrex to roll the transaction date back to an earlier date if it happens to fall on a weekend or holiday.

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Edit Pay Period Schedule

Name:	BiWeekly
Description:	Pay every 2nd friday.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Bi-Weekly
Pay Period Starts On:	Monday at 00:00
Transaction Date:	5 (days after end of pay period)
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected, Click the arrow to modify.

Create Initial Pay Periods From is used when you first create a pay period schedule to tell TimeTrex when to start creating pay periods from.

This is extremely important for bi-weekly pay period schedules because if the pay period is set to start on a Monday, the first Monday after this date is used as the start of the first pay period.

It's recommended that you create at least one or two historical pay periods by setting this date earlier so that you can use them for testing purposes. It is easier to close or delete pay periods then it is to create new ones manually.

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Edit Pay Period Schedule

Name:	BiWeekly
Description:	Pay every 2nd friday.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Bi-Weekly
Pay Period Starts On:	Monday at 00:00
Transaction Date:	5 (days after end of pay period)
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Current

February, 2008

Today

	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Prev. month (hold for menu)

Submit

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Edit Pay Period Schedule

Name:	BiWeekly
Description:	Pay every 2nd friday.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Bi-Weekly
Pay Period Starts On:	Monday at 00:00
Transaction Date:	5 (days after end of pay period)
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Curre

? January, 2008 x

<< Today >>

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Prev. month (hold for menu)

Submit

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Edit Pay Period Schedule

Name:	BiWeekly
Description:	Pay every 2nd friday.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Bi-Weekly
Pay Period Starts On:	Monday at 00:00
Transaction Date:	5 (days after end of pay period)
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Curre

? January, 2008 x

<< Today >>

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Sat, Jan 19

Submit

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Edit Pay Period Schedule

Name:	BiWeekly
Description:	Pay every 2nd friday.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Bi-Weekly
Pay Period Starts On:	Monday at 00:00
Transaction Date:	5 (days after end of pay period)
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Curre

? January, 2008 x

<< Today >>

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Sat, Jan 19

Submit

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Edit Pay Period Schedule

Name:	BiWeekly
Description:	Pay every 2nd friday.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Bi-Weekly
Pay Period Starts On:	Monday at 00:00
Transaction Date:	5 (days after end of pay period)
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	19-Jan-08
Employees:	0 Employees Currently Selected, Click the

Employees define which employees are assigned to this pay period schedule.

Click the **DOWN ARROW** icon to display the list of employees.

Submit

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Edit Pay Period Schedule

Name:	BiWeekly
Description:	Pay every 2nd friday.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Bi-Weekly
Pay Period Starts On:	Monday at 00:00
Transaction Date:	5 (days after end of pay period)
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	19-Jan-08

Employees:

UnAssigned Employees	Assigned Employees
<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/> Administrator, Mr. Braun, Tristen Doe, John Doe, Jane Doe, Jim Erschoff, Tamera Grant, Heather Hancock, John	<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/>

TimeTrex - Edit Pay Period Schedule - Mozilla Firefox

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Override Week: Monday-Sunday

Time Zone: PST8PDT

Daily Continuous Time: 04:00 hh:mm (2:15)

Type: Bi-Weekly

Pay Period Starts On: Monday at 00:00


Transaction Date: 5 (days after end of pay period)

Transaction Always on Business Day:

Create Initial Pay Periods From: 19-Jan-08

Employees	UnAssigned Employees	Assigned Employees
	<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/>	<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/>
	<ul style="list-style-type: none"> Administrator, Mr. Braun, Tristen Doe, John Doe, Jane Doe, Jim Erschoff, Tamera Grant, Heather Hancock, John 	

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Override Week: Monday-Sunday

Time Zone: PST8PDT

Daily Continuous Time: 04:00 hh:mm (2:15)

Type: Bi-Weekly

Pay Period Starts On: Monday at 00:00


Transaction Date: 5 (days after end of pay period)

Transaction Always on Business Day:

Create Initial Pay Periods From: 19-Jan-08

Employees	UnAssigned Employees	Assigned Employees
	<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/>	<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/>
	<ul style="list-style-type: none"> Administrator, Mr. Braun, Tristen Doe, John Doe, Jane Doe, Jim Erschoff, Tamera Grant, Heather Hancock, John 	

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Monday-Sunday

Time Zone: PST8PDT

Daily Continuous Time: 04:00 hh:mm (2:15)

Type: Bi-Weekly

Pay Period Starts On: Monday at 00:00

Transaction Date: 5 (days after end of pay period)

Transaction Always on Business Day:

Create Initial Pay Periods From: 19-Jan-08

Employees:

UnAssigned Employees

Select All Un-Select All

Administrator, Mr.
Braun, Trista
Doe, John
Doe, Jane
Doe, Jim
Erschoff, Tamera
Grant, Heather
Hancock, John

You can hold in **SHIFT** or **CTRL** to select multiple employees at once.

Or click the "... " icon to search for specific employees by other criteria, such as branch, department or group.

Submit

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Monday-Sunday

Time Zone: PST8PDT

Daily Continuous Time: 04:00 hh:mm (2:15)

Type: Bi-Weekly

Pay Period Starts On: Monday at 00:00

Transaction Date: 5 (days after end of pay period)

Transaction Always on Business Day:

Create Initial Pay Periods From: 19-Jan-08

Employees:

UnAssigned Employees	Assigned Employees
<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/> <ul style="list-style-type: none"> Administrator, Mr. Braun, Trista Doe, John Doe, Jane Doe, Jim Erschoff, Tamera Grant, Heather Hancock, John 	<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/>

Or click the "... " icon to search for specific employees by other criteria, such as branch, department or group.

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Monday-Sunday

Time Zone: PST8PDT

Daily Continuous Time: 04:00 hh:mm (2:15)

Type: Bi-Weekly

Pay Period Starts On: Monday at 00:00

Transaction Date: 5 (days after end of pay period)

Transaction Always on Business Day:

Create Initial Pay Periods From: 19-Jan-08

Employees:

UnAssigned Employees	Assigned Employees
<p>Select All Un-Select All</p> <p>Administrator, Mr.</p> <p>Braun, Tristen</p> <p>Doe, John</p> <p>Doe, Jane</p> <p>Doe, Jim</p> <p>Erschoff, Tamera</p> <p>Grant, Heather</p> <p>Hancock, John</p>	<p>Select All Un-Select All</p>

Submit

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Press the >> button to move employees to the **Assigned Employees** column.

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Override Week: Monday-Sunday

Time Zone: PST8PDT

Daily Continuous Time: 04:00 hh:mm (2:15)

Type: Bi-Weekly

Pay Period Starts On: Monday at 00:00

Transaction Date: 5 (days after end of pay period)

Transaction Always on Business Day:

Create Initial Pay Periods From: 19-Jan-08

Employees:	UnAssigned Employees	Assigned Employees
	Select All Un-Select All Doe, Jane Doe, Jim Erschoff, Tamera Grant, Heather Hancock, John Hanseu, Nick Hoffhants, Gabe Klockman, Kailey	Select All Un-Select All Administrator, Mr. Braun, Tristen Doe, John

Submit

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Override Week: Monday-Sunday

Time Zone: PST8PDT

Daily Continuous Time: 04:00 hh:mm (2:15)

Type: Bi-Weekly

Pay Period Starts On: Monday at 00:00

Transaction Date: 5 (days after end of pay period)

Transaction Always on Business Day:

Create Initial Pay Periods From: 19-Jan-08

Employees:

UnAssigned Employees	Assigned Employees
<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/> <ul style="list-style-type: none"> Doe, Jane Doe, Jim Erschoff, Tamera Grant, Heather Hancock, John Hanseu, Nick Hoffhants, Gabe Klockman, Kailey 	<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/> <ul style="list-style-type: none"> Administrator, Mr. Braun, Tristen Doe, John

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[Top | Bottom] << Start < Previous [1] Next > End >>

Type	Name	Description	Functions	
Bi-Weekly	BiWeekly	Pay every 2nd friday.	[View] [Edit]	<input type="checkbox"/>

Add Delete

[Top | Bottom] << Start < Previous [1] Next > End >>

Once you have submitted the pay period schedule it will appear in this list.

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Type	Name	Description	Functions	
Bi-Weekly	BiWeekly	Pay every 2nd friday.	[View] [Edit]	<input type="checkbox"/>

Add Delete

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To view the pay periods assigned to this pay period schedule, click the **View** button beside it.

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Home > Pay Period Schedule List > Pay Period List

Pay Period List

[Top | Bottom] << Start < Previous [1] Next > End >>

#	Name	Type	Status	Start	End	Transaction	Functions
1	BiWeekly	Bi-Weekly	N/A	18-Feb-08 12:00 AM	02-Mar-08 11:59 PM	07-Mar-08 12:00 PM	
2	BiWeekly	Bi-Weekly	OPEN	04-Feb-08 12:00 AM	17-Feb-08 11:59 PM	22-Feb-08 12:00 PM	[View] [Edit]
3	BiWeekly	Bi-Weekly	OPEN	21-Jan-08 12:00 AM	03-Feb-08 11:59 PM	08-Feb-08 12:00 PM	[View] [Edit]

Add Delete

[Top | Bottom] << Start < Previous [1] Next > End >>

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If you recall when we created the pay period schedule, we defined the start day as Monday and we set **Create Initial Pay Periods From** to January 19th 2008. However January 19th 2008 is a Saturday, so TimeTrex skipped ahead to the first Monday after January 19th which was the 21st.

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Pay Period List

[Top | Bottom] << Start < Previous [1] Next > End >>

#	Name	Type	Status	Start	End	Transaction	Functions
1	BiWeekly	Bi-Weekly	N/A	18-Feb-08 12:00 AM	02-Mar-08 11:59 PM	07-Mar-08 12:00 PM	
2	BiWeekly	Bi-Weekly	OPEN	04-Feb-08 12:00 AM	17-Feb-08 11:59 PM	22-Feb-08 12:00 PM	[View] [Edit]
3	BiWeekly	Bi-Weekly	OPEN			08-Feb-08 12:00 PM	[View] [Edit]

Add Delete

[Top | Bottom] << Start < Previous [1] Next > End >>

You also will notice that the status of the first pay period in the list is **N/A**, this is because TimeTrex hasn't created this pay period yet and it is just showing you what the next pay period will look like once it does finally create it.

TimeTrex creates new pay periods automatically approximately 48 hours before the pay period is scheduled to start.

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Pay Period List

[Top | Bottom] << Start < Previous [1] Next > End >>

#	Name	Type	Status	Start	End	Transaction	Functions
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2	BiWeekly	Bi-Weekly	OPEN	04-Feb-08 12:00 AM	17-Feb-08 11:59 PM	22-Feb-08 12:00 PM	[View] [Edit]
3	BiWeekly	Bi-Weekly	OPEN	21-Jan-08 12:00 AM	03-Feb-08 11:59 PM	08-Feb-08 12:00 PM	[View] [Edit]

Add Delete

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Pay Period List

[Top | Bottom] << Start < Previous [1] Next > End >>

#	Name	Type	Status	Start	End	Transaction	Functions	<input type="checkbox"/>
1	BiWeekly	Bi-Weekly	N/A	18-Feb-08 12:00 AM	02-Mar-08 11:59 PM	07-Mar-08 12:00 PM		<input type="checkbox"/>
2	BiWeekly	Bi-Weekly	OPEN	04-Feb-08 12:00 AM	17-Feb-08 11:59 PM	22-Feb-08 12:00 PM	[View] [Edit]	<input type="checkbox"/>
3	BiWeekly	Bi-Weekly	OPEN	21-Jan-08 12:00 AM	03-Feb-08 11:59 PM	08-Feb-08 12:00 PM	[View] [Edit]	<input type="checkbox"/>

Add Delete

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Pay Period List

[Top | Bottom] << Start < Previous [1] Next > End >>

#	Name	Type	Status	Start	End	Transaction	Functions	<input type="checkbox"/>
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2	BiWeekly	Bi-Weekly	OPEN	04-Feb-08 12:00 AM	17-Feb-08 11:59 PM	22-Feb-08 12:00 PM	[View] [Edit]	<input type="checkbox"/>
3	BiWeekly	Bi-Weekly	OPEN	21-Jan-08 12:00 AM	03-Feb-08 11:59 PM	08-Feb-08 12:00 PM	[View] [Edit]	<input type="checkbox"/>

Add Delete

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#	Name	Type	Status	Start	End	Transaction	Functions	<input type="checkbox"/>
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2	BiWeekly	Bi-Weekly	OPEN	04-Feb-08 12:00 AM	17-Feb-08 11:59 PM	22-Feb-08 12:00 PM	[View] [Edit]	<input type="checkbox"/>
3	BiWeekly	Bi-Weekly	OPEN	21-Jan-08 12:00 AM	03-Feb-08 11:59 PM	08-Feb-08 12:00 PM	[View] [Edit]	<input type="checkbox"/>

Add Delete

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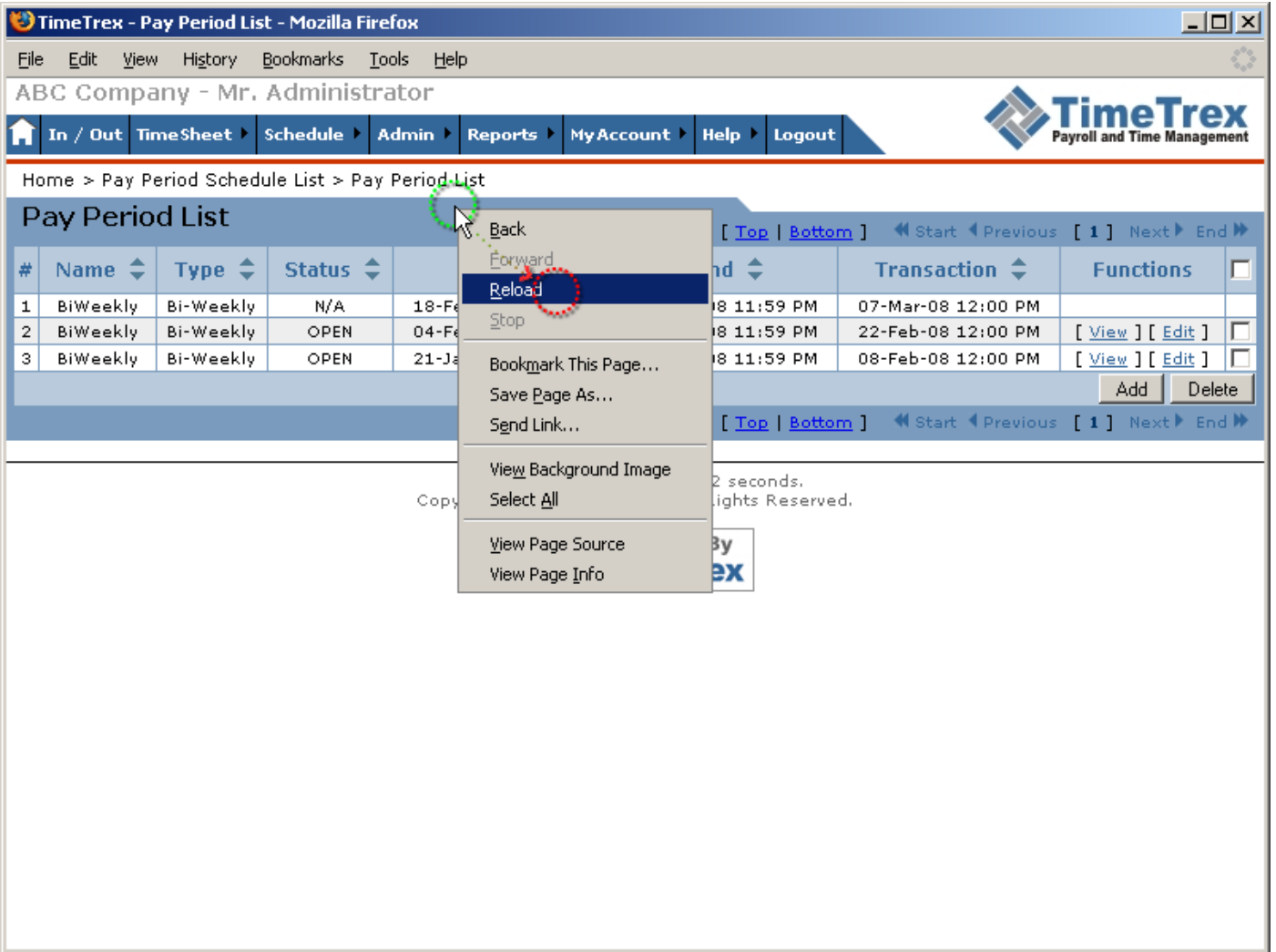
Pay Period List

#	Name	Type	Status	End	Transaction	Functions
1	BiWeekly	Bi-Weekly	N/A	18-Feb-08 11:59 PM	07-Mar-08 12:00 PM	[View] [Edit]
2	BiWeekly	Bi-Weekly	OPEN	04-Feb-08 11:59 PM	22-Feb-08 12:00 PM	[View] [Edit]
3	BiWeekly	Bi-Weekly	OPEN	21-Jan-08 11:59 PM	08-Feb-08 12:00 PM	[View] [Edit]

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[Top | Bottom] << Start < Previous [1] Next > End >>

#	Name	Type	Status	Start	End	Transaction	Functions	<input type="checkbox"/>
1	BiWeekly	Bi-Weekly	N/A	18-Feb-08 12:00 AM	02-Mar-08 11:59 PM	07-Mar-08 12:00 PM		<input type="checkbox"/>
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Add Delete

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[Requests](#)
[Exceptions](#)
[Accruals](#)
[Pay Stubs](#)

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3	BiWeekly	OPEN	21-Jan-08 12:00 AM	03-Feb-08 11:59 PM	08-Feb-08 12:00 PM	[View] [Edit]

[Top | Bottom] << Start < Previous [1] Next > End >>

Add Delete

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Pay Per

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[Top | Bottom] [Start Previous [1] Next End]

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3	BiWeekly	OPEN	21-Jan-08 12:00 AM	03-Feb-08 11:59 PM	08-Feb-08 12:00 PM	[View] [Edit]

Add Delete

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My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: 20-Jan-08

	Mon Jan 14	Tue Jan 15	Wed Jan 16	Thu Jan 17	Fri Jan 18	Sat Jan 19	Sun Jan 20
In		8:00 AM	8:00 AM	8:00 AM	8:00 AM		
Out		11:00 AM	11:00 AM	11:00 AM	11:00 AM		
In		11:00 AM	11:00 AM	11:00 AM	11:00 AM		
Out		1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L		
In		2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L		
Out		E 4:05 PM	5:00 PM	5:00 PM	5:00 PM		
Exceptions		E H					
Accumulated Time							
Total Time	00:00	07:05	08:00	08:00	08:00	00:00	00:00
Regular Time		07:05	08:00	08:00	08:00		
Branch							
New York		03:00	06:00	06:00	05:00		
Seattle		04:05	02:00	02:00	03:00		
Department							
Sales		03:00			03:00		
Construction		04:05	08:00	08:00	05:00		

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ABC Company - Mr. Administrator

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Employee: Administrator, Mr.

Add: Punch Absence

Date: 20-Jan-08

	Mon Jan 14	Tue Jan 15	Wed Jan 16	Thu Jan 17	Fri Jan 18	Sat Jan 19	Sun Jan 20
In		8:00 AM	8:00 AM	8:00 AM			
Out		11:00 AM	11:00 AM	11:00 AM			
In		11:00 AM	11:00 AM	11:00 AM			
Out		1:00 PM L	1:00 PM L	1:00 PM			
In		2:00 PM L	2:00 PM L	2:00 PM			
Out		E 4:05 PM	5:00 PM	5:00 PM			
Exceptions		E H					
Accumulated Time							
Total Time	00:00	07:05	08:00	08:00	08:00	00:00	00:00
Regular Time		07:05	08:00	08:00	08:00		
Branch							
New York		03:00	06:00	06:00	05:00		
Seattle		04:05	02:00	02:00	03:00		
Department							
Sales		03:00			03:00		
Construction		04:05	08:00	08:00	05:00		

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Date: 20-Jan-08

	Mon Jan 14	Tue Jan 15	Wed Jan 16	Thu Jan 17	Fri Jan 18	Sat Jan 19	Sun Jan 20
In		8:00 AM	8:00 AM	8:00 AM			
Out		11:00 AM	11:00 AM	11:00 AM			
In		11:00 AM	11:00 AM	11:00 AM			
Out		1:00 PM L	1:00 PM L	1:00 PM			
In		2:00 PM L	2:00 PM L	2:00 PM			
Out		E 4:05 PM	5:00 PM	5:00 PM			
Exceptions		E H					
Accumulated Time							
Total Time	00:00	07:05	08:00	08:00	08:00	00:00	00:00
Regular Time		07:05	08:00	08:00	08:00		
Branch							
New York		03:00	06:00	06:00	05:00		
Seattle		04:05	02:00	02:00	03:00		
Department							
Sales		03:00			03:00		
Construction		04:05	08:00	08:00	05:00		

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Out		11:00 AM	11:00 AM	11:00 AM			
In		11:00 AM	11:00 AM	11:00 AM			
Out		1:00 PM L	1:00 PM L	1:00 PM			
In		2:00 PM L	2:00 PM L	2:00 PM			
Out		E 4:05 PM	5:00 PM	5:00 PM			
Exceptions		E H					
Accumulated Time							
Total Time	00:00	07:05	08:00	08:00	08:00	00:00	00:00
Regular Time		07:05	08:00	08:00	08:00		
Branch							
New York		03:00	06:00	06:00	05:00		
Seattle		04:05	02:00	02:00	03:00		
Department							
Sales		03:00			03:00		
Construction		04:05	08:00	08:00	05:00		

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In		8:00 AM	8:00 AM	8:00 AM			
Out		11:00 AM	11:00 AM	11:00 AM			
In		11:00 AM	11:00 AM	11:00 AM			
Out		1:00 PM L	1:00 PM L	1:00 PM			
In		2:00 PM L	2:00 PM L	2:00 PM			
Out		E 4:05 PM	5:00 PM	5:00 PM			
Exceptions		E H					
Accumulated Time							
Total Time	00:00	07:05	08:00	08:00	08:00	00:00	00:00
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New York		03:00	06:00	06:00	05:00		
Seattle		04:05	02:00	02:00	03:00		
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Construction		04:05	08:00	08:00	05:00		

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In		8:00 AM	8:00 AM	8:00 AM			
Out		11:00 AM	11:00 AM	11:00 AM			
In		11:00 AM	11:00 AM	11:00 AM			
Out		1:00 PM L	1:00 PM L	1:00 PM			
In		2:00 PM L	2:00 PM L	2:00 PM			
Out		E 4:05 PM	5:00 PM	5:00 PM			
Exceptions		E H					
Accumulated Time							
Total Time	00:00	07:05	08:00	08:00	08:00	00:00	00:00
Regular Time		07:05	08:00	08:00	08:00		
Branch							
New York		03:00	06:00	06:00	05:00		
Seattle		04:05	02:00	02:00	03:00		
Department							
Sales		03:00			03:00		
Construction		04:05	08:00	08:00	05:00		

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In		8:00 AM	8:00 AM	8:00 AM			
Out		11:00 AM	11:00 AM	11:00 AM			
In		11:00 AM	11:00 AM	11:00 AM			
Out		1:00 PM L	1:00 PM L	1:00 PM			
In		2:00 PM L	2:00 PM L	2:00 PM			
Out		E 4:05 PM	5:00 PM	5:00 PM			
Exceptions		E H					
Accumulated Time							
Total Time	00:00	07:05	08:00	08:00	08:00	00:00	00:00
Regular Time		07:05	08:00	08:00	08:00		
Branch							
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Department							
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Construction		04:05	08:00	08:00	05:00		

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Out		11:00 AM	11:00 AM	11:00 AM	11:00 AM		
In		11:00 AM	11:00 AM	11:00 AM	11:00 AM		
Out		1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L		
In		2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L		
Out		E 4:05 PM	5:00 PM	5:00 PM	5:00 PM		
Exceptions		E H					
Accumulated Time							
Total Time	00:00	07:05	08:00	08:00	08:00	00:00	00:00
Regular Time		07:05	08:00	08:00	08:00		
Branch							
New York		03:00	06:00	06:00	05:00		
Seattle		04:05	02:00	02:00	03:00		
Department							
Sales		03:00			03:00		
Construction		04:05	08:00	08:00	05:00		

TimeTrex - My Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Accumulated Time							
Total Time	00:00	07:05	08:00	08:00	08:00	00:00	00:00
Regular Time		07:05	08:00	08:00	08:00		
Branch							
New York		03:00	06:00	06:00	05:00		
Seattle		04:05	02:00	02:00	03:00		
Department							
Sales		03:00			03:00		
Construction		04:05	08:00	08:00	05:00		
Job							
(#10) House 1		04:05	06:00	06:00			
(#11) House 2		03:00	02:00	02:00	08:00		
Task							
Sanding (#2)		04:05	02:00	03:00	03:00		
Painting (#3)			06:00		05:00		
Land Scaping (#4)		03:00		05:00			
Pay Period: NONE							
Verification		Paid Time		Accumulated Time			
Mr. Administrator	Not Verified	Worked Time	00:00	Total Time		00:00	
Exception Legend		Total Time				-- Select Action --	
		00:00				Submit	
Code	Exception						
H	Under Scheduled Time						
E	Out Early						

Server response time: 1.338 seconds.
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File Edit View History Bookmarks Tools Help

Accumulated Time							
Total Time	00:00	07:05	08:00	08:00	08:00	00:00	00:00
Regular Time		07:05	08:00	08:00	08:00		
Branch							
New York		03:00	06:00	06:00	05:00		
Seattle		04:05	02:00	02:00	03:00		
Department							
Sales		03:00			03:00		
Construction		04:05	08:00	08:00	05:00		
Job							
(#10) House 1		04:05	06:00	06:00			
(#11) House 2		03:00	02:00	02:00	08:00		
Task							
Sanding (#2)		04:05	02:00	03:00	03:00		
Painting (#3)			06:00		05:00		
Land Scaping (#4)		03:00		05:00			
Pay Period: NONE							
Verification		Paid Time		Accumulated Time			
Mr. Administrator	Not Verified	Worked Time	00:00	Total Time		00:00	
Exception Legend		Total Time		-- Select Action --		Submit	
Code	Exception						
H	Under Scheduled Time						
E	Out Early						

Server response time: 1.338 seconds.
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File Edit View History Bookmarks Tools Help

Accumulated Time							
Total Time	00:00	07:05	08:00	08:00	08:00	00:00	00:00
Regular Time		07:05	08:00	08:00	08:00		
Branch							
New York		03:00	06:00	06:00	05:00		
Seattle		04:05	02:00	02:00	03:00		
Department							
Sales		03:00			03:00		
Construction		04:05	08:00	08:00	05:00		
Job							
(#10) House 1		04:05	06:00	06:00			
(#11) House 2		03:00	02:00	02:00	08:00		
Task							
Sanding (#2)		04:05	02:00	03:00	03:00		
Painting (#3)			06:00		05:00		
Land Scaping (#4)		03:00		05:00			
Pay Period: NONE							
Verification		Paid Time		Accumulated Time			
Mr. Administrator	Not Verified	Worked Time	00:00	Total Time		00:00	
Exception Legend		Total Time		-- Select Action --		Submit	
Code	Exception						
H	Under Scheduled Time						
E	Out Early						

Server response time: 1.338 seconds.
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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: 20-Jan-08

	Mon Jan 14	Tue Jan 15	Wed Jan 16	Thu Jan 17	Fri Jan 18	Sat Jan 19	Sun Jan 20
In		8:00 AM	8:00 AM	8:00 AM	8:00 AM		
Out		11:00 AM	11:00 AM	11:00 AM	11:00 AM		
In		11:00 AM	11:00 AM	11:00 AM	11:00 AM		
Out		1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L		
In		2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L		
Out		E 4:05 PM	5:00 PM	5:00 PM	5:00 PM		
Exceptions		E H					
Accumulated Time							
Total Time	00:00	07:05	08:00	08:00	08:00	00:00	00:00
Regular Time		07:05	08:00	08:00	08:00		
Branch							
New York		03:00	06:00	06:00	05:00		
Seattle		04:05	02:00	02:00	03:00		
Department							
Sales		03:00			03:00		
Construction		04:05	08:00	08:00	05:00		

TimeTrex - My Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: 20-Jan-08

	Mon Jan 14	Tue Jan 15	Wed Jan 16	Thu Jan 17	Fri Jan 18	Sat Jan 19	Sun Jan 20
In		8:00 AM	8:00 AM	8:00 AM	8:00 AM		
Out		11:00 AM	11:00 AM	11:00 AM	11:00 AM		
In		11:00 AM	11:00 AM	11:00 AM	11:00 AM		
Out		1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L		
In		2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L		
Out		E 4:05 PM	5:00 PM	5:00 PM	5:00 PM		
Exceptions		E H					
Accumulated Time							
Total Time	00:00	07:05	08:00	08:00	08:00	00:00	00:00
Regular Time		07:05	08:00	08:00	08:00		
Branch							
New York		03:00	06:00	06:00	05:00		
Seattle		04:05	02:00	02:00	03:00		
Department							
Sales		03:00			03:00		
Construction		04:05	08:00	08:00	05:00		

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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: 27-Jan-08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu	Fri	Sat	Sun Jan 27
In	8:00 AM	8:00 AM	7:10 AM				
Out	11:00 AM	11:00 AM	11:00 AM				
In	11:00 AM	11:00 AM	11:00 AM				
Out	1:00 PM L	1:00 PM L	1:00 PM L				
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L		
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	3:00 PM		
Exceptions			E H		H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	00:00	05:00	00:00	05:00	00:00		

Based on the currently selected or highlighted date, TimeTrex will show you the pay period dates that the employee is currently in at the bottom of their timesheet.

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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: 27-Jan-08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM	7:10 AM	8:00 AM	8:00 AM		
Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM		
In	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM		
Out	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L		
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L		
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	3:00 PM		
Exceptions			E H		H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	00:00	05:00	00:00	05:00	00:00		

TimeTrex - My Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	03:00	05:00	02:00	05:00	03:00		
Construction	05:00	03:00	05:50	03:00	03:00		
Job							
No Job			02:00		01:00		
(#10) House 1	03:00	03:00	02:00	02:00	03:00		
(#11) House 2	05:00	05:00	03:50	06:00	02:00		
Task							
No Task			02:00		01:00		
Sanding (#2)		02:00		02:00	03:00		
Painting (#3)	08:00		05:50	03:00			
Land Scaping (#4)		06:00		03:00	02:00		
Pay Period: 21-Jan-08 to 03-Feb-08							
Verification		Paid Time		Accumulated Time			
Mr. Administrator	<input type="button" value="Verify"/>	Worked Time	00:00	Total Time		00:00	
		Total Time	00:00	-- Select Action --		<input type="button" value="Submit"/>	
Exception Legend							
Code	Exception						
H	Under Scheduled Time						
E	Out Early						

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File Edit View History Bookmarks Tools Help

Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	03:00	05:00	02:00	05:00	03:00		
Construction	05:00	03:00	05:50	03:00	03:00		
Job							
No Job			02:00		01:00		
(#10) House 1	03:00	03:00	02:00	02:00	03:00		
(#11) House 2	05:00	05:00	03:50	06:00	02:00		
Task							
No Task			02:00		01:00		
Sanding (#2)		02:00		02:00	03:00		
Painting (#3)	08:00		05:50	03:00			
Land Scaping (#4)		06:00		03:00	02:00		

Pay Period: 21-Jan-08 to 03-Feb-08

Verification		Paid Time		Accumulated Time	
Mr. Administrator	<input type="button" value="Verify"/>	Worked Time	00:00	Total Time	00:00
		Total Time	00:00	-- Select Action --	<input type="button" value="Submit"/>

Exception Legend	
Code	Exception
H	Under Scheduled Time
E	Out Early

Server response time: 1.334 seconds.
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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add:

Date: 27-Jan-08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM	7:10 AM	8:00 AM	8:00 AM		
Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM		
In	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM		
Out	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L		
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L		
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	3:00 PM		
Exceptions			E H		H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	00:00	05:00	00:00	05:00	00:00		

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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: 27-Jan-08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM	7:10 AM	8:00 AM	8:00 AM		
Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM		
In	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM		
Out	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L		
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L		
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	3:00 PM		
Exceptions			E H		H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	00:00	05:00	00:00	05:00	00:00		

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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: 27-Jan-08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM	7:10 AM	8:00 AM	8:00 AM		
Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM		
In	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM		
Out	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L		
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L		
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	3:00 PM		
Exceptions			E H		H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	00:00	05:00	00:00	05:00	00:00		

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ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: 27-Jan-08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM	7:10 AM	8:00 AM			
Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM			
In	11:00 AM	11:00 AM	11:00 AM	11:00 AM			
Out	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM			
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM			
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM			
Exceptions			E H		H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	08:00	05:00	02:00	05:00	02:00		

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ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: 27-Jan-08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM	7:10 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM
Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
In	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
Out	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM
Exceptions			E H		H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	00:00	05:00	00:00	05:00	00:00		

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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: 27-Jan-08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM	7:10 AM	8:00 AM			
Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM			
In	11:00 AM	11:00 AM	11:00 AM	11:00 AM			
Out	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM			
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM			
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM			
Exceptions			E H		H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	08:00	05:00	02:00	05:00	02:00		

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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: 27 Jan

Dates highlighted in **yellow** are pay period end dates.

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM	7:10 AM	8:00 AM			
Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM			
In	11:00 AM	11:00 AM	11:00 AM	11:00 AM			
Out	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM			
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM			
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM			
Exceptions			E H		H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	00:00	05:00	00:00	05:00	00:00		

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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add:

Date:

Dates highlighted in green are pay period transaction dates.

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM
Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
In	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
Out	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM
Exceptions			E H		H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	08:00	05:00	02:00	05:00	02:00		

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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: 27-Jan-08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM	7:10 AM	8:00 AM			
Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM			
In	11:00 AM	11:00 AM	11:00 AM	11:00 AM			
Out	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM			
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM			
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM			
Exceptions			E H		H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	08:00	05:00	02:00	05:00	02:00		

TimeTrex - My Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add:

Date: 27-Jan-08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM			8:00 AM		
Out	11:00 AM	11:00 AM			11:00 AM		
In	11:00 AM	11:00 AM			11:00 AM		
Out	1:00 PM L	1:00 PM			1:00 PM L		
In	2:00 PM L	2:00 PM			2:00 PM L		
Out	5:00 PM	5:00 PM			5:00 PM		
Exceptions			E H		H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	00:00	05:00	00:00	05:00	00:00		

TimeTrex supports an unlimited number of pay period schedules, so next we will show you how to create a Semi-Monthly pay period schedule to work along side the Bi-Weekly one we already created.

TimeTrex - My Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

Home > Pay Period Schedule List > Pa

My Timesheet

Group: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: 27-Jan-08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM	7:10 AM	8:00 AM	8:00 AM		
Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM		
In	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM		
Out	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L		
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L		
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	3:00 PM		
Exceptions			E H		H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	08:00	05:00	02:00	05:00	02:00		

TimeTrex - My Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

Home > Pay Period Schedule List > Pay Period Schedule List

My Timesheet

Group: -- All --

Employee: Administ

Date: 27-Jan-2012

End of Pay Period
 Pay Stub Amendments
 Recurring PS Amendments
 Pay Period Schedules
 Pay Stub Accounts
 Taxes / Deductions
 Pay Stub Account Linking

Add: Punch Absence

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM	7:10 AM	8:00 AM	8:00 AM	
Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	
In	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	
Out	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	3:00 PM	
Exceptions			E H		H	
Pending Requests					Yes	
Accumulated Time						
Total Time	08:00	08:00	07:50	08:00	06:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00	
Branch						
New York		06:00	03:50			
Seattle	08:00	02:00	04:00	08:00	06:00	
Department						
Sales	08:00	05:00	02:00	05:00	02:00	

TimeTrex - My Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

Home > Pay Period Schedule List > Pay Period Schedule List

My Timesheet

Group: -- All --

Employee: Administ

Date: 27-Jan-2012

End of Pay Period
 Pay Stub Amendments
 Recurring PS Amendments
 Pay Period Schedules
 Pay Stub Accounts
 Taxes / Deductions
 Pay Stub Account Linking

Add: Punch Absence

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM	7:10 AM	8:00 AM	8:00 AM	
Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	
In	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	
Out	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	3:00 PM	
Exceptions			E H		H	
Pending Requests					Yes	
Accumulated Time						
Total Time	08:00	08:00	07:50	08:00	06:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00	
Branch						
New York		06:00	03:50			
Seattle	08:00	02:00	04:00	08:00	06:00	
Department						
Sales	08:00	05:00	02:00	05:00	02:00	

TimeTrex - Pay Period Schedule List - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Pay Period Schedule List

[Top | Bottom] << Start < Previous [1] Next > End >>

Type	Name	Description	Functions	<input type="checkbox"/>
Bi-Weekly	BiWeekly	Pay every 2nd friday.	[View] [Edit]	<input type="checkbox"/>
			Add Delete	

[Top | Bottom] << Start < Previous [1] Next > End >>

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TimeTrex Payroll and Time Management

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	<input type="text"/>
Description:	<input type="text"/>
Overtime Week:	Sunday-Saturday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Manual
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected, Click the arrow to modify.

Server response time: 0.586 seconds.
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TimeTrex Payroll and Time Management

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	<input type="text" value="Semi"/>
Description:	<input type="text"/>
Overtime Week:	Sunday-Saturday
Time Zone:	PST8PDT
Daily Continuous Time:	<input type="text" value="04:00"/> hh:mm (2:15)
Type:	Manual
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	<input type="text" value="01-Feb-08"/>
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Semi-Monthly
Description:	
Overtime Week:	Sunday-Saturday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Manual
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	<input type="text" value="Semi-Monthly"/>
Description:	<input type="text" value="P"/>
Overtime Week:	<input type="text" value="Sunday-Saturday"/>
Time Zone:	<input type="text" value="PST8PDT"/>
Daily Continuous Time:	<input type="text" value="04:00"/> hh:mm (2:15)
Type:	<input type="text" value="Manual"/>
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	<input type="text" value="01-Feb-08"/>
Employees:	0 Employees Currently Selected, Click the arrow to modify.

Server response time: 0.586 seconds.
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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator


TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Semi-Monthly
Description:	Pay on the 15th and 1st
Overtime Week:	Sunday-Saturday
Time Zone:	<ul style="list-style-type: none"> Sunday-Saturday Monday-Sunday Tuesday-Monday Wednesday-Tuesday Thursday-Wednesday Friday-Thursday Saturday-Friday
Daily Continuous Time:	
Type:	
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected, Click the arrow to modify.

Server response time: 0.586 seconds.
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TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Semi-Monthly
Description:	Pay on the 15th and 1st
Overtime Week:	Sunday-Saturday
Time Zone:	Monday-Sunday
Daily Continuous Time:	Wednesday-Tuesday
Type:	Friday-Thursday
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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TimeTrex Payroll and Time Management

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Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	<input type="text" value="Semi-Monthly"/>
Description:	<input type="text" value="Pay on the 15th and 1st"/>
Overtime Week:	<input type="text" value="Monday-Sunday"/>
Time Zone:	<input type="text" value="PST8PDT"/>
Daily Continuous Time:	<input type="text" value="04:00"/> hh:mm (2:15)
Type:	<input type="text" value="Manual"/> <ul style="list-style-type: none"> Manual Weekly Bi-Weekly Semi-Monthly Monthly
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	<input type="text" value=""/>
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	<input type="text" value="Semi-Monthly"/>
Description:	<input type="text" value="Pay on the 15th and 1st"/>
Overtime Week:	<input type="text" value="Monday-Sunday"/>
Time Zone:	<input type="text" value="PST8PDT"/>
Daily Continuous Time:	<input type="text" value="04:00"/> hh:mm (2:15)
Type:	<ul style="list-style-type: none"> Manual Manual Weekly Bi-Weekly Semi-Monthly Monthly
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	<input type="text" value="Semi-Monthly"/>
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Semi-Monthly	
Description:	Pay on the 15th and 1st	
Overtime Week:	Monday-Sunday	
Time Zone:	PST8PDT	
Daily Continuous Time:	04:00 hh:mm (2:15)	
Type:	Semi-Monthly	

Primary

Pay Period Start Day Of Month:	1	at 00:00
Transaction Day Of Month:	1	
Pay Period Start Day Of Month:	2	at 00:00
Transaction Day Of Month:	3	
Pay Period Start Day Of Month:	4	at 00:00
Transaction Day Of Month:	5	
Transaction Always on Business Day:	6	
Create Initial Pay Periods From:	7	
Employees:	8	
	9	
	10	
	11	
	12	selected, Click the arrow to modify.
	13	
	14	
	15	

Pay Period Start Day of Month is the day of the month that the primary pay period starts on.

TimeTrex - Edit Pay Period Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Semi-Monthly
Description:	Pay on the 15th and 1st
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Semi-Monthly

Primary

Pay Period Start Day Of Month:	1	at 00:00
Transaction Day Of Month:	1	
Pay Period Start Day Of Month:		at 00:00
Transaction Day Of Month:		
Transaction Always on Business Day:		
Create Initial Pay Periods From:		
Employees:		

selected, Click the arrow to modify.

Transaction Day of Month is the day of the month that the primary pay period is paid on.

TimeTrex - Edit Pay Period Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Semi-Monthly
Description:	Pay on the 15th and 1st
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Semi-Monthly

Primary

Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	15

Secondary

Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	2
Transaction Always on Business Day:	3
Create Initial Pay Periods From:	4
Employees:	5
	6
	7
	8
	9
	10
	11
	12

Pay Period Start Day of Month defines the day of the month that the secondary pay period starts on. TimeTrex will automatically end the primary pay period exactly one second before the secondary pay period starts.

TimeTrex - Edit Pay Period Schedule - Mozilla Firefox

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ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Semi-Monthly
Description:	Pay on the 15th and 1st
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Semi-Monthly
Primary	
Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	15
Secondary	
Pay Period Start Day Of Month:	15 at 00:00
Transaction Day Of Month:	1
Transaction Always on Business Day:	1
Create Initial Pay Periods From:	2
Employees:	3
	4
	5
	6
	7
	8
	9
	..

selected, Click the arrow to modify.

TimeTrex - Edit Pay Period Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Semi-Monthly
Description:	Pay on the 15th and 1st
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Semi-Monthly
Primary	
Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	15
Secondary	
Pay Period Start Day Of Month:	15 at 00:00
Transaction Day Of Month:	1
Transaction Always on Business Day:	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> ..
Create Initial Pay Periods From:	
Employees:	<input checked="" type="checkbox"/>

Transaction Day of Month is the day of the month that the secondary pay period is paid on. If the transaction date is earlier than the pay period start date, like it is in this case, the transaction date will be in the next month.

TimeTrex - Edit Pay Period Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Semi-Monthly
Description:	Pay on the 15th and 1st
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Semi-Monthly
Primary	
Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	15
Secondary	
Pay Period Start Day Of Month:	15 at 00:00
Transaction Day Of Month:	1
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	31-Dec-07
Employees:	0 Employees Currently Selected, Click the arrow to modify.

TimeTrex - Edit Pay Period Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Semi-Monthly
Description:	Pay on the 15th and 1st
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Semi-Monthly

Primary	
Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	15
Secondary	
Pay Period Start Day Of Month:	15 at 00:00
Transaction Day Of Month:	1
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected, Click the arrow to modify.

With this Semi-Monthly pay period schedule, we have configured TimeTrex to create pay periods starting on the 1st and 15th of each month and to pay employees on the same days.

TimeTrex - Edit Pay Period Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Semi-Monthly
Description:	Pay on the 15th and 1st
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Semi-Monthly
Primary	
Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	15
Secondary	
Pay Period Start Day Of Month:	15 at 00:00
Transaction Day Of Month:	1
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected, Click the arrow to modify.

TimeTrex - Edit Pay Period Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Semi-Monthly
Description:	Pay on the 15th and 1st
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Semi-Monthly

Primary

Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	15
Pay Period Start Day Of Month:	15
Transaction Day Of Month:	1
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected. Click on the arrow to modify.

February, 2008

Today

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Mon, Feb 25

TimeTrex - Edit Pay Period Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Semi-Monthly	
Description:	Pay on the 15th and 1st	
Overtime Week:	Monday-Sunday	
Time Zone:	PST8PDT	
Daily Continuous Time:	04:00 hh:mm (2:15)	
Type:	Semi-Monthly	
Primary		
Pay Period Start Day Of Month:	1 at 00:00	
Transaction Day Of Month:	15	
Pay Period Start Day Of Month:	15	
Transaction Day Of Month:	1	
Transaction Always on Business Day:	<input checked="" type="checkbox"/>	
Create Initial Pay Periods From:	01-Feb-08	
Employees:	0 Employees Currently Selected. Click on the arrow to modify.	

? February, 2008 x

Sec << < Today > >>

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
Mon, Feb 25						

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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Semi-Monthly
Description:	Pay on the 15th and 1st
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Semi-Monthly

Primary

Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	15
Pay Period Start Day Of Month:	15
Transaction Day Of Month:	1
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected. Click on the icon to modify.

February, 2008

Today

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
Prev. month (hold for menu)						

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In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Semi-Monthly
Description:	Pay on the 15th and 1st
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Semi-Monthly

Primary

Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	15
Pay Period Start Day Of Month:	15
Transaction Day Of Month:	1
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected. Click on the icon to modify.

January, 2008

Today

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Prev. month (hold for menu)

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In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Semi-Monthly	
Description:	Pay on the 15th and 1st	
Overtime Week:	Monday-Sunday	
Time Zone:	PST8PDT	
Daily Continuous Time:	04:00 hh:mm (2:15)	
Type:	Semi-Monthly	
Primary		
Pay Period Start Day Of Month:	1 at 00:00	
Transaction Day Of Month:	15	
Pay Period Start Day Of Month:	15	
Transaction Day Of Month:	1	
Transaction Always on Business Day:	<input checked="" type="checkbox"/>	
Create Initial Pay Periods From:	01-Feb-08	
Employees:	0 Employees Current	

? December, 2007 x

Sec << < Today > >>

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Prev. month (hold for menu)

TimeTrex - Edit Pay Period Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

TimeTrex Payroll and Time Management

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Time Zone:	PST8PDT	
Daily Continuous Time:	04:00 hh:mm (2:15)	
Type:	Semi-Monthly	
Primary		
Pay Period Start Day Of Month:	1 at 00:00	
Transaction Day Of Month:	15	?
Secondary		
Pay Period Start Day Of Month:	15	?
Transaction Day Of Month:	1	?
Transaction Always on Business Day:	<input checked="" type="checkbox"/>	
Create Initial Pay Periods From:	01-Feb-08	
Employees:	0 Employees Current	

? December, 2007 x

<< Today >>

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mon, Dec 31

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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name: Semi-Monthly

Description: Pay on the 15th and 1st

Overtime Week: Monday-Sunday

Time Zone: PST8PDT

Daily Continuous Time: 04:00 hh:mm (2:15)

Type: Semi-Monthly

Primary

Pay Period Start Day Of Month: 1 at 00:00

Transaction Day Of Month: 15

Secondary

Pay Period Start Day Of Month: 15

Transaction Day Of Month: 1

Transaction Always on Business Day:

Create Initial Pay Periods From: 01-Feb-08

Employees: 0 Employees Current

December, 2007

Today

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mon, Dec 31

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ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Semi-Monthly
Description:	Pay on the 15th and 1st
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Semi-Monthly
Primary	
Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	15
Secondary	
Pay Period Start Day Of Month:	15 at 00:00
Transaction Day Of Month:	1
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	31-Dec-07
Employees:	0 Employees Currently Selected, Click the arrow to modify.

TimeTrex - Edit Pay Period Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Semi-Monthly
Description:	Pay on the 15th and 1st
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Semi-Monthly
Primary	
Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	15
Secondary	
Pay Period Start Day Of Month:	15 at 00:00
Transaction Day Of Month:	1
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	31-Dec-07
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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TimeTrex Payroll and Time Management

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Edit Pay Period Schedule


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Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Semi-Monthly
Primary	
Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	15
Secondary	
Pay Period Start Day Of Month:	15 at 00:00
Transaction Day Of Month:	1
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	31-Dec-07
Employees:	0 Employees Currently Selected, Click the arrow to modify.

TimeTrex - Edit Pay Period Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Description:	Pay on the 15th and 1st
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Semi-Monthly
Primary	
Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	15
Secondary	
Pay Period Start Day Of Month:	15 at 00:00
Transaction Day Of Month:	1
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	31-Dec-07
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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Description: Pay on the 15th and 1st

Overtime Week: Monday-Sunday

Time Zone: PST8PDT

Daily Continuous Time: 04:00 hh:mm (2:15)

Type: Semi-Monthly

Primary

Pay Period Start Day Of Month: 1 at 00:00

Transaction Day Of Month: 15

Secondary

Pay Period Start Day Of Month: 15 at 00:00

Transaction Day Of Month: 1

Transaction Always on Business Day:

Create Initial Pay Periods From: 31-Dec-07

Employees:

UnAssigned Employees	Assigned Employees
<p>Select All Un-Select All</p> <ul style="list-style-type: none">Administrator, Mr.Braun, TristenDoe, JohnDoe, JaneDoe, JimErschoff, TameraGrant, HeatherHancock, John	<p>Select All Un-Select All</p> <ul style="list-style-type: none">

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File Edit View History Bookmarks Tools Help

Description:	Pay on the 15th and 1st
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Semi-Monthly
Primary	
Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	15
Secondary	
Pay Period Start Day Of Month:	15 at 00:00
Transaction Day Of Month:	1
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	31-Dec-07

Employees:

UnAssigned Employees		Assigned Employees
<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/>		<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/>
<ul style="list-style-type: none"> Administrator, Mr. Braun, Tristen Doe, John <li style="background-color: #004a99; color: white;">Doe, Jane Doe, Jim <li style="background-color: #004a99; color: white;">Erschoff, Tamara Grant, Heather Hancock, John 	<input type="button" value=">>"/> <input type="button" value="<<"/> <input type="button" value="..."/>	

TimeTrex - Edit Pay Period Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Description: Pay on the 15th and 1st

Overtime Week: Monday-Sunday

Time Zone: PST8PDT

Daily Continuous Time: 04:00 hh:mm (2:15)

Type: Semi-Monthly

Primary

Pay Period Start Day Of Month: 1 at 00:00

Transaction Day Of Month: 15

Secondary

Pay Period Start Day Of Month: 15 at 00:00

Transaction Day Of Month: 1

Transaction Always on Business Day:

Create Initial Pay Periods From: 31-Dec-07

Employees:

UnAssigned Employees	Assigned Employees
<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/> Administrator, Mr. Braun, Tristen Doe, John Grant, Heather Hancock, John Hanseu, Nick Hoffhants, Gabe Klockman, Kailey	<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/> Doe, Jane Doe, Jim Erschoff, Tamera

TimeTrex - Edit Pay Period Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Frequency: Semi-monthly

Primary

Pay Period Start Day Of Month: 1 at 00:00

Transaction Day Of Month: 15

Secondary

Pay Period Start Day Of Month: 15 at 00:00

Transaction Day Of Month: 1


Transaction Always on Business Day:

Create Initial Pay Periods From: 31-Dec-07

Employees:

UnAssigned Employees	Assigned Employees
<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/> Administrator, Mr. Braun, Tristen Doe, John Grant, Heather Hancock, John Hanseu, Nick Hoffhants, Gabe Klockman, Kailey	<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/> Doe, Jane Doe, Jim Erschoff, Tamera

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Frequency: Semi-monthly

Primary

Pay Period Start Day Of Month: 1 at 00:00

Transaction Day Of Month: 15

Secondary

Pay Period Start Day Of Month: 15 at 00:00

Transaction Day Of Month: 1


Transaction Always on Business Day:

Create Initial Pay Periods From: 31-Dec-07

Employees:

UnAssigned Employees	Assigned Employees
<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/> Administrator, Mr. Braun, Tristen Doe, John Grant, Heather Hancock, John Hanseu, Nick Hoffhants, Gabe Klockman, Kailey	<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/> Doe, Jane Doe, Jim Erschoff, Tamera

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File Edit View History Bookmarks Tools Help

Frequency: Semi-monthly

Primary

Pay Period Start Day Of Month: 1 at 00:00

Transaction Day Of Month: 15

Secondary

Pay Period Start Day Of Month: 15 at 00:00

Transaction Day Of Month: 1

Transaction Always on Business Day:

Create Initial Pay Periods From: 31-Dec-07

Employees:

UnAssigned Employees		Assigned Employees
Select All Un-Select All		Select All Un-Select All
Administrator, Mr. Braun, Tristen Doe, John Grant, Heather Hancock, John Hanseu, Nick Hoffhants, Gabe Klockman, Kailey	>> << ...	Doe, Jane Doe, Jim Erschoff, Tamera

Submit

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TimeTrex - Pay Period Schedule List - Mozilla Firefox

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ABC Company - Mr. Administrator

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Home > Pay Period List > My Timesheet > Pay Period Schedule List


Pay Period Schedule List


[Top | Bottom] << Start < Previous [1] Next > End >>

Type	Name	Description	Functions	<input type="checkbox"/>
Bi-Weekly	BiWeekly	Pay every 2nd friday.	[View] [Edit]	<input type="checkbox"/>
Semi-Monthly	Semi-Monthly	Pay on the 15th and 1st	[View] [Edit]	<input type="checkbox"/>

[Top | Bottom] << Start < Previous [1] Next > End >>

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ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > My Timesheet > Pay Period Schedule List > Pay Period List

Pay Period List

[Top | Bottom] << Start < Previous [1] Next > End >>

#	Name	Type	Status	Start	End	Transaction	Functions
1	Semi-Monthly	Semi-Monthly	N/A	15-Feb-08 12:00 AM	29-Feb-08 11:59 PM	29-Feb-08 11:59 PM	[View] [Edit]
2	Semi-Monthly	Semi-Monthly	OPEN	01-Feb-08 12:00 AM	14-Feb-08 11:59 PM	15-Feb-08 12:00 PM	[View] [Edit]
3	Semi-Monthly	Semi-Monthly	OPEN	15-Jan-08 12:00 AM	31-Jan-08 11:59 PM	01-Feb-08 12:00 PM	[View] [Edit]
4	Semi-Monthly	Semi-Monthly	OPEN	01-Jan-08 12:00 AM	14-Jan-08 11:59 PM	15-Jan-08 12:00 PM	[View] [Edit]

Add Delete

[Top | Bottom] << Start < Previous [1] Next > End >>

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If you recall when we created the pay period schedule, we defined the start day of the primary pay period as the 1st, and the start date of the secondary pay period as the 15th then we set **Create Initial Pay Periods From** to December 31st 2007. This of course caused TimeTrex to start creating the pay periods from January 1st 2008 onward.

TimeTrex - Pay Period List - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

In / Out Time Sheet Schedule Admin Reports My Account Help Logout

Home > My Time Sheet > Pay Period Schedule List > Pay Period List

Pay Per

Requests

Exceptions

Accruals

Pay Stubs

[Top | Bottom] << Start < Previous [1] Next > End >>

#	Name	Frequency	Status	Start	End	Transaction	Functions
1	Semi-Monthly	Monthly	N/A	15-Feb-08 12:00 AM	29-Feb-08 11:59 PM	29-Feb-08 11:59 PM	[View] [Edit]
2	Semi-Monthly	Semi-Monthly	OPEN	01-Feb-08 12:00 AM	14-Feb-08 11:59 PM	15-Feb-08 12:00 PM	[View] [Edit]
3	Semi-Monthly	Semi-Monthly	OPEN	15-Jan-08 12:00 AM	31-Jan-08 11:59 PM	01-Feb-08 12:00 PM	[View] [Edit]
4	Semi-Monthly	Semi-Monthly	OPEN	01-Jan-08 12:00 AM	14-Jan-08 11:59 PM	15-Jan-08 12:00 PM	[View] [Edit]

Add Delete

[Top | Bottom] << Start < Previous [1] Next > End >>

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TimeTrex Payroll and Time Management

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Pay Per

Requests

Exceptions

Accruals

Pay Stubs

[Top | Bottom] << Start < Previous [1] Next > End >>

#	Name	Frequency	Status	Start	End	Transaction	Functions
1	Semi-Monthly	Monthly	N/A	15-Feb-08 12:00 AM	29-Feb-08 11:59 PM	29-Feb-08 11:59 PM	
2	Semi-Monthly	Semi-Monthly	OPEN	01-Feb-08 12:00 AM	14-Feb-08 11:59 PM	15-Feb-08 12:00 PM	[View] [Edit]
3	Semi-Monthly	Semi-Monthly	OPEN	15-Jan-08 12:00 AM	31-Jan-08 11:59 PM	01-Feb-08 12:00 PM	[View] [Edit]
4	Semi-Monthly	Semi-Monthly	OPEN	01-Jan-08 12:00 AM	14-Jan-08 11:59 PM	15-Jan-08 12:00 PM	[View] [Edit]

Add Delete

[Top | Bottom] << Start < Previous [1] Next > End >>

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ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > My Timesheet > Pay Period Schedule List > Pay Period List

Pay Period List

[Top | Bottom] << Start < Previous [1] Next > End >>

#	Name	Type	Status	Start	End	Transaction	Functions	<input type="checkbox"/>
1	Semi-Monthly	Semi-Monthly	N/A	15-Feb-08 12:00 AM	29-Feb-08 11:59 PM	29-Feb-08 11:59 PM		<input type="checkbox"/>
2	Semi-Monthly	Semi-Monthly	OPEN	01-Feb-08 12:00 AM	14-Feb-08 11:59 PM	15-Feb-08 12:00 PM	[View] [Edit]	<input type="checkbox"/>
3	Semi-Monthly	Semi-Monthly	OPEN	15-Jan-08 12:00 AM	31-Jan-08 11:59 PM	01-Feb-08 12:00 PM	[View] [Edit]	<input type="checkbox"/>
4	Semi-Monthly	Semi-Monthly	OPEN	01-Jan-08 12:00 AM	14-Jan-08 11:59 PM	15-Jan-08 12:00 PM	[View] [Edit]	<input type="checkbox"/>

Add Delete

[Top | Bottom] << Start < Previous [1] Next > End >>

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ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

27-Jan-08

Now we can look at different employee timesheets, and see which pay period each of them belong to.

	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
	10 AM	8:00 AM	8:00 AM		
Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM	
In	11:00 AM	11:00 AM	11:00 AM	11:00 AM	
Out	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	3:00 PM
Exceptions			E H		H
Pending Requests				Yes	
Accumulated Time					
Total Time	08:00	08:00	07:50	08:00	06:00
Regular Time	08:00	08:00	07:50	08:00	06:00
Branch					
New York		06:00	03:50		
Seattle	08:00	02:00	04:00	08:00	06:00
Department					
Sales	08:00	05:00	03:00	05:00	03:00

TimeTrex - My Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: 27-Jan-08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM	7:10 AM	8:00 AM	8:00 AM		
Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM		
In	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM		
Out	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L		
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L		
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	3:00 PM		
Exceptions			E H		H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	00:00	05:00	00:00	05:00	00:00		

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File Edit View History Bookmarks Tools Help

Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	03:00	05:00	02:00	05:00	03:00		
Construction	05:00	03:00	05:50	03:00	03:00		
Job							
No Job			02:00		01:00		
(#10) House 1	03:00	03:00	02:00	02:00	03:00		
(#11) House 2	05:00	05:00	03:50	06:00	02:00		
Task							
No Task			02:00				
Sanding (#2)		02:00		02:00			
Painting (#3)	08:00		05:50	03:00			
Land Scaping (#4)		06:00		03:00			
Pay Period: 21-Jan-08 to 03-Feb-08							
Verification		Paid Time		Accumulated Time			
Mr. Administrator	<input type="button" value="Verify"/>	Worked Time	00:00	Total Time		00:00	
		Total Time	00:00	-- Select Action --		<input type="button" value="Submit"/>	
Exception Legend							
Code	Exception						
H	Under Scheduled Time						
E	Out Early						

This employee belongs to the original Bi-Weekly pay period schedule that we created.

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Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	03:00	05:00	02:00	05:00	03:00		
Construction	05:00	03:00	05:50	03:00	03:00		
Job							
No Job			02:00		01:00		
(#10) House 1	03:00	03:00	02:00	02:00	03:00		
(#11) House 2	05:00	05:00	03:50	06:00	02:00		
Task							
No Task			02:00		01:00		
Sanding (#2)		02:00		02:00	03:00		
Painting (#3)	08:00		05:50	03:00			
Land Scaping (#4)		06:00		03:00	02:00		
Pay Period: 21-Jan-08 to 03-Feb-08							
Verification		Paid Time		Accumulated Time			
Mr. Administrator	<input type="button" value="Verify"/>	Worked Time	00:00	Total Time		00:00	
		Total Time	00:00	-- Select Action --		<input type="button" value="Submit"/>	
Exception Legend							
Code	Exception						
H	Under Scheduled Time						
E	Out Early						

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Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	03:00	05:00	02:00	05:00	03:00		
Construction	05:00	03:00	05:50	03:00	03:00		
Job							
No Job			02:00		01:00		
(#10) House 1	03:00	03:00	02:00	02:00	03:00		
(#11) House 2	05:00	05:00	03:50	06:00	02:00		
Task							
No Task			02:00		01:00		
Sanding (#2)		02:00		02:00	03:00		
Painting (#3)	08:00		05:50	03:00			
Land Scaping (#4)		06:00		03:00	02:00		
Pay Period: 21-Jan-08 to 03-Feb-08							
Verification		Paid Time		Accumulated Time			
Mr. Administrator	<input type="button" value="Verify"/>	Worked Time	00:00	Total Time	00:00		
		Total Time	00:00	-- Select Action --	<input type="button" value="Submit"/>		
Exception Legend							
Code	Exception						
H	Under Scheduled Time						
E	Out Early						

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Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	03:00	05:00	02:00	05:00	03:00		
Construction	05:00	03:00	05:50	03:00	03:00		
Job							
No Job			02:00		01:00		
(#10) House 1	03:00	03:00	02:00	02:00	03:00		
(#11) House 2	05:00	05:00	03:50	06:00	02:00		
Task							
No Task			02:00		01:00		
Sanding (#2)		02:00		02:00	03:00		
Painting (#3)	08:00		05:50	03:00			
Land Scaping (#4)		06:00		03:00	02:00		
Pay Period: 21-Jan-08 to 03-Feb-08							
Verification		Paid Time		Accumulated Time			
Mr. Administrator	<input type="button" value="Verify"/>	Worked Time	00:00	Total Time	00:00		
		Total Time	00:00	-- Select Action --	<input type="button" value="Submit"/>		
Exception Legend							
Code	Exception						
H	Under Scheduled Time						
E	Out Early						

TimeTrex - My Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add:

Date: 27-Jan-08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM	7:10 AM	8:00 AM	8:00 AM		
Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM		
In	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM		
Out	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L		
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L		
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	3:00 PM		
Exceptions			E H		H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	00:00	05:00	00:00	05:00	00:00		

TimeTrex - My Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: 27-Jan-08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM	7:10 AM	8:00 AM	8:00 AM		
Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM		
In	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM		
Out	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L		
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L		
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	3:00 PM		
Exceptions			E H		H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	00:00	05:00	00:00	05:00	00:00		

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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr. Add: Punch Absence

Date: [Left Arrow] [Right Arrow]

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM			8:00 AM		
Out	11:00 AM	11:00 AM			11:00 AM		
In	11:00 AM	11:00 AM			11:00 AM		
Out	1:00 PM L	1:00 PM L			1:00 PM L		
In	2:00 PM L	2:00 PM L			2:00 PM L		
Out	5:00 PM	5:00 PM			3:00 PM		
Exceptions					H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	08:00	05:00	03:00	05:00	03:00		

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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr. [dropdown menu]

Add: Punch Absence

Date: [calendar icon]

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM			8:00 AM		
Out	11:00 AM	11:00 AM			11:00 AM		
In	11:00 AM	11:00 AM			11:00 AM		
Out	1:00 PM L	1:00 PM L			1:00 PM L		
In	2:00 PM L	2:00 PM L			2:00 PM L		
Out	5:00 PM	5:00 PM			3:00 PM		
Exceptions					H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	00:00	05:00	00:00	05:00	00:00		

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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Doe, Jim

Add: Punch Absence

Date: 27-Jan-08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00 AM	8:00 AM	7:10 AM	8:00 AM	8:00 AM		
Out	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM		
In	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM		
Out	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L		
In	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L		
Out	5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	3:00 PM		
Exceptions			E H		H		
Pending Requests					Yes		
Accumulated Time							
Total Time	08:00	08:00	07:50	08:00	06:00	00:00	00:00
Regular Time	08:00	08:00	07:50	08:00	06:00		
Branch							
New York		06:00	03:50				
Seattle	08:00	02:00	04:00	08:00	06:00		
Department							
Sales	00:00	05:00	00:00	05:00	00:00		

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ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: --All-- Branch: --All-- Dept: --All--

Employee: Doe, Jim

Add: Punch Absence

Date: 27-Jan-08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In							
Out							
Accumulated Time							
Total Time	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Pay Period: 15-Jan-08 to 31-Jan-08							
Verification		Paid Time			Accumulated Time		
Jim Doe	Not Verified	Worked Time		00:00	Total Time		00:00
		Total Time		00:00	-- Select Action --		Submit

This employee belongs to the Semi-Monthly pay period schedule.

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Home > Pay Period Schedule List > Pay Period List > My Timesheet

My Timesheet

Group: --All-- Branch: --All-- Dept: --All--

Employee: Doe, Jim

Add: Punch Absence

Date: 27-Jan-08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In							
Out							
Total Time	00:00	00:00	00:00	00:00	00:00	00:00	00:00

Pay Period: 15-Jan-08 to 31-Jan-08

Verification		Paid Time		Accumulated Time	
Jim Doe	Not Verified	Worked Time	00:00	Total Time	00:00
		Total Time	00:00	-- Select Action --	Submit

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In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

Home > Pay Period Schedule List > Pa

My Timesheet

Group: -- All -- Dept: -- All --

Employee: Doe, Jim

Add: Punch Absence

Date: 27 Jan 08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In							
Out							
Accumulated Time							
Total Time	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Pay Period: 15-Jan-08 to 31-Jan-08							
Verification		Paid Time			Accumulated Time		
Jim Doe	Not Verified	Worked Time		00:00	Total Time		00:00
		Total Time		00:00	-- Select Action --		Submit

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In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

Home > Pay Period Schedule List > Pa

My Timesheet

Group: -- All --

Employee: Doe, Jim

Date: 27-Jan-08

Add: Punch Absence

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Fri Jan 25	Sat Jan 26	Sun Jan 27
In						
Out						
Accumulated Time						
Total Time	00:00	00:00	00:00	00:00	00:00	00:00

Pay Period: 15-Jan-08 to 31-Jan-08

Verification		Paid Time		Accumulated Time	
Jim Doe	Not Verified	Worked Time	00:00	Total Time	00:00
		Total Time	00:00	-- Select Action --	Submit

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Payroll and Time Management

Home > Pay Period Schedule List > Pa

My Timesheet

Group: -- All --

Employee: Doe, Jim

Date: 27-Jan-08

Employee Administration
Company
Policies
Payroll
Authorization
End of Pay Period
Pay Stub Amendments
Recurring PS Amendments
Pay Period Schedules
Pay Stub Accounts
Taxes / Deductions
Pay Stub Account Linking

Add: Punch Absence

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In							
Out							
Accumulated Time							
Total Time	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Pay Period: 15-Jan-08 to 31-Jan-08							
Verification		Paid Time			Accumulated Time		
Jim Doe	Not Verified	Worked Time		00:00	Total Time		00:00
		Total Time		00:00	-- Select Action --		Submit

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TimeTrex Payroll and Time Management

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Pay Period Schedule List

[Top | Bottom] << Start < Previous [1] Next > End >>

Type	Name	Description	Functions	<input type="checkbox"/>
Bi-Weekly	BiWeekly	Pay every 2nd friday.	[View] [Edit]	<input type="checkbox"/>
Semi-Monthly	Semi-Monthly	Pay on the 15th and 1st	[View] [Edit]	<input type="checkbox"/>

[Top | Bottom] << Start < Previous [1] Next > End >>

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TimeTrex Payroll and Time Management

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	<input type="text"/>
Description:	<input type="text"/>
Overtime Week:	Sunday-Saturday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Manual
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	<input type="text" value="M"/>
Description:	<input type="text"/>
Overtime Week:	Sunday-Saturday
Time Zone:	PST8PDT
Daily Continuous Time:	<input type="text" value="04:00"/> hh:mm (2:15)
Type:	Manual
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	<input type="text" value="01-Feb-08"/>
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Monthly
Description:	P
Overtime Week:	Sunday-Saturday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Manual
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Monthly
Description:	Pay the 1st of each month
Overtime Week:	Sunday-Saturday
Time Zone:	Sunday-Saturday
Daily Continuous Time:	Monday-Sunday Tuesday-Monday Wednesday-Tuesday Thursday-Wednesday
Type:	Friday-Thursday Saturday-Friday
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Monthly
Description:	Pay the 1st of each month.
Overtime Week:	Sunday-Saturday
Time Zone:	Monday-Sunday
Daily Continuous Time:	Wednesday-Tuesday
Type:	Friday-Thursday
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Monthly
Description:	Pay the 1st of each month.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Manual
Transaction Always on Business Day:	Manual
Create Initial Pay Periods From:	Weekly
	Bi-Weekly
	Semi-Monthly
	Monthly
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Monthly
Description:	Pay the 1st of each month.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	<ul style="list-style-type: none"> Manual Weekly Bi-Weekly Semi-Monthly Monthly
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	<input type="checkbox"/>
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Monthly
Description:	Pay the 1st of each month.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Monthly
Primary	
Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	1
Transaction Always on Business Day:	<input type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Monthly
Description:	Pay the 1st of each month.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Monthly
Primary	
Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	1
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	01-Feb-08 
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name: Monthly

Description: Pay the 1st of each month.

Overtime Week: Monday-Sunday

Time Zone: PST8PDT

Daily Continuous Time: 04:00 hh:mm (2:15)

Type: Monthly

Primary

Pay Period Start Day Of Month: 1 at 00:00

Transaction Day Of Month: 1

Transaction Always on Business Day:

Create Initial Pay Periods From: 01-Feb-08

Employees: 0 Employees Current

Submit

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Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name: Monthly

Description: Pay the 1st of each month.

Overtime Week: Monday-Sunday

Time Zone: PST8PDT

Daily Continuous Time: 04:00 hh:mm (2:15)

Type: Monthly

Primary

Pay Period Start Day Of Month: 1 at 00:00

Transaction Day Of Month: 1

Transaction Always on Business Day:

Create Initial Pay Periods From: 01-Feb-08

Employees: 0 Employees Current

Modify.

Submit

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Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name: Monthly

Description: Pay the 1st of each month.

Overtime Week: Monday-Sunday

Time Zone: PST8PDT

Daily Continuous Time: 04:00 hh:mm (2:15)

Type: Monthly

Primary

Pay Period Start Day Of Month: 1 at 00:00

Transaction Day Of Month: 1

Transaction Always on Business Day:

Create Initial Pay Periods From: 01-Feb-08

Employees: 0 Employees Current

Modify.

Submit

December, 2007						
Today						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Prev. month (hold for menu)						

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Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name: Monthly

Description: Pay the 1st of each month.

Overtime Week: Monday-Sunday

Time Zone: PST8PDT

Daily Continuous Time: 04:00 hh:mm (2:15)

Type: Monthly

Primary

Pay Period Start Day Of Month: 1 at 00:00

Transaction Day Of Month: 1

Transaction Always on Business Day:

Create Initial Pay Periods From: 01-Feb-08

Employees: 0 Employees Current

? December, 2007 x

<< Today >>

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Prev. month (hold for menu)

Submit

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Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name: Monthly

Description: Pay the 1st of each month.

Overtime Week: Monday-Sunday

Time Zone: PST8PDT

Daily Continuous Time: 04:00 hh:mm (2:15)

Type: Monthly

Primary

Pay Period Start Day Of Month: 1 at 00:00

Transaction Day Of Month: 1

Transaction Always on Business Day:

Create Initial Pay Periods From: 01-Feb-08

Employees: 0 Employees Current

Submit

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Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Monthly
Description:	Pay the 1st of each month.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Monthly
Primary	
Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	1
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	31-Dec-07
Employees:	0 Employees Currently Selected, Click the arrow to modify.

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Home > Pay Period List > My Timesheet > Pay Period Schedule List

Edit Pay Period Schedule

Name:	Monthly
Description:	Pay the 1st of each month.
Overtime Week:	Monday-Sunday
Time Zone:	PST8PDT
Daily Continuous Time:	04:00 hh:mm (2:15)
Type:	Monthly

Primary

Pay Period Start Day Of Month:	1 at 00:00
Transaction Day Of Month:	1
Transaction Always on Business Day:	<input checked="" type="checkbox"/>
Create Initial Pay Periods From:	31-Dec-07

Employees:	UnAssigned Employees	Assigned Employees
	Select All Un-Select All	Select All Un-Select All
	Administrator, Mr. Braun, Tristen Doe, John Doe, Jane Doe, Jim Erschoff, Tamera	

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Time Zone: PST8PDT

Daily Continuous Time: 04:00 hh:mm (2:15)

Type: Monthly

Primary

Pay Period Start Day Of Month: 1 at 00:00

Transaction Day Of Month: 1


Transaction Always on Business Day:

Create Initial Pay Periods From: 31-Dec-07

Employees:

UnAssigned Employees	Assigned Employees
<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/> Administrator, Mr. Braun, Tristen Doe, John Doe, Jane Doe, Jim Erschoff, Tamera Grant, Heather Hancock, John	<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/>

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Time Zone: PST8PDT

Daily Continuous Time: 04:00 hh:mm (2:15)

Type: Monthly

Primary

Pay Period Start Day Of Month: 1 at 00:00

Transaction Day Of Month: 1

Transaction Always on Business Day:

Create Initial Pay Periods From: 31-Dec-07

Employees:

UnAssigned Employees	Assigned Employees
<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/>	<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/>
Administrator, Mr. Braun, Tristen Doe, John Doe, Jane Doe, Jim Erschoff, Tamera Grant, Heather Hancock, John	

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TimeTrex - Edit Pay Period Schedule - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Time Zone: PST8PDT

Daily Continuous Time: 04:00 hh:mm (2:15)

Type: Monthly

Primary

Pay Period Start Day Of Month: 1 at 00:00

Transaction Day Of Month: 1

Transaction Always on Business Day:

Create Initial Pay Periods From: 31-Dec-07

Employees:

UnAssigned Employees	Assigned Employees
<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/> Administrator, Mr. Braun, Tristen Doe, John Doe, Jane Doe, Jim Erschoff, Tamera Grant, Heather Hancock, John	<input type="button" value="Select All"/> <input type="button" value="Un-Select All"/>

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Pay Period Schedule List

[Top | Bottom] << Start < Previous [1] Next > End >>

Type	Name	Description	Functions	<input type="checkbox"/>
Bi-Weekly	BiWeekly	Pay every 2nd friday.	[View] [Edit]	<input type="checkbox"/>
Semi-Monthly	Semi-Monthly	Pay on the 15th and 1st	[View] [Edit]	<input type="checkbox"/>
Monthly	Monthly	Pay the 1st of each month.	[View] [Edit]	<input type="checkbox"/>

[Add] [Delete]

[Top | Bottom] << Start < Previous [1] Next > End >>

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Pay Period List

[Top | Bottom] << Start < Previous [1] Next > End >>

#	Name	Type	Status	Start	End	Transaction	Functions
1	Monthly	Monthly	N/A	01-Mar-08 12:00 AM	31-Mar-08 11:59 PM	01-Apr-08 12:00 PM	
2	Monthly	Monthly	OPEN	01-Feb-08 12:00 AM	29-Feb-08 11:59 PM	29-Feb-08 11:59 PM	[View] [Edit]
3	Monthly	Monthly	OPEN	01-Jan-08 12:00 AM	31-Jan-08 11:59 PM	01-Feb-08 12:00 PM	[View] [Edit]
4	Monthly	Monthly	OPEN	31-Dec-07 12:00 AM	31-Dec-07 11:59 PM	01-Jan-08 12:00 PM	[View] [Edit]

Add Delete

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[Top | Bottom] << Start < Previous [1] Next > End >>

#	Name	Type	Status	Start	End	Transaction	Functions	<input type="checkbox"/>
1	Monthly	Monthly	N/A	01-Mar-08 12:00 AM	31-Mar-08 11:59 PM	01-Apr-08 12:00 PM		<input type="checkbox"/>
2	Monthly	Monthly	OPEN	01-Feb-08 12:00 AM	29-Feb-08 11:59 PM	29-Feb-08 11:59 PM	[View] [Edit]	<input type="checkbox"/>
3	Monthly	Monthly	OPEN	01-Jan-08 12:00 AM	31-Jan-08 11:59 PM	01-Feb-08 12:00 PM	[View] [Edit]	<input type="checkbox"/>
4	Monthly	Monthly	OPEN	31-Dec-07 12:00 AM	31-Dec-07 11:59 PM	01-Jan-08 12:00 PM	[View] [Edit]	<input checked="" type="checkbox"/>

Add Delete

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4	Monthly	Monthly	OPEN	01-Dec-07 12:00 AM	31-Dec-07 11:59 PM	01-Jan-08 12:00 PM	[View] [Edit]	<input checked="" type="checkbox"/>

[1]

The page at http://localhost:8085 says:

You are about to delete data, once data is deleted it can not be recovered. Are you sure you wish to continue?

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3	Monthly	Monthly	OPEN	01-Jan-08 12:00 AM	31-Jan-08 11:59 PM	01-Feb-08 12:00 PM	[View] [Edit]	<input type="checkbox"/>
4	Monthly	Monthly	OPEN	31-Dec-07 12:00 AM	31-Dec-07 11:59 PM	01-Jan-08 12:00 PM	[View] [Edit]	<input checked="" type="checkbox"/>

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3	Monthly	Monthly	OPEN	01-Jan-08 12:00 AM	31-Jan-08 11:59 PM	01-Feb-08 12:00 PM	[View] [Edit]	<input type="checkbox"/>

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3	Monthly	Monthly	OPEN	01-Jan-08 12:00 AM	31-Jan-08 11:59 PM	01-Feb-08 12:00 PM	[View] [Edit]

Add Delete

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1	Monthly	Monthly	N/A	01-Mar-08 12:00 AM	31-Mar-08 11:59 PM	01-Apr-08 12:00 PM		<input type="checkbox"/>
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3	Monthly	Monthly	OPEN	01-Jan-08 12:00 AM	31-Jan-08 11:59 PM	01-Feb-08 12:00 PM	[View] [Edit]	<input type="checkbox"/>

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3	Monthly	Monthly	OPEN	01-Jan-08 12:00 AM	31-Jan-08 11:59 PM	01-Feb-08 12:00 PM	[View] [Edit]

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2	Monthly	Monthly	OPEN	01-Feb-08 12:00 AM	29-Feb-08 11:59 PM	29-Feb-08 11:59 PM	[View] [Edit]	<input type="checkbox"/>
3	Monthly	Monthly	OPEN	01-Jan-08 12:00 AM	31-Jan-08 11:59 PM	01-Feb-08 12:00 PM	[View] [Edit]	<input type="checkbox"/>

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Home


Recent Activity Summary for Mr. Administrator

Current Exceptions		Recent Requests			Recent Messages		
Severity	Exceptions	Date	Status	Type	From	Subject	Date
High	0	25-Jan-08	PENDING AUTHORI...	Missed Punch	No Recent Messages		
Medium	1						
Low	1						

Pending Requests

Employee	Type	Date
John Doe	Missed Punch	25-Jan-08
Theodora Simmons	Missed Punch	25-Jan-08

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Recent Activity Summary for Mr. Administrator

Current Exceptions		Recent Messages		
Severity	Exception	From	Subject	Date
High	0	No Recent Messages		
Medium	1			
Low	1			



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Pay Period Schedules
(The End)

Emp	Date
Johr	25-Jan-08
Theodora	25-Jan-08

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