

workjournalpaydatescenarios

Table of Contents

Scenario 1: MULTI PAY DATE - Finance set up future pay dates with overlapping pay periods for the same pay frequency.

Example:

- Pay Date 1 - 08/01/2021 for Pay Period 07/18/2021 - 07/31/2021 for Pay Frequency 5 - Unprocessed
- Pay Date 2 - 08/15/2021 for Pay Period 07/25/2021 - 08/14/2021 for Pay Frequency 5 - Unprocessed

When a WorkJournal work week with a start date 07/25/2021 is submitted for approval before Pay Date 1 has been processed, Pay Date 1 (08/01/2021) is displayed as the **Pay Date** on the Approve WorkJournals page.

Once Pay Date 1 has been processed and the WorkJournal work week with a start date 07/25/2021 has not been approved, Pay Date 2 is displayed as the **Pay Date** on the Approve WorkJournals page.

Scenario 2: NO PAY DATE - An employee submits a WorkJounal work week late or a Supervisor or Alternate Approver forgets to approve their employee's WorkJournal work week before payroll is processed, in this case, the WorkJournal work week may not be tied to a pay date and the **Pay Date** may be blank on the Approve WorkJournals page.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover