

## 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 WorkJournal 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.



## **Back Cover**