

Pay Period (Set Default - Edit)


This article describes how to set or edit the default Pay Period. Katipolt displays all Pay Periods from the date of Account creation. When the User starts using Timesheets they can set the default Pay Periods to display only the Pay Periods from that date, these Pay Periods starting with the commencement day of the Pay Period.

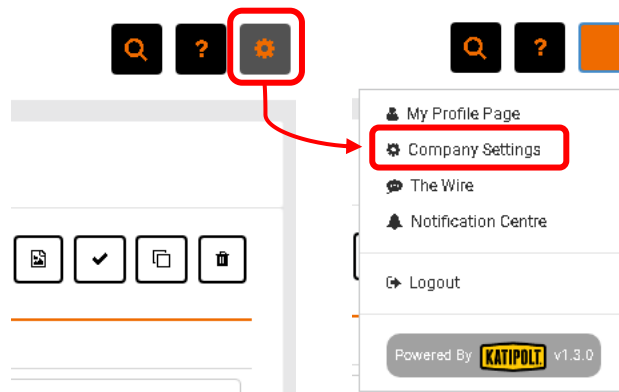
To set the default Pay Period;


Setting the default Pay Period is done from the TIMESHEET CODES Subnav of the Company Settings Editing window.

Quick Flow;

Company Settings > [Edit] > TIMESHEET CODES > Pay Period Start Day > Start Timesheet Pay Periods From > [Save]

1. Press on the **Settings** button  to display the Options Menu, then Press on the **Company Settings** option to display the Company Settings Window



2. From the Company Settings Window, Press on the **[Edit]** button  to display the Company Settings Edit Window



3. Scroll down and Press on the **TIMESHEET CODES** Subnav to expand



4. Press on the **Pay Period Start Day** dropdown options menu and Select the Day, then Press on the **Start Timesheet Pay Periods From** date picker and select a Date

Pay Period Start Day	<input type="text" value="-None-"/>
Start Timesheet Pay Periods From	<input type="text"/> 

5. Press the **[Save]** button  to save the selections