



C O R D I A

P A R T N E R S

Changing Pay Frequency

- Verify that you have input all timesheets and processed all payroll records for the old frequency. This is very important.
 - When a timesheet is input, the system will save the pay frequency, based on the pay frequency in the Employee Master File at the time of input. Once it is input, it is recorded permanently.
- It is strongly suggested that a backup be done, since we will be using the Mass Update feature.
- Before you input any timesheets for the NEW frequency do the following (in order)
 - In the Payroll Control File, set the *Default Pay Frequency* to “None”
 - Use Payroll / Utilities / Employee Master File Mass Update to change the pay frequency.
 - In the *Record Selection Criteria* field, you may choose any appropriate criteria. These might include *Status* or *Employee Type*
 - Select the radio button “Change All Records Selected” radio button.
 - In *Change Field* select *Pay Frequency*
 - Select the new pay frequency in the “New Data” field. You will get a warning that changing the pay frequency will recompute the salary rate from the annual rate. This is OK.
 - Review the report to verify that only that field is going to be changed and that the new value is correct. If the report is correct, press *Update*.
 - In the Employee Master File, all deductions that are based on a fixed amount per pay period will need to be changed. If these amounts are the same for all employees and the deduction codes are the same, the UEMF-DED toolkit may be used. See the special topic in the Payroll * Human Resources manual - PA-14
 - The leave accrual amounts must be changed for accruals by Pay Period.
 - In the Leave Sub Type File screen, change the *Rate* field for each applicable leave sub type.
 - Set up *Pay Period End Dates* for the new pay frequency in the Payroll Control File.
 - If necessary, change the default *Percent of Pay Period* in the Payroll Control File.
 - You can enter the new pay frequency in the *Pay Frequency Default* field. Entering a default value will disable the pay frequency field on all reports and automatically select the default value. This will limit your ability to select old data in Timesheet History reports. You might need to temporarily remove the default value in the Payroll Control File to access old Timesheet History.