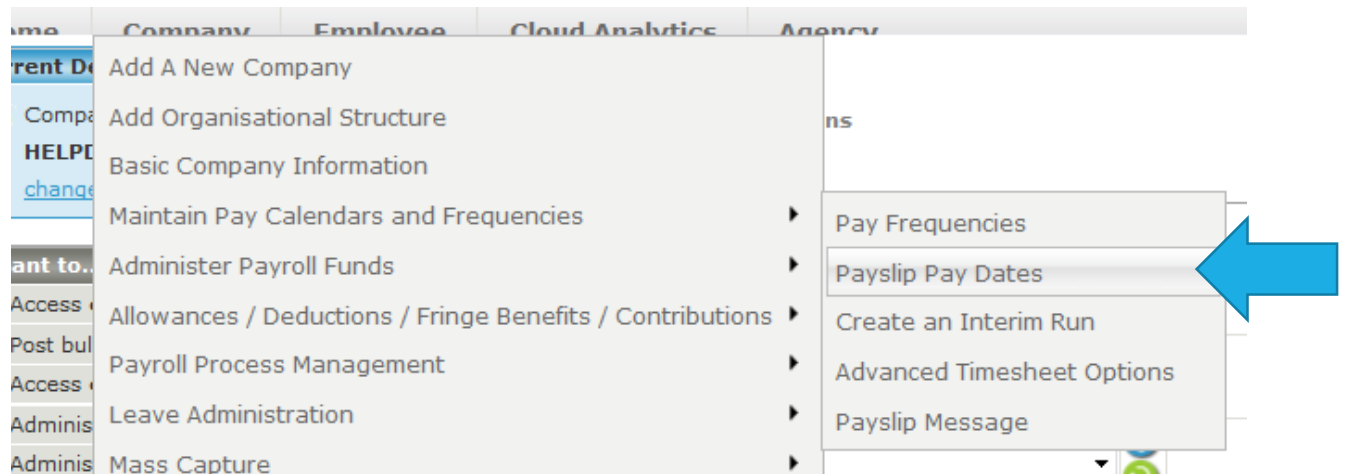


Paymaster Online Tutorial

Closing your payroll run

Once your payroll is complete, the best option is to close the payroll. This ensures that no recalculation can take place while you are under the impression all is well on your payroll. It's a safety precaution, that's all.

To access your runs, click on **company, maintain pay calenders and frequencies, Payslip pay dates**



This screen shows you all your open runs, and future runs as well.

If you would like to add a new interim run [click here](#)

| Open Runs | | | | | |
|-------------------|-----------------|--------------------------------------|----------|-------------|----------------------|
| Period Start Date | Period End Date | Order & Desc Applicable Month | Run Type | Pay Date | |
| 01 Oct 2015 | 31 Oct 2015 | [2] - October - 2015 October 2015 | Main Run | 30 Oct 2015 | Edit |
| 1 | | | | | |

| Future Runs | | | | | |
|-------------------|-----------------|--|----------|-------------|----------------------|
| Period Start Date | Period End Date | Order & Desc Applicable Month | Run Type | Pay Date | |
| 01 Nov 2015 | 30 Nov 2015 | [1] - November - 2015 November 2015 | Main Run | 30 Nov 2015 | Edit |
| 01 Dec 2015 | 31 Dec 2015 | [1] - December - 2015 December 2015 | Main Run | 31 Dec 2015 | Edit |
| 01 Jan 2016 | 31 Jan 2016 | [1] - January - 2016 January 2016 | Main Run | 29 Jan 2016 | Edit |
| 01 Feb 2016 | 29 Feb 2016 | [1] - February - 2016 February 2016 | Main Run | 29 Feb 2016 | Edit |
| 1 | | | | | |

To close the run, click on edit on the left hand side.

| Open Runs | | | | |
|-------------------|----------------------|----------|-------------|----------------------|
| Period Start Date | Order & Desc | Run Type | Pay Date | |
| Period End Date | Applicable Month | | | |
| 01 Oct 2015 | [2] - October - 2015 | Main Run | 30 Oct 2015 | Edit |
| 31 Oct 2015 | October 2015 | | | |
| 1 | | | | |



You now have some new options.

[Click here to view audit trail](#)

Details


| | | | |
|--|--|--|--|
| * run type: | Main Run | | |
| * run description: | October - 2015 | | |
| run order number: | 2 | | |
| status: | Open | | |
| * pay date: | 30 October 2015 | | |
| do not allow hours to be posted to this run from the timesheet facility: | <input type="checkbox"/> | | |
| cutoff date: | <input type="text"/> clear | | |
| enable payslips to be viewed for an open status: | <input type="checkbox"/> | | |
| disable payslip viewing access for ESS users for closed runs? | <input type="checkbox"/> | | |

Update

The status is what you are going to change. This will be changed from OPEN to CLOSED. This means that the current payroll is done, and no other changes can be made.

| | | | |
|--|--|--|--|
| * run type: | Main Run | | |
| * run description: | October - 2015 | | |
| run order number: | 2 | | |
| status: | <div style="border: 1px solid #ccc; padding: 2px;"> Open ▼ --select one-- Closed Open Future </div> | | |
| * pay date: | <input type="text"/> | | |
| do not allow hours to be posted to this run from the timesheet facility: | <input type="checkbox"/> | | |

I am going to change the status to CLOSED.

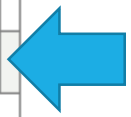
| | |
|---|---|
| * run type: | Main Run |
| * run description: | October - 2015 |
| run order number: | 2 |
| status: | Closed |
| * pay date: | 30 October 2015  |
| do not allow hours to be posted to this run | |

Once this is done, I can click update.

As you can see, the run I just closed has moved to the Closed runs section, and the next month's run is now open.

Open Runs

| Period Start Date Period End Date | Order & Desc Applicable Month | Run Type | Pay Date | | |
|--------------------------------------|--|----------|-------------|----------------------|--|
| 01 Nov 2015 30 Nov 2015 | [1] - November - 2015 November 2015 | Main Run | 30 Nov 2015 | Edit | |
| 1 | | | | | |



Future Runs

| Period Start Date Period End Date | Order & Desc Applicable Month | Run Type | Pay Date | | |
|--------------------------------------|--|----------|-------------|----------------------|--|
| 01 Dec 2015 31 Dec 2015 | [1] - December - 2015 December 2015 | Main Run | 31 Dec 2015 | Edit | |
| 01 Jan 2016 31 Jan 2016 | [1] - January - 2016 January 2016 | Main Run | 29 Jan 2016 | Edit | |
| 01 Feb 2016 29 Feb 2016 | [1] - February - 2016 February 2016 | Main Run | 29 Feb 2016 | Edit | |
| 1 | | | | | |

Closed Runs

| Period Start Date Period End Date | Order & Desc Applicable Month | Run Type | Pay Date | | |
|--------------------------------------|--------------------------------------|----------|-------------|----------------------|--|
| 01 Oct 2015 31 Oct 2015 | [2] - October - 2015 October 2015 | Main Run | 30 Oct 2015 | Edit | |

