


How To Guide

Pay Grid Setup



Document Purpose Step-by-step instructions on adding or deleting columns from the paygrid.

To add or delete earnings/deduction codes to the pay grid as a column, from the pay grid bottom right corner select the 3 lines  the pay grid setup screen will open.

Choose Columns

Available Columns


Search...

- D07 Hrs Reimbursement
- D07 Amt Reimbursement
- D16 Hrs Health Insurance (Post Tax)
- D16 Amt Health Insurance (Post Tax)
- D33 Hrs 401k Deduct
- E07 Amt Salary
- D33 Amt 401k Deduct
- E03 Hrs Vacation
- D46 Hrs S125 Insurance
- D46 Amt S125 Insurance
- E06 Hrs Holiday

Current Columns

Search... Select: All | None

- Type
- EE Code
- Name
- Seq
- Total Hrs
- Gross Pay
- E07 Hrs Salary
- E01 Hrs Regular
- E02 Hrs Overtime

 Locked Columns are grouped together and remain visible while scrolling through the grid
[Restore Default Column Settings](#)

APPLY

CANCEL

The items under Available Columns are the earnings/deductions available to put on the pay grid.
The items under Current Columns are the earnings/deductions currently setup on the pay grid.

Adding columns - select a field from the Available Columns and drag it to the bottom of the Current Columns.

Delete columns - select a field from the Current Columns and drag it to the Available Columns.

Change the Order - you can change the order they will appear on the pay grid by selecting from the Current Columns and drag it up or down within the blue area. The fields listed in gray under Current Columns are columns that cannot be deleted.

Applying your changes will save your changes and take you back to the pay grid.