How to Configure Payroll Calendar

Payroll · https://cclearninghub.co.uk/docs/how-to-configure-payroll-calendar/

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Kieran Worth

This guide explains how to configure a Payroll Calendar within the Payroll app in Care Control Cloud. The payroll calendar controls how pay periods are structured, including how often payroll runs, when periods start and end, and when staff are paid.

The Payroll Calendar configuration allows you to define frequency, set fixed or custom payment dates, and apply rules such as automatically adjusting for weekends and bank holidays. This ensures payroll is processed on consistent and accurate schedules across your organisation.

By following this guide, you will learn how to:

- Set the payroll frequency and number of periods
- Define period end dates and payment dates
- Configure automatic adjustments for weekends and bank holidays
- Preview and validate payroll schedules before creating them
- Modify individual payroll dates after creation if required

This process ensures your payroll calendar is structured, reliable, and aligned with your organisation’s pay schedule.

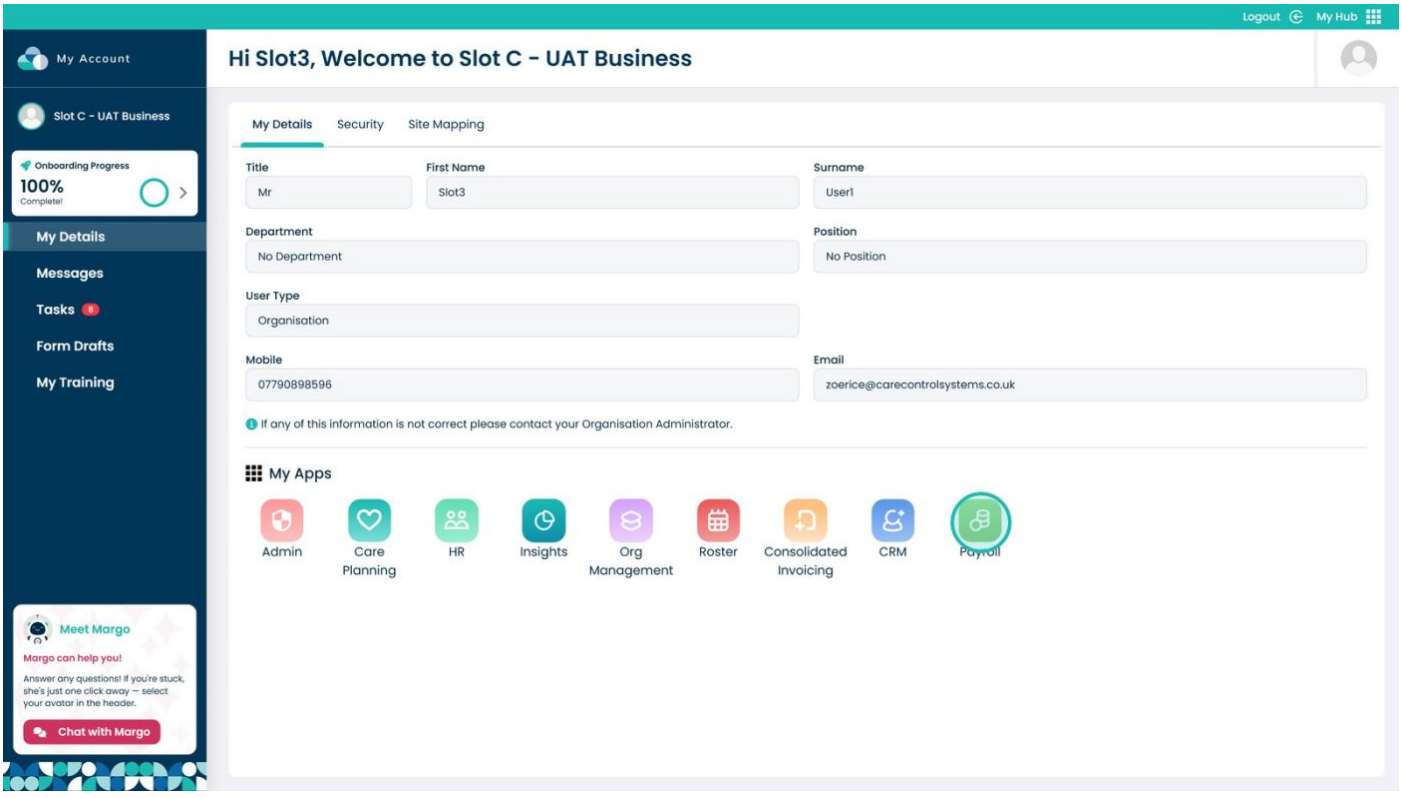
Interactive Guide

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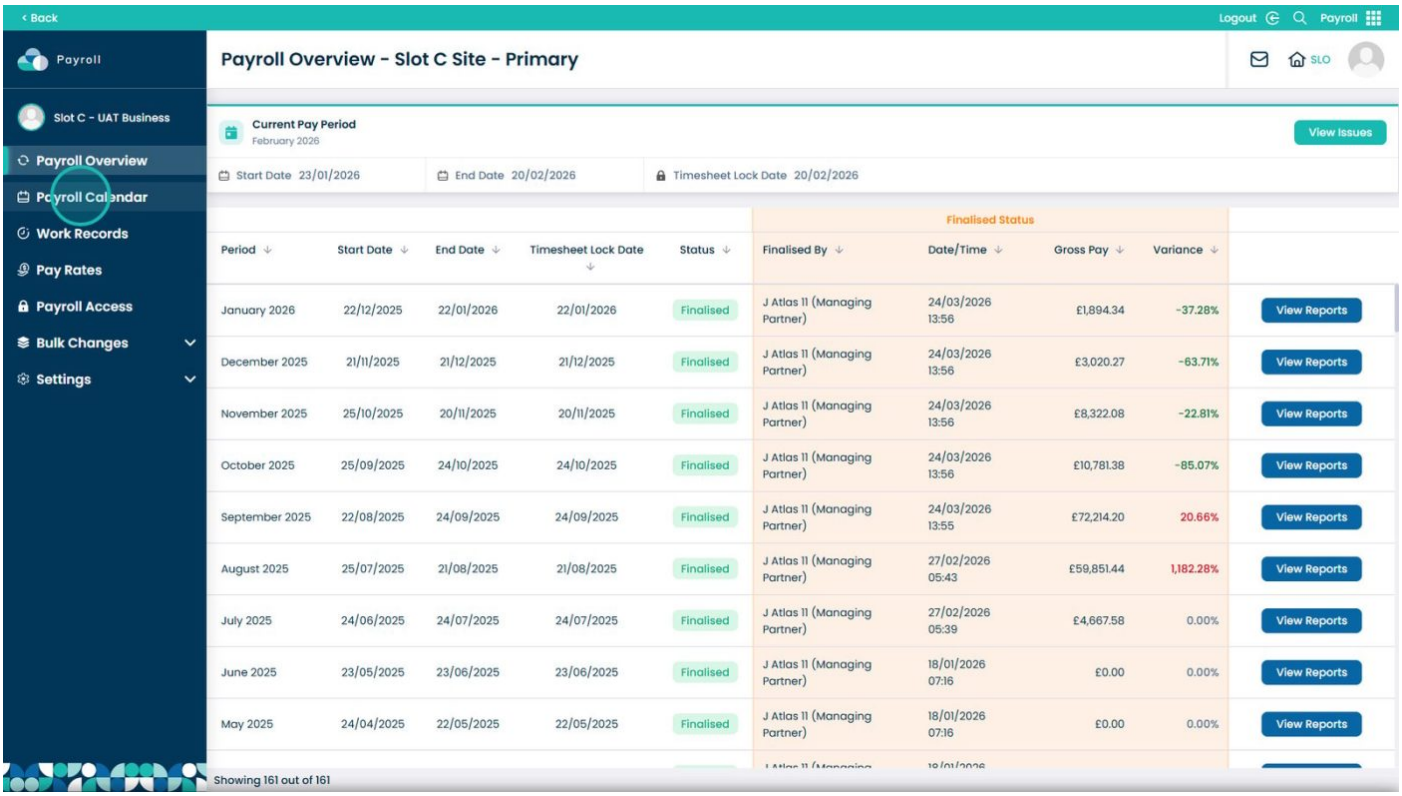
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Text based guide

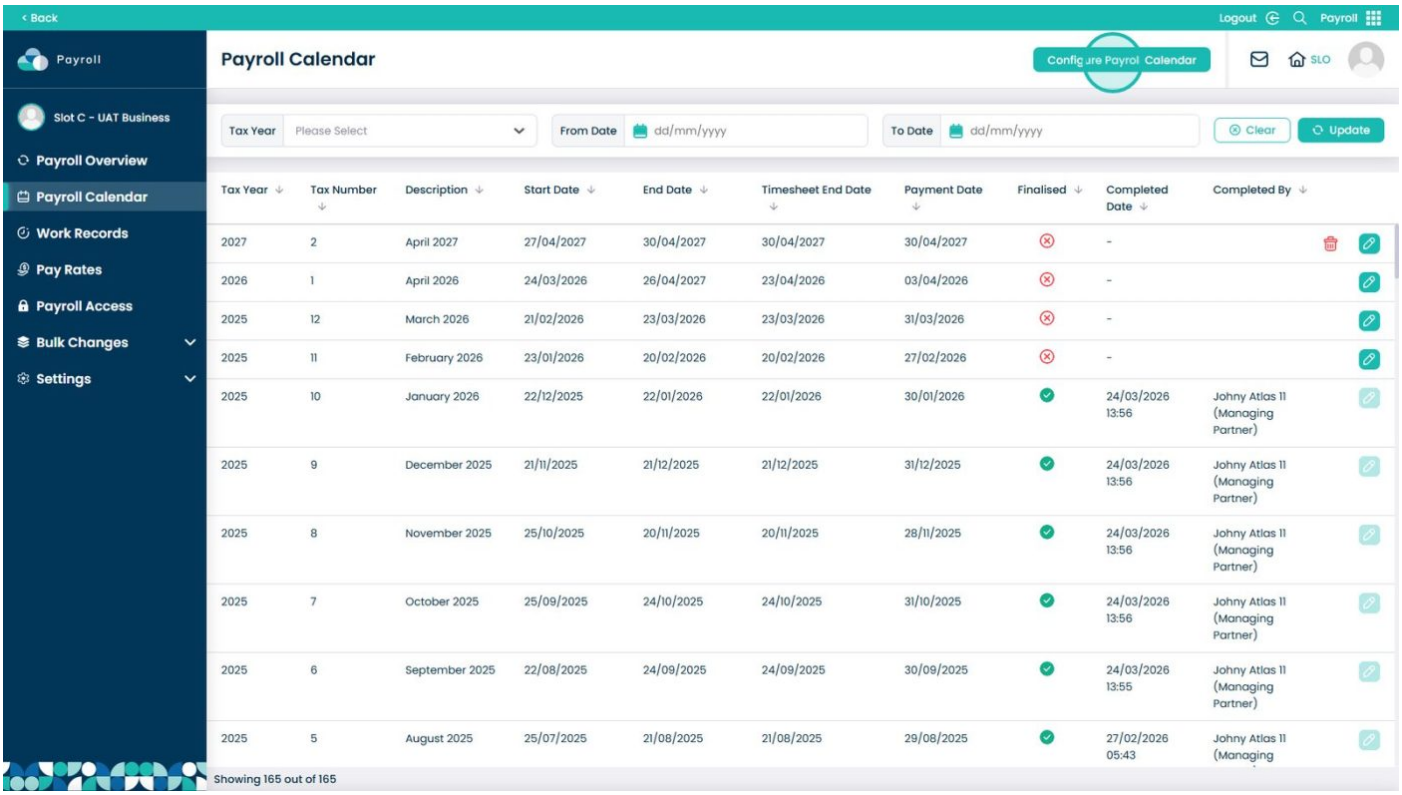
Enter the Payroll App



Open Payroll Calendar

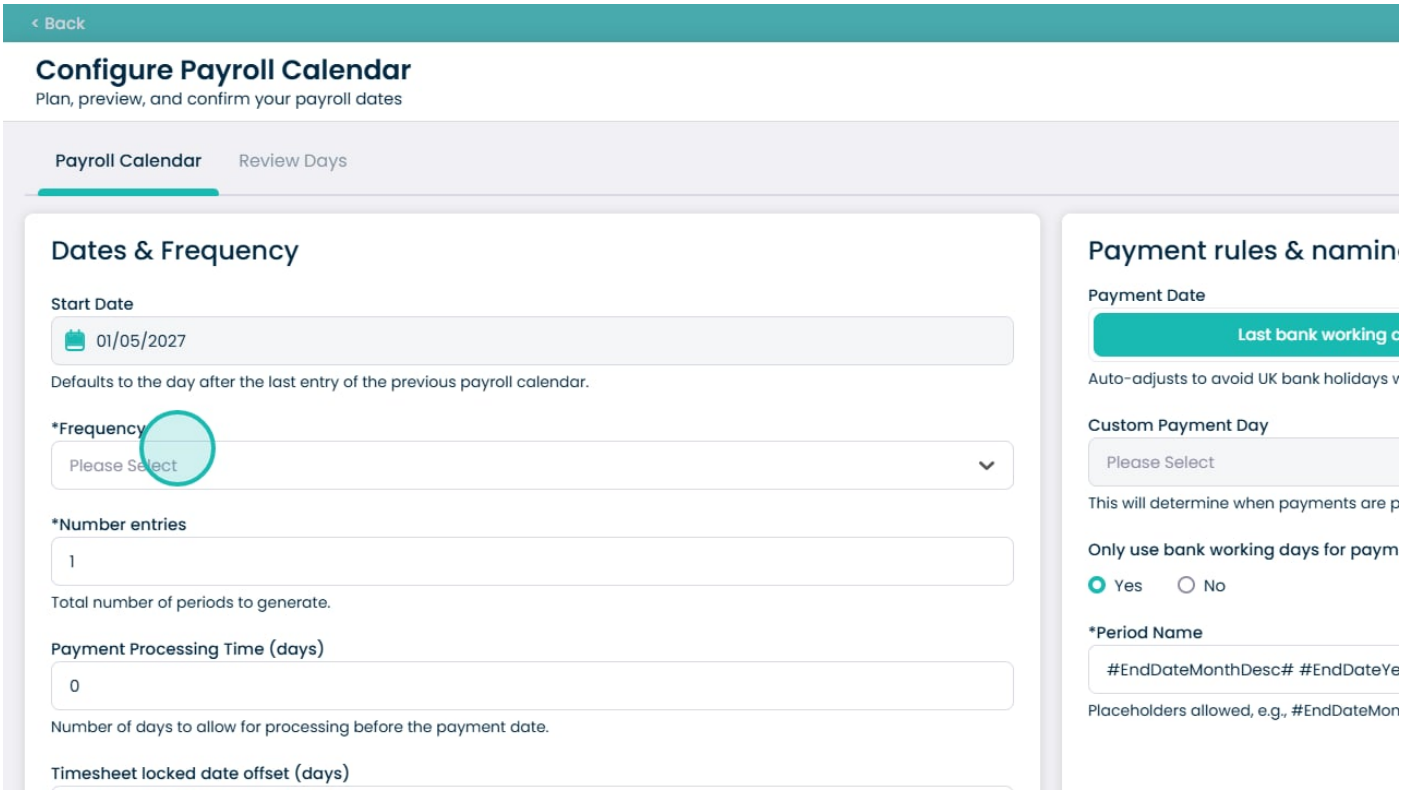


Select Configure Payroll Calendar

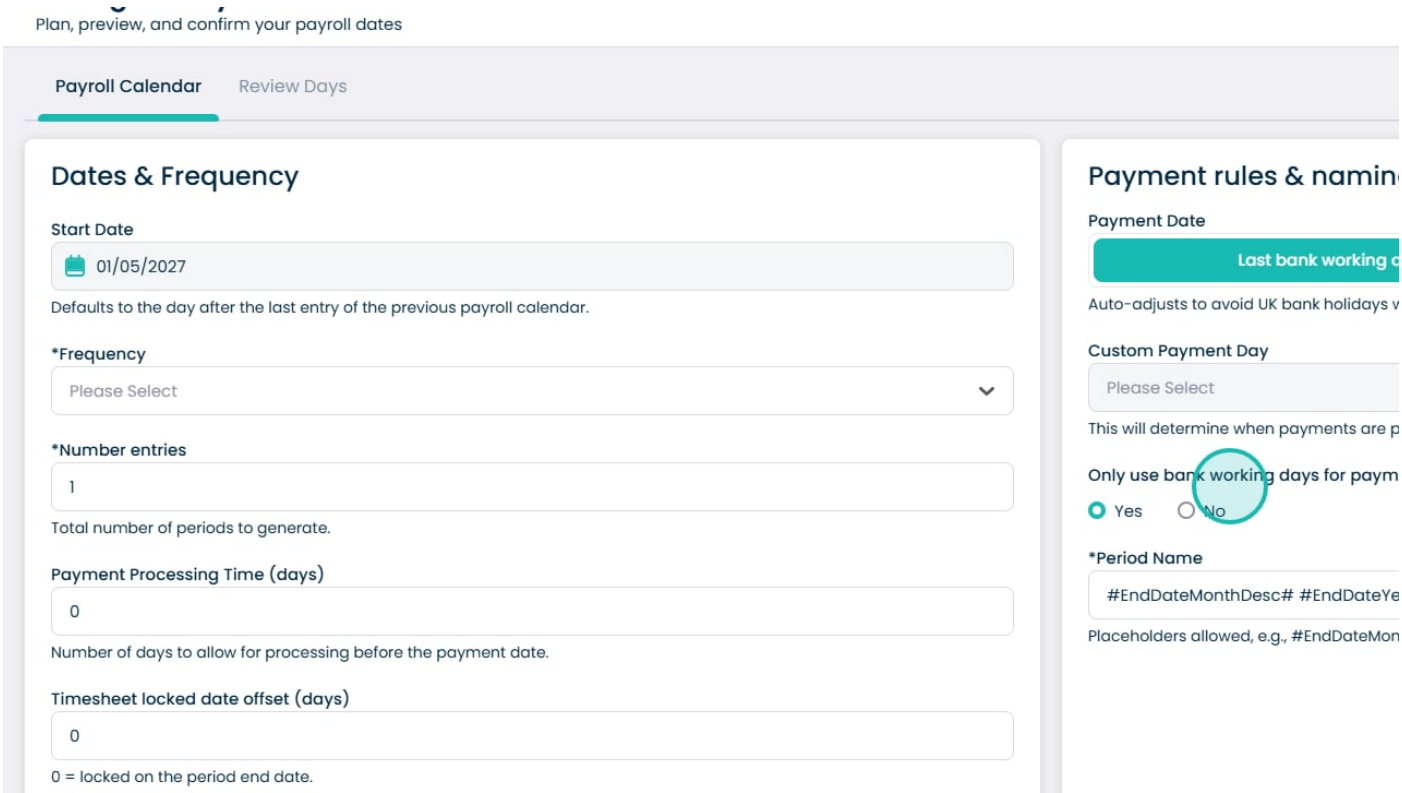


Review the default start date

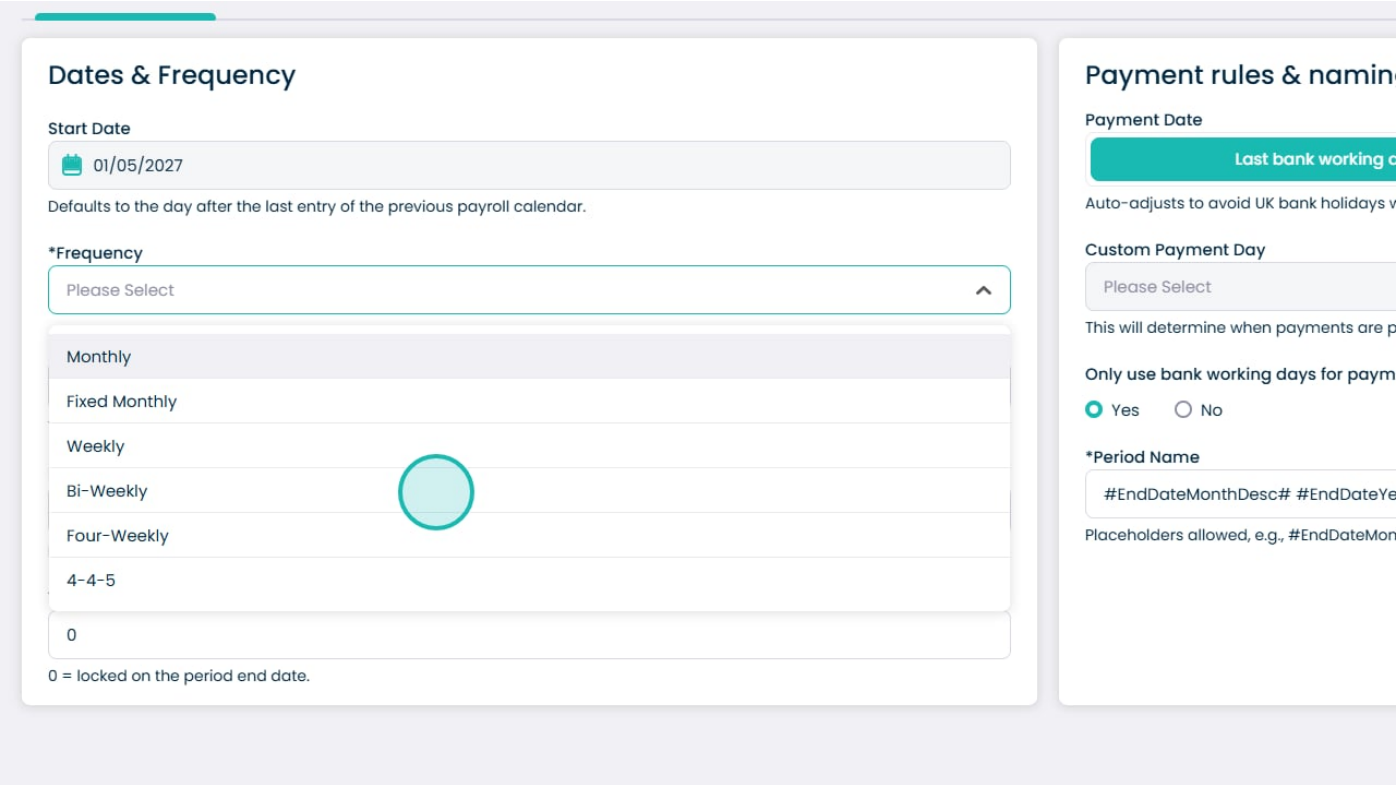
The start date is automatically set to the day after the previous payroll calendar entry.



Open the frequency dropdown

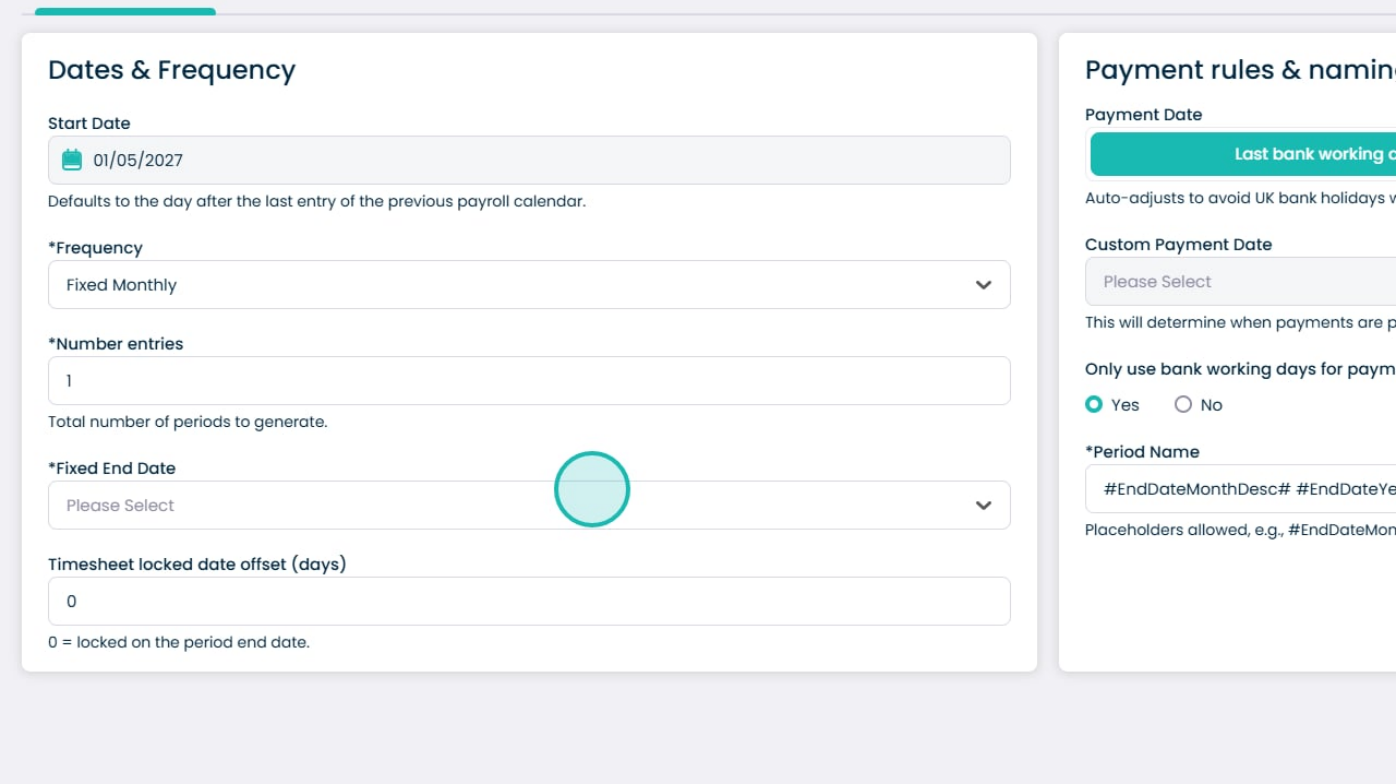


Select how often payroll entries are created

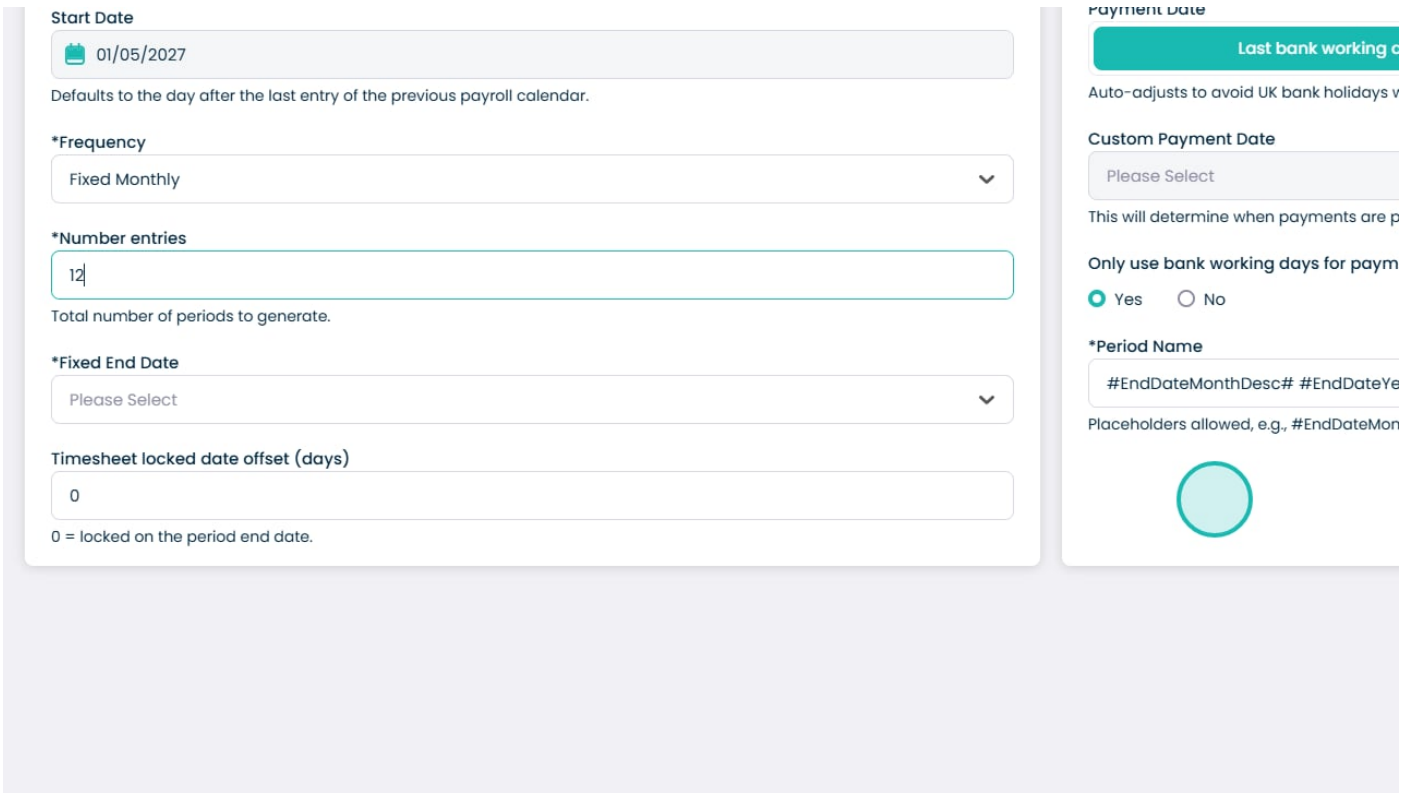


Choose how many entries to create

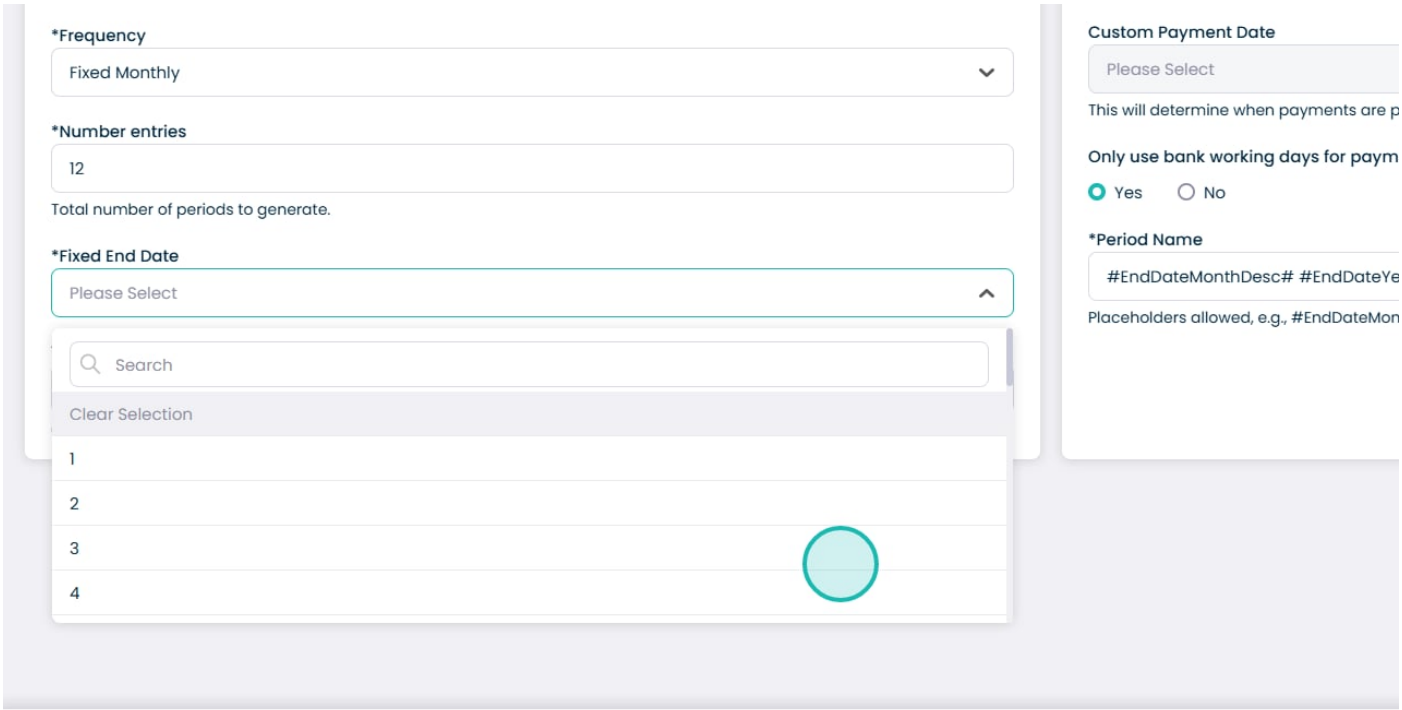
You can create up to 12 payroll entries.



Open the fixed end date dropdown

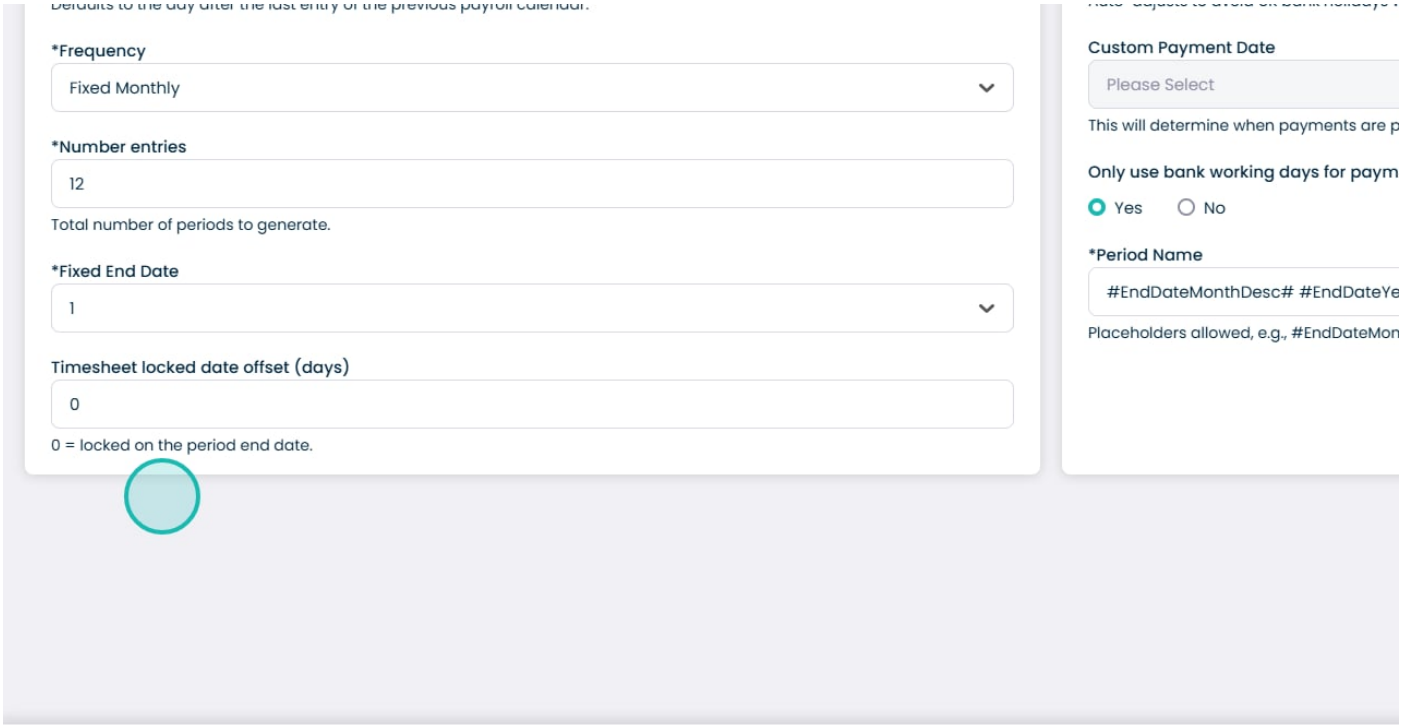


Select the payroll period end date



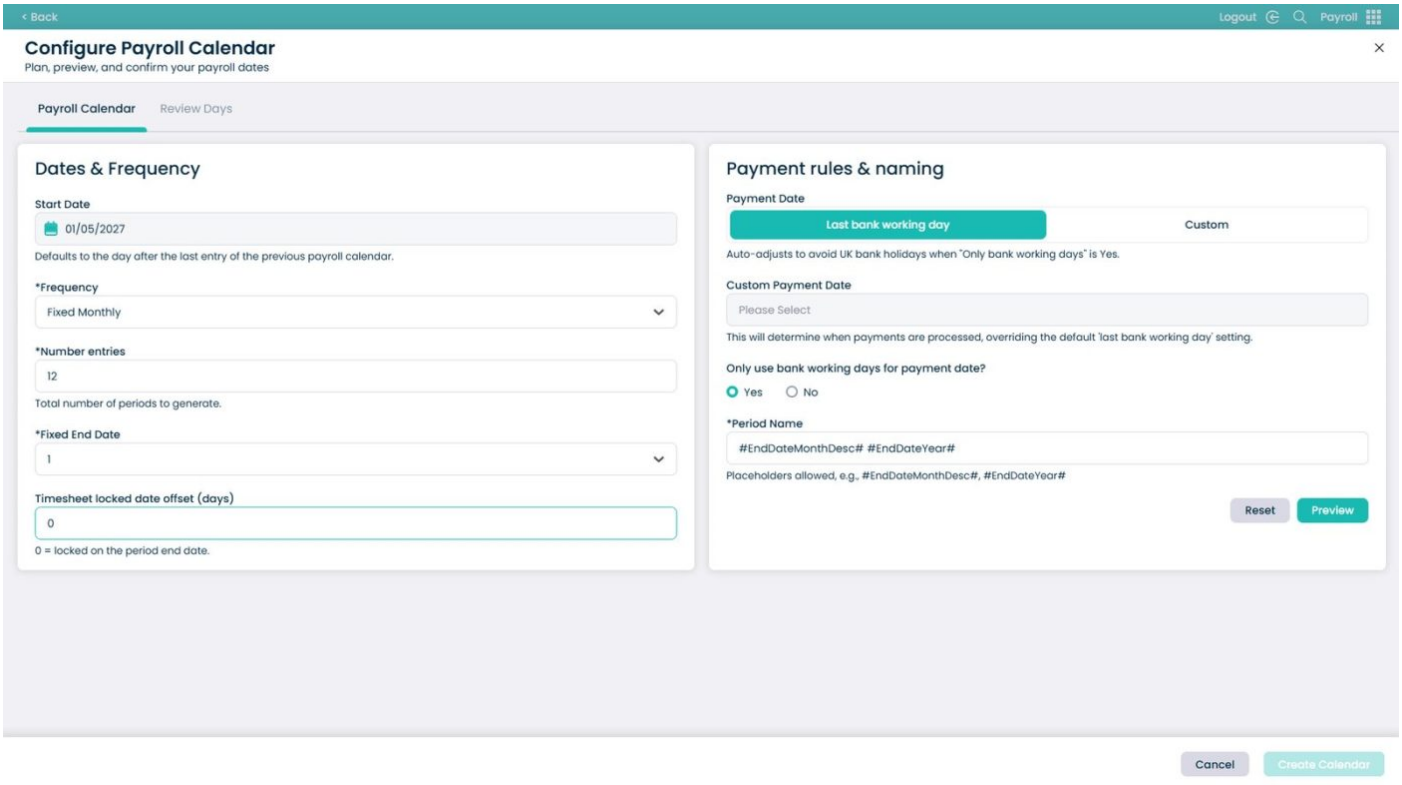
Configure payroll locking

Choose whether payroll should be locked after it has been processed.

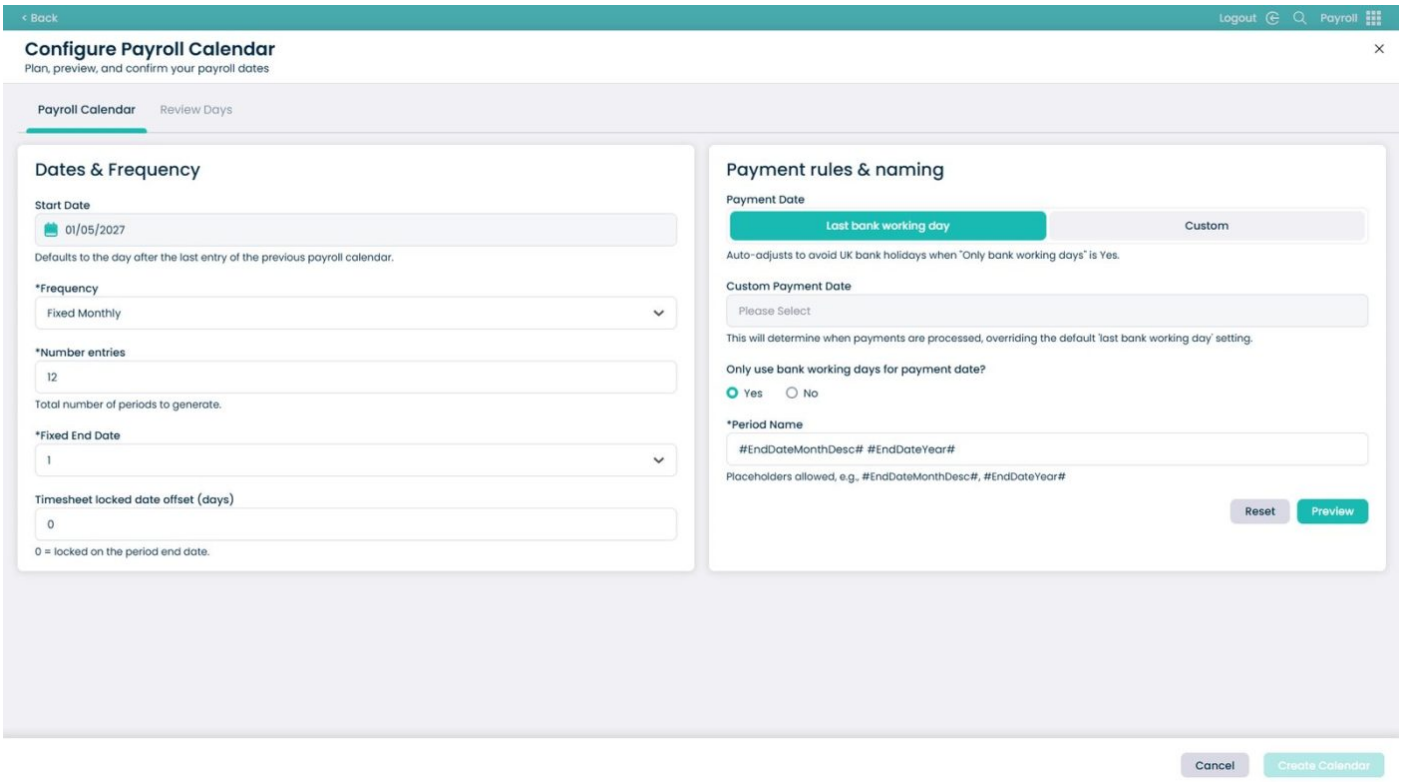


Set payment date rules

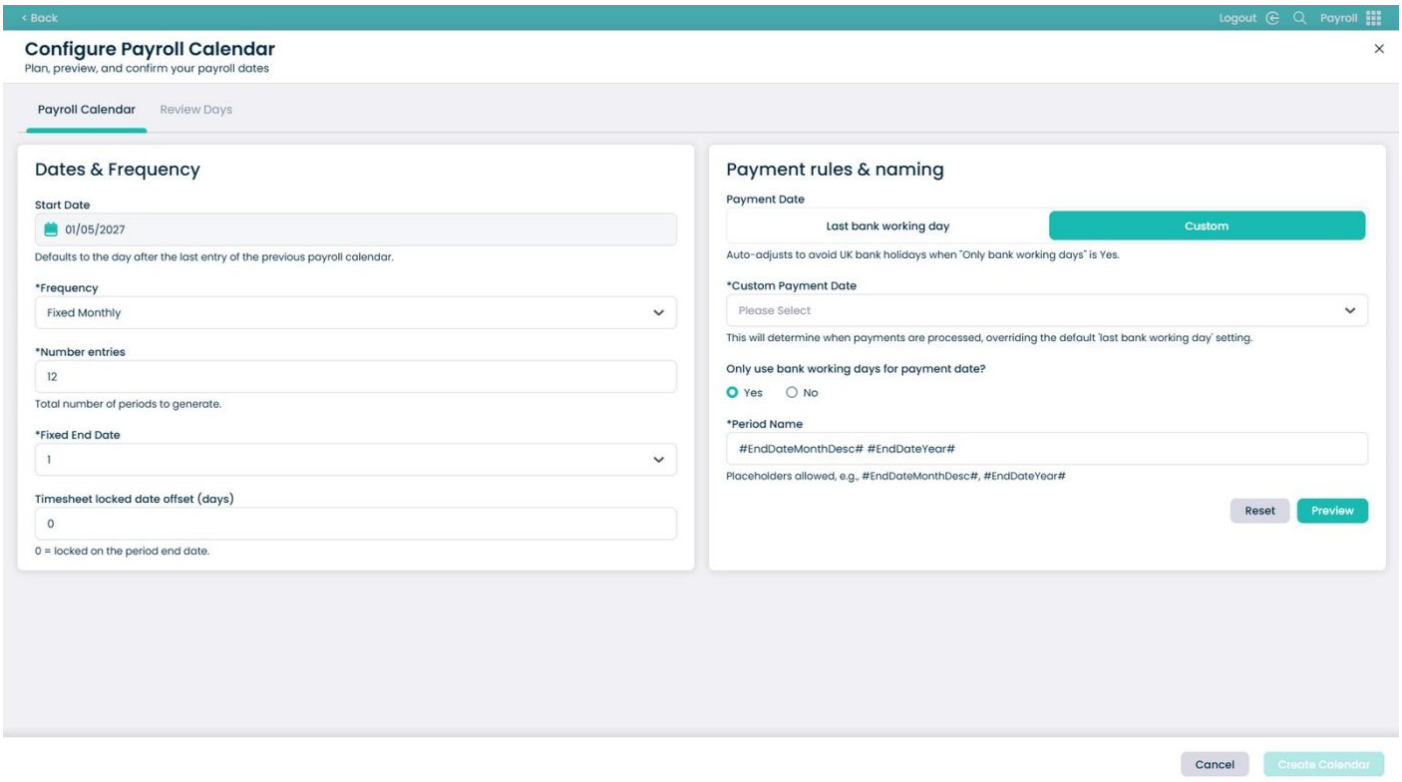
Select the last bank working day or define a custom option.



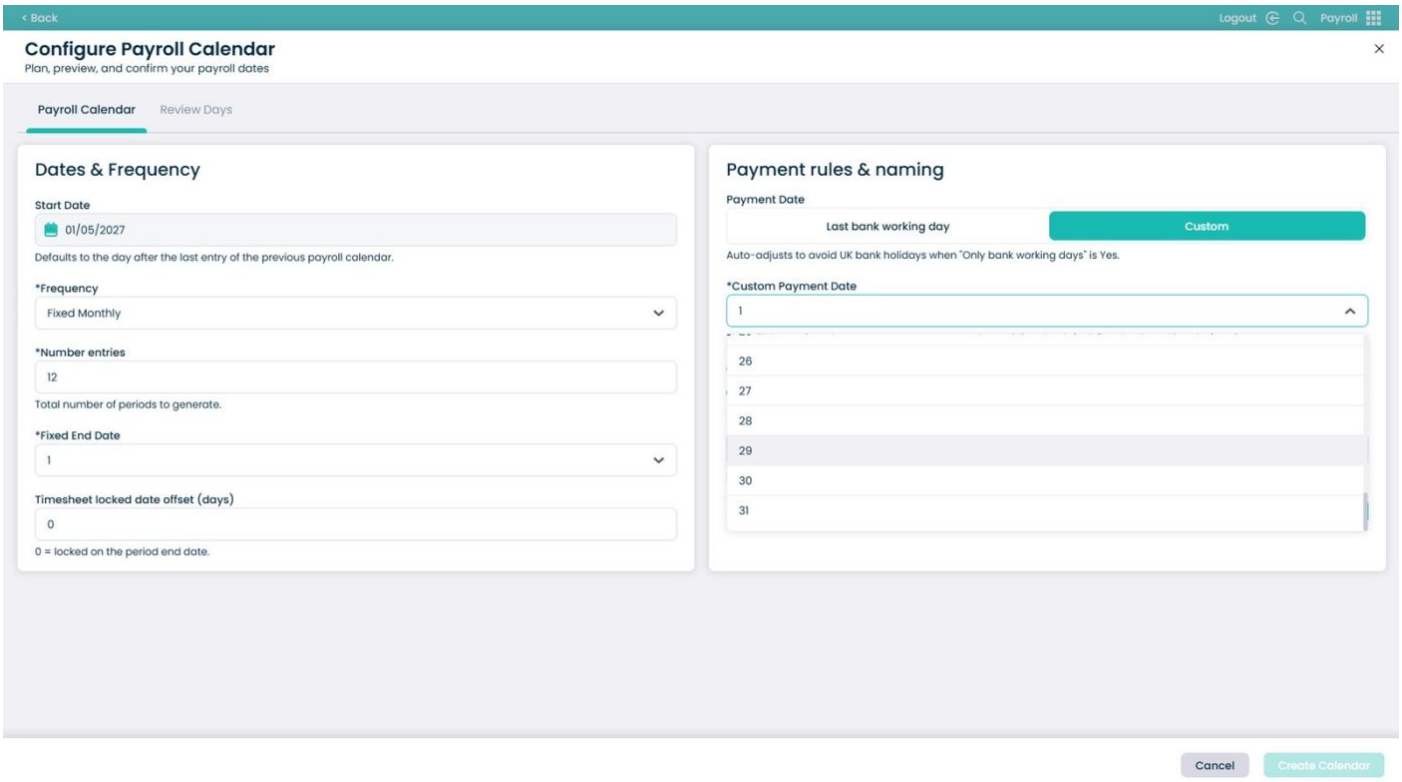
Select a custom payment option if required



Open the custom payment date dropdown

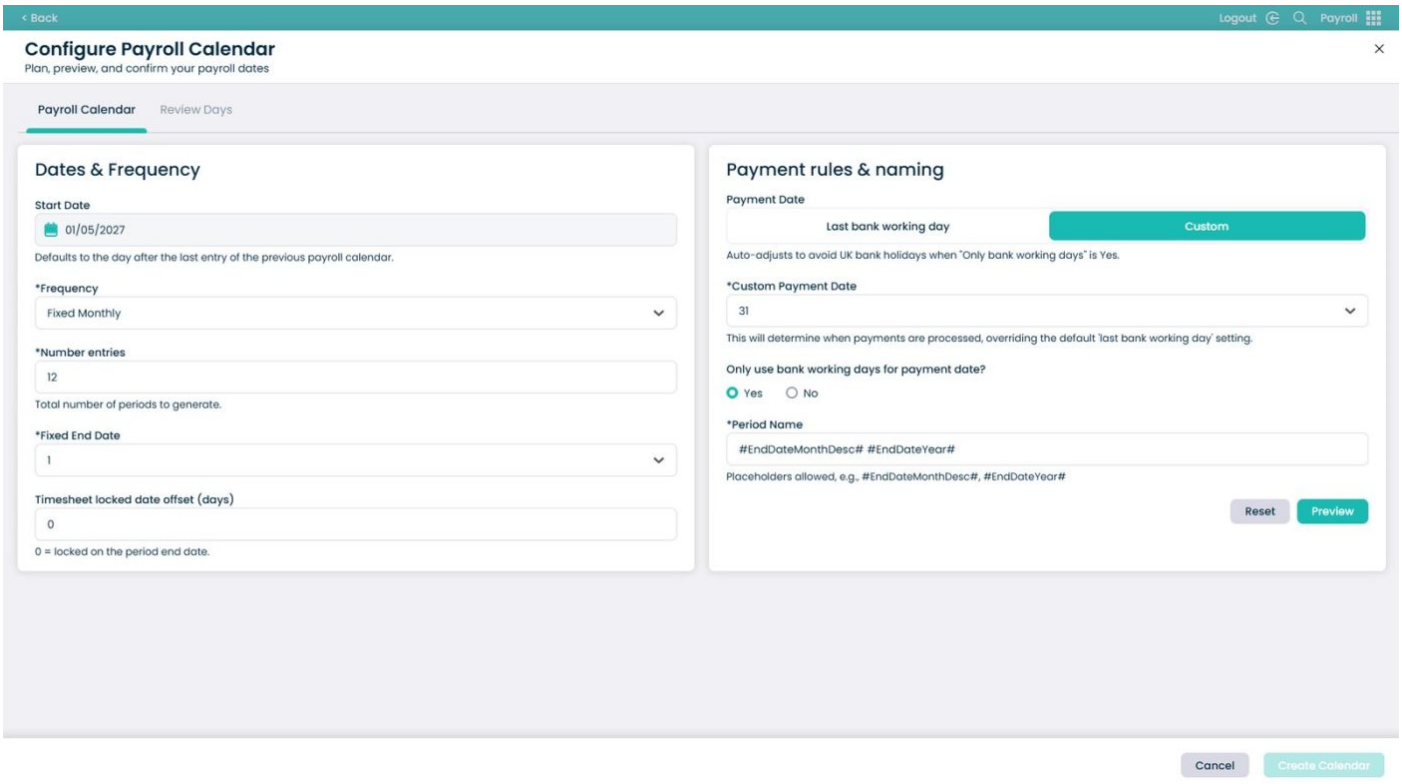


Select the payment date



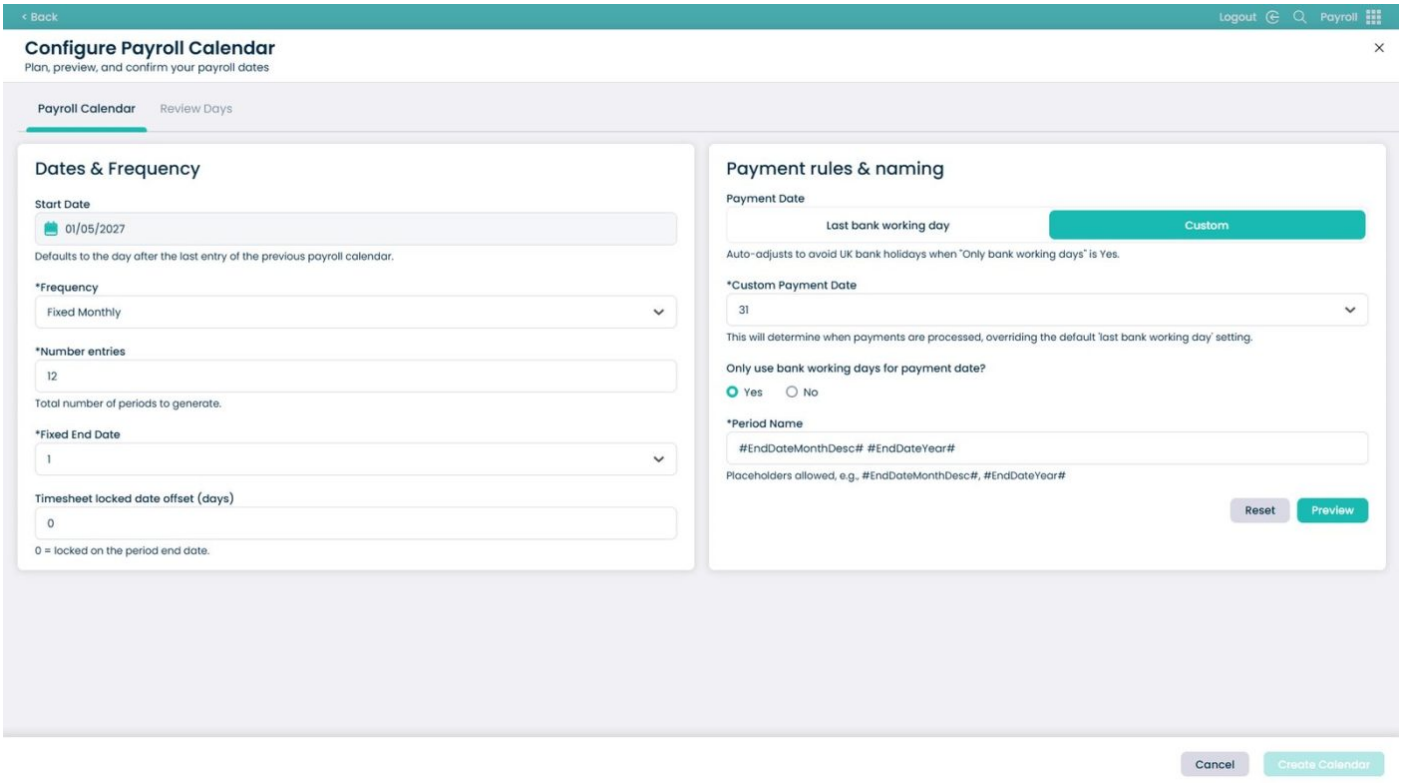
Avoid weekends and bank holidays

Enable this option to automatically adjust payment dates.

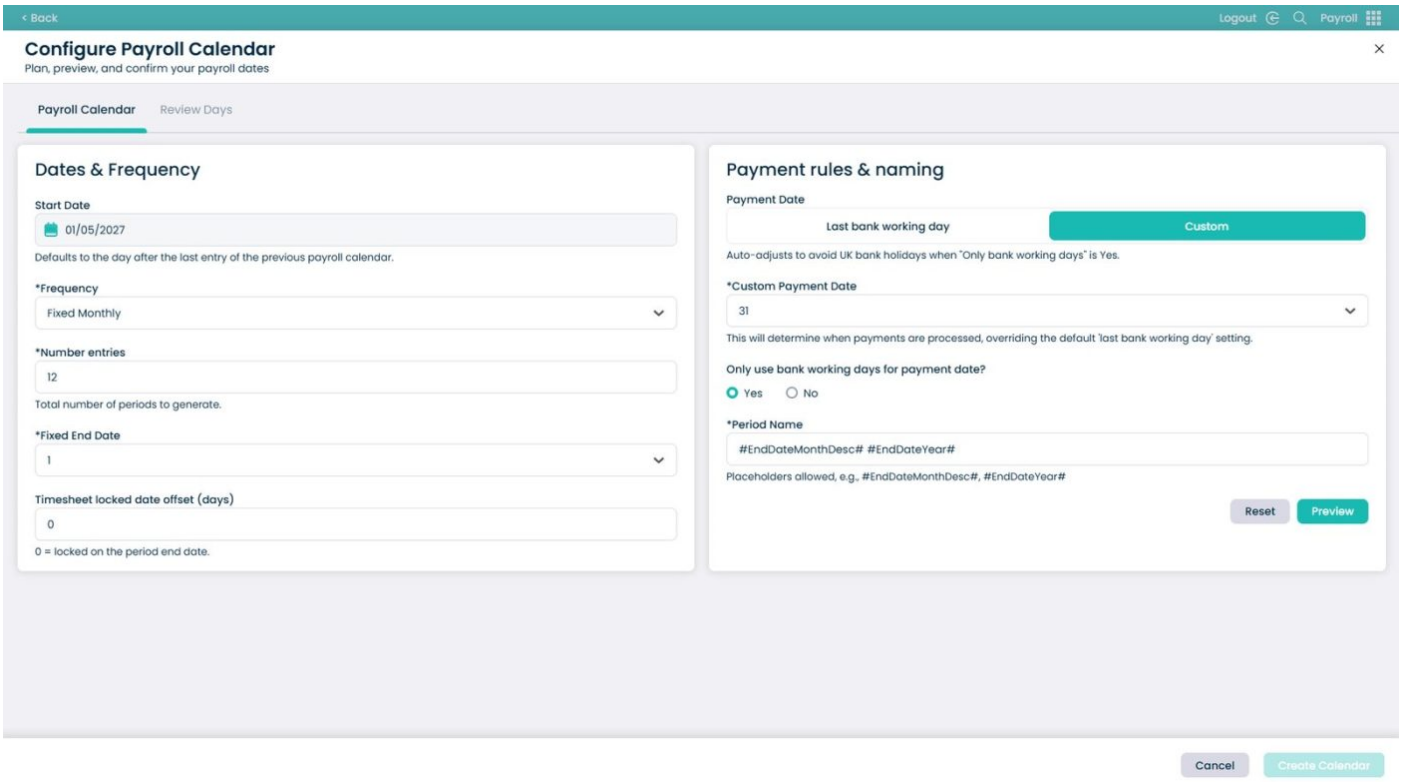


Optional: name the payroll period

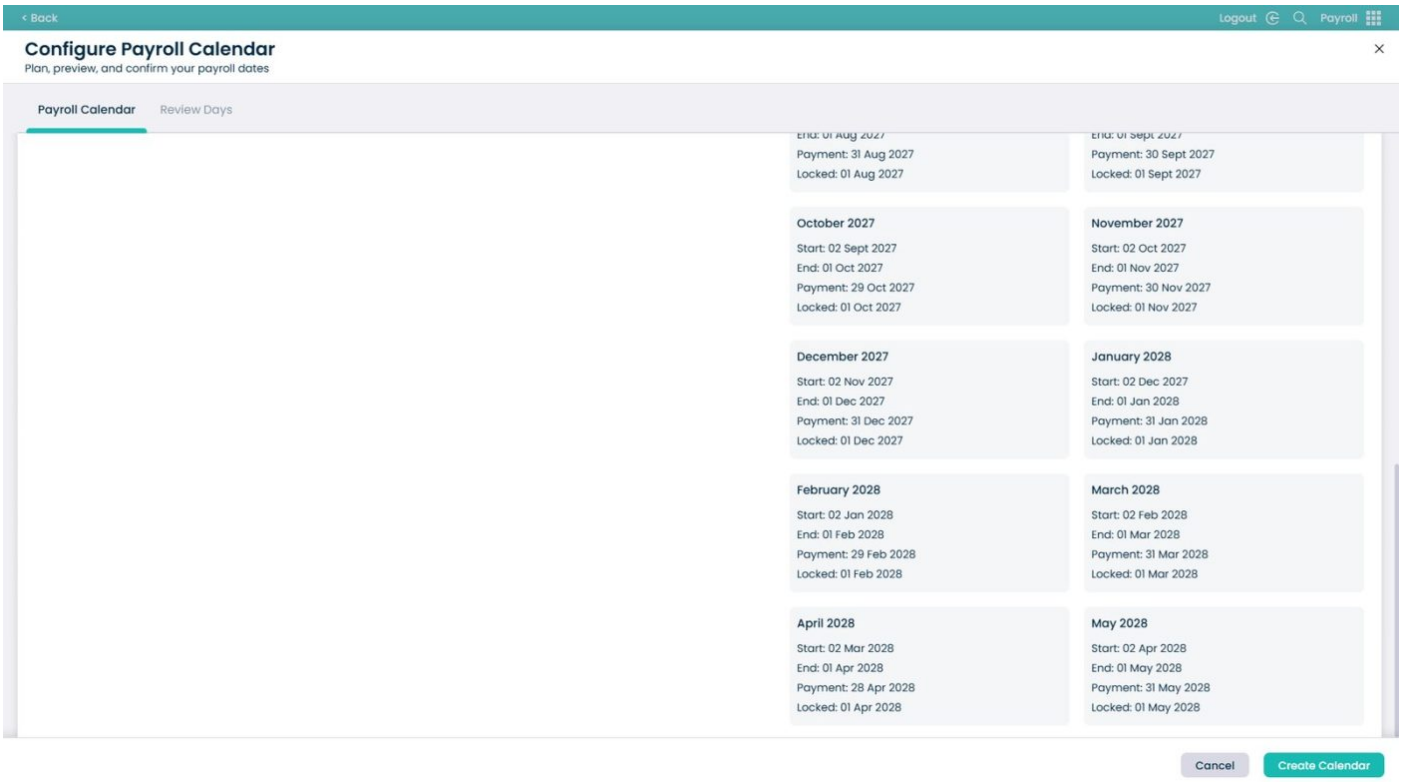
If not set, the system uses the month and year automatically.



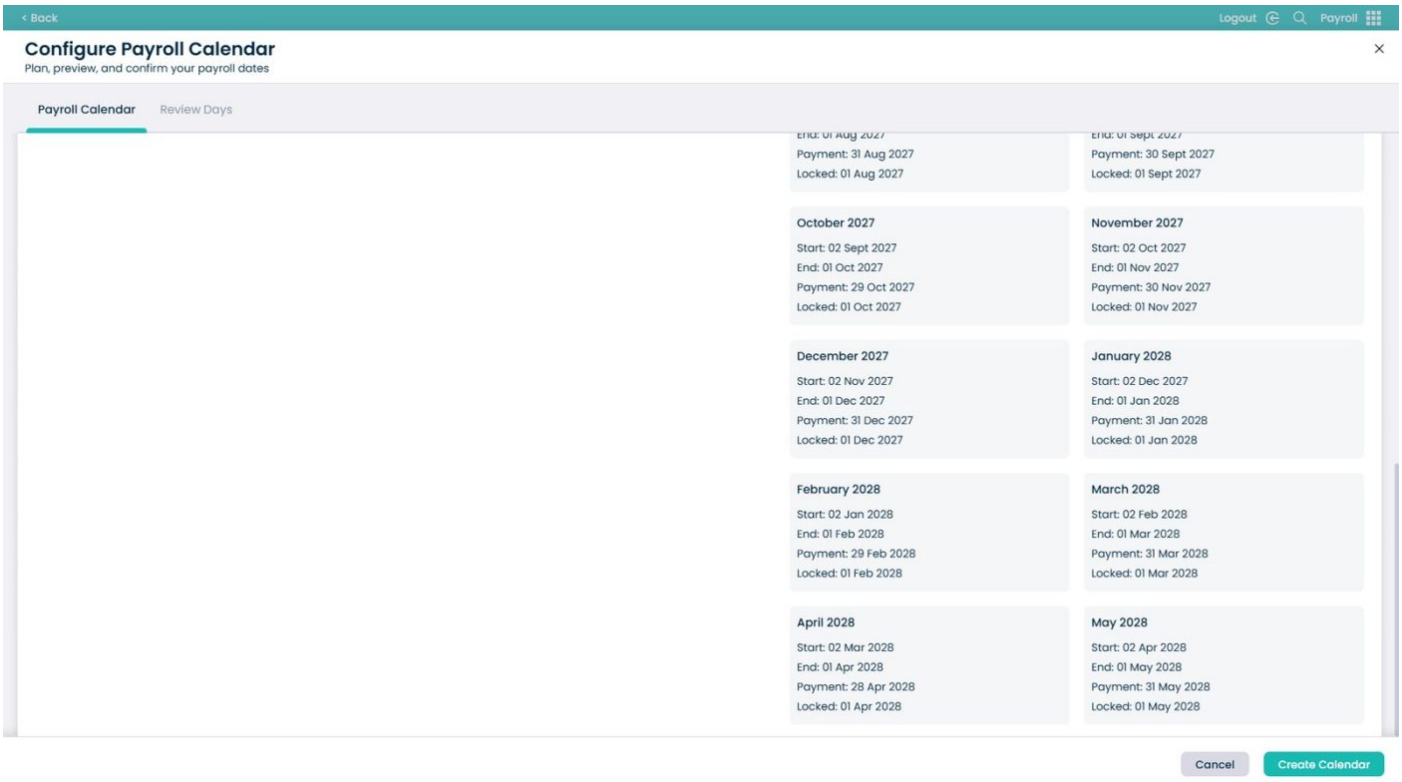
Preview the payroll calendar



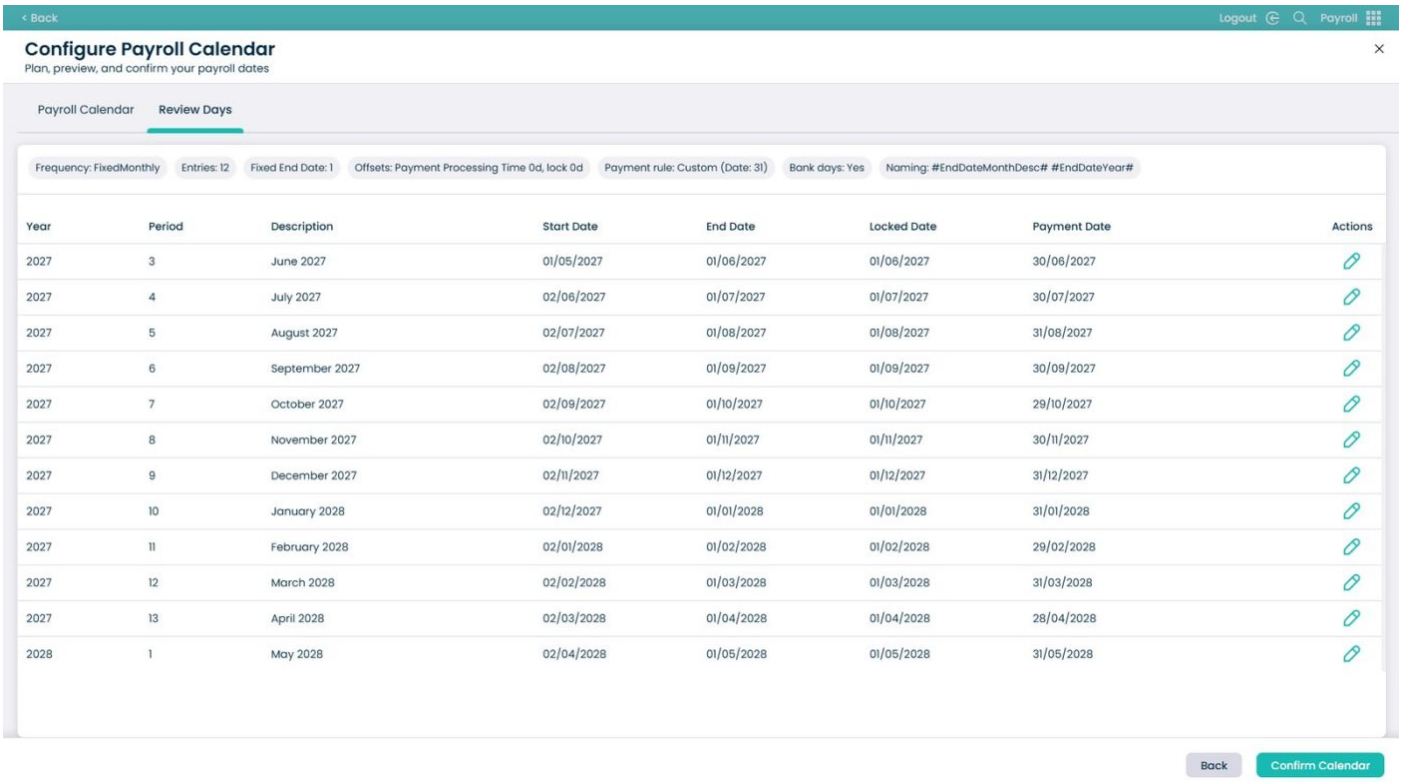
Review generated payroll dates



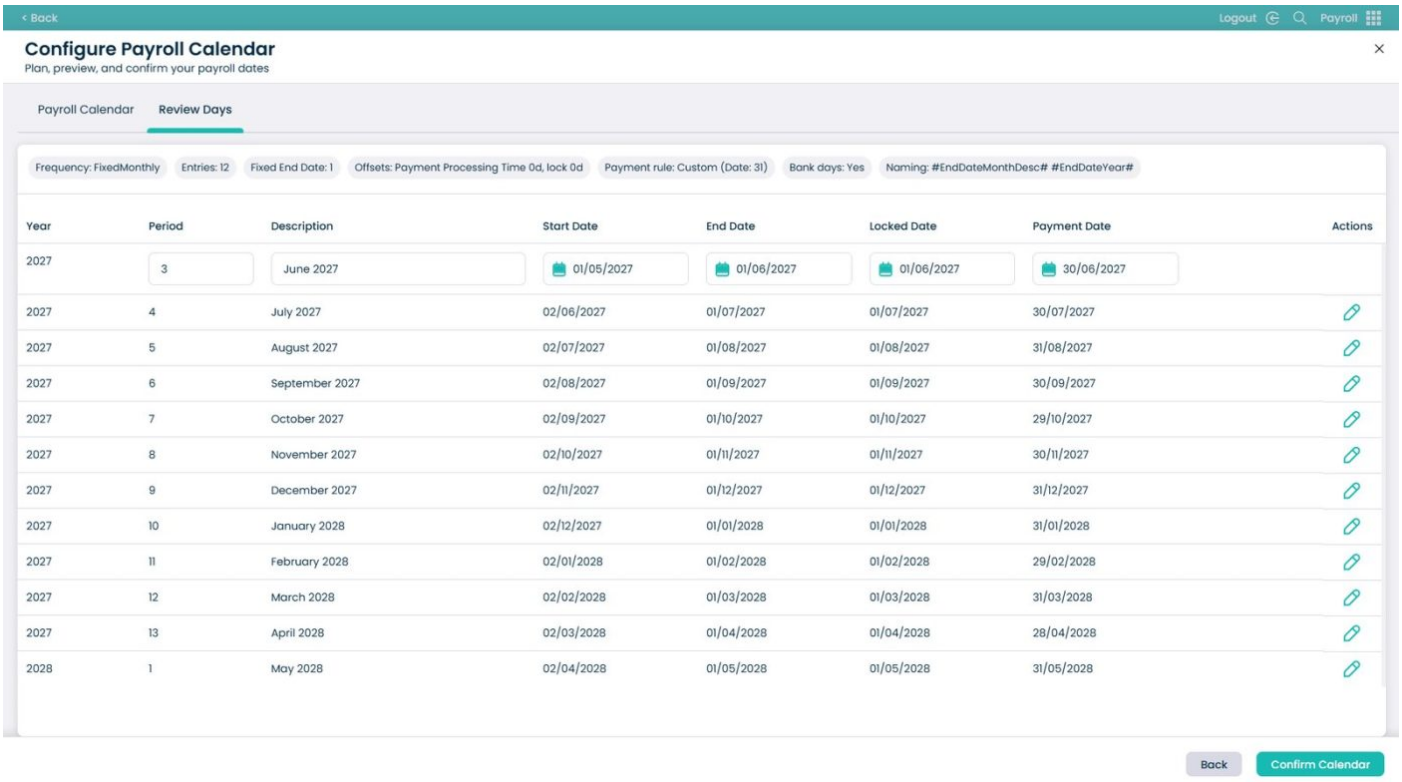
Create the payroll calendar



Modify payroll dates if needed

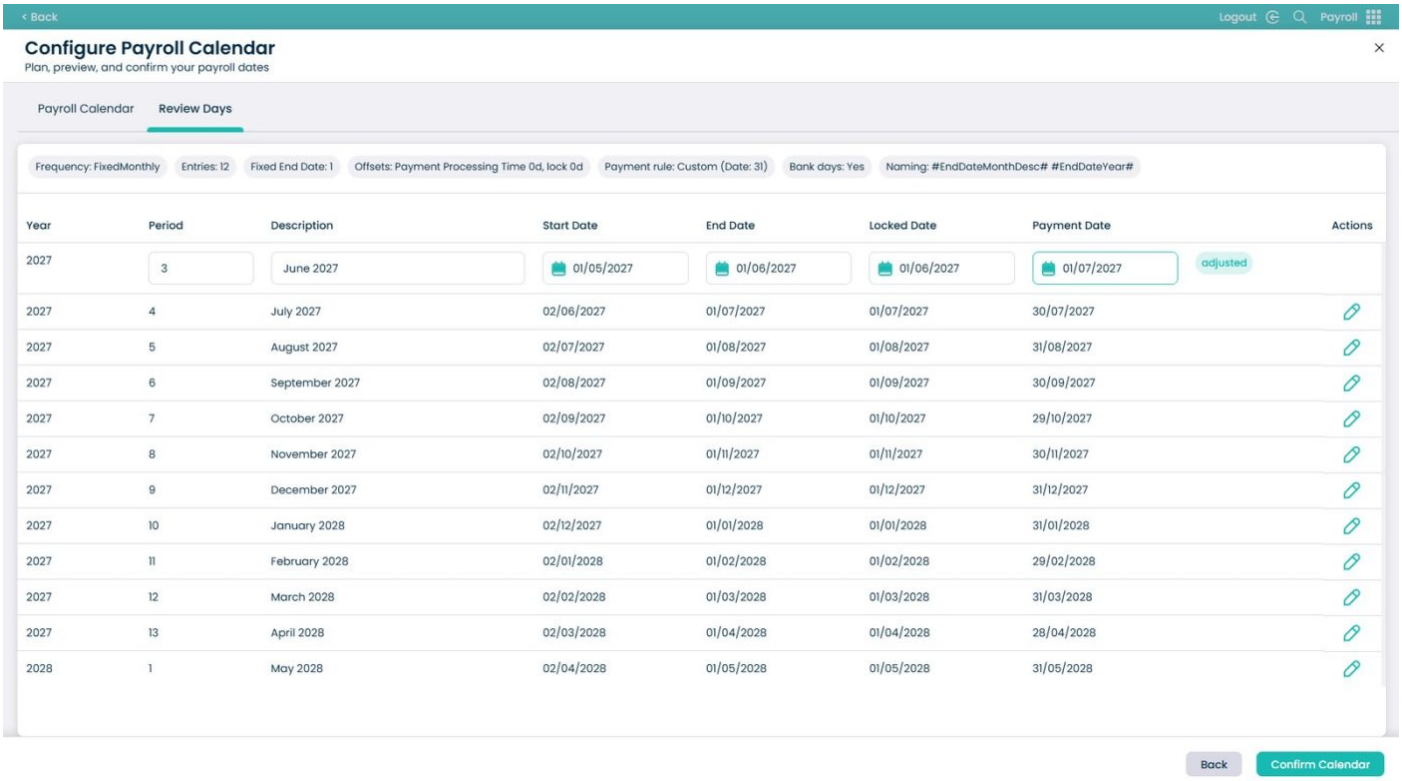


Edit dates using the calendar or manual input



Review adjusted entries

Adjusted entries are automatically saved and marked.



Confirm the payroll calendar

[Confirm Calendar]

Final step

[Final Step]

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- Happy
- Normal
- Sad

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