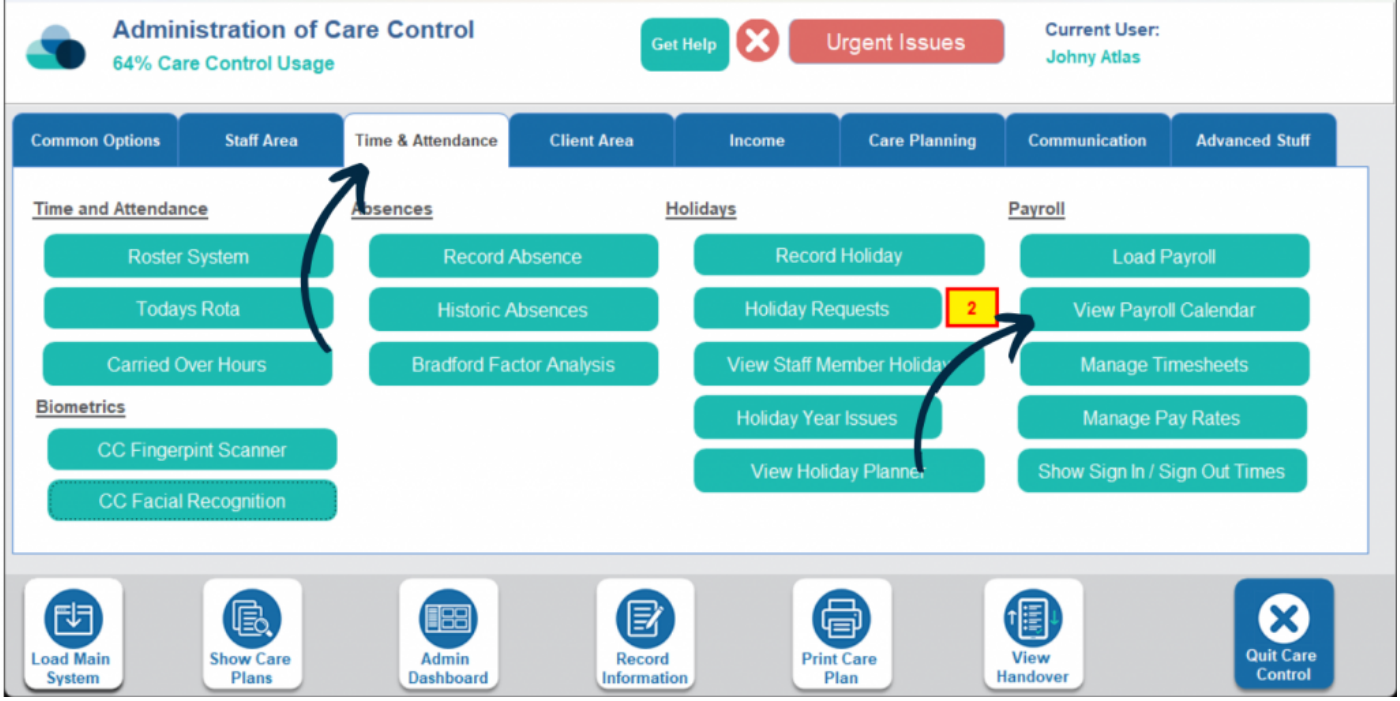
# Payroll Periods

Payroll Windows · https://cclearninghub.co.uk/docs/payroll-periods/

## Payroll Periods

This guide will cover how to set-up the payroll calendar for your payroll system. This applies to those using both the ‘basic’ and ‘advanced’ options for their system.



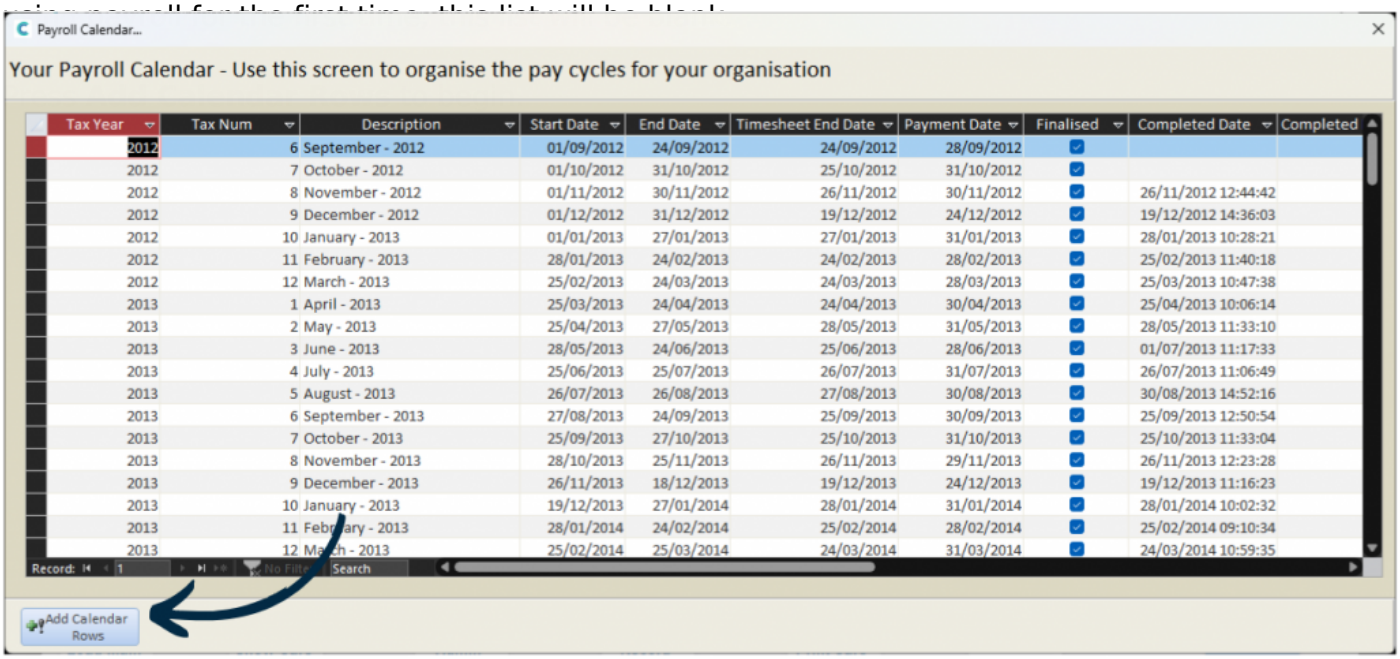


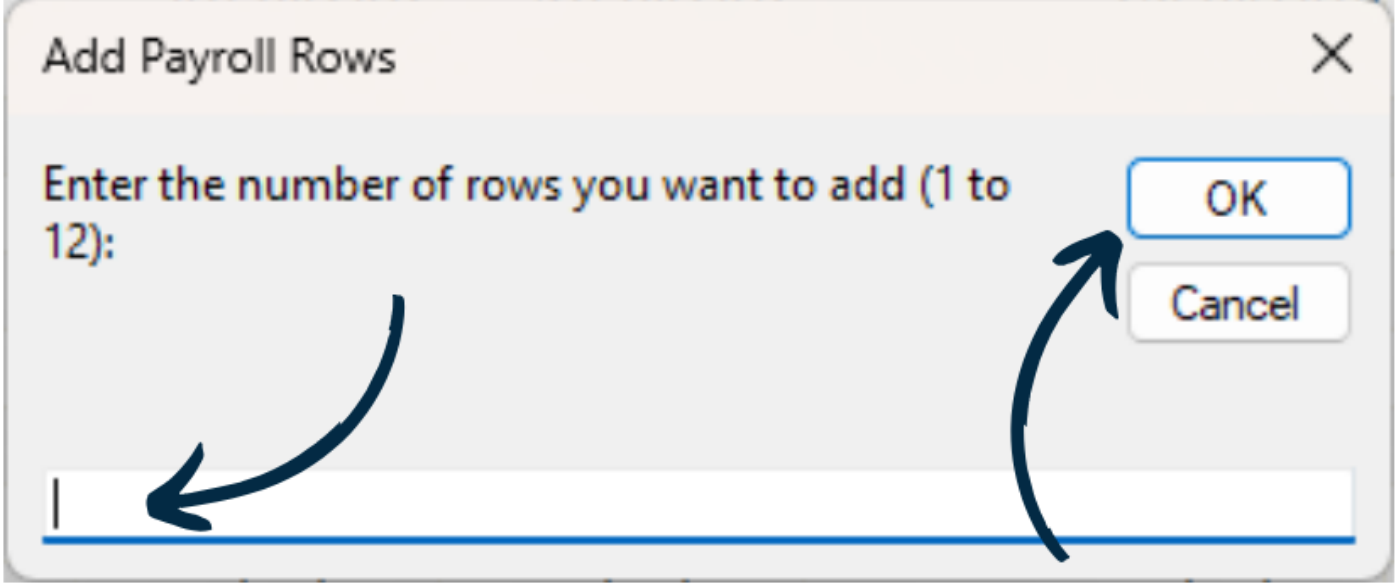

## 1

In the Administration of Care Control Windows, navigate to the **View Payroll Calendar** tool, which can be found under the Time & Attendance tab.

## 2

A new window will open. Here, a series of payroll periods (~months) will be displayed. If you are





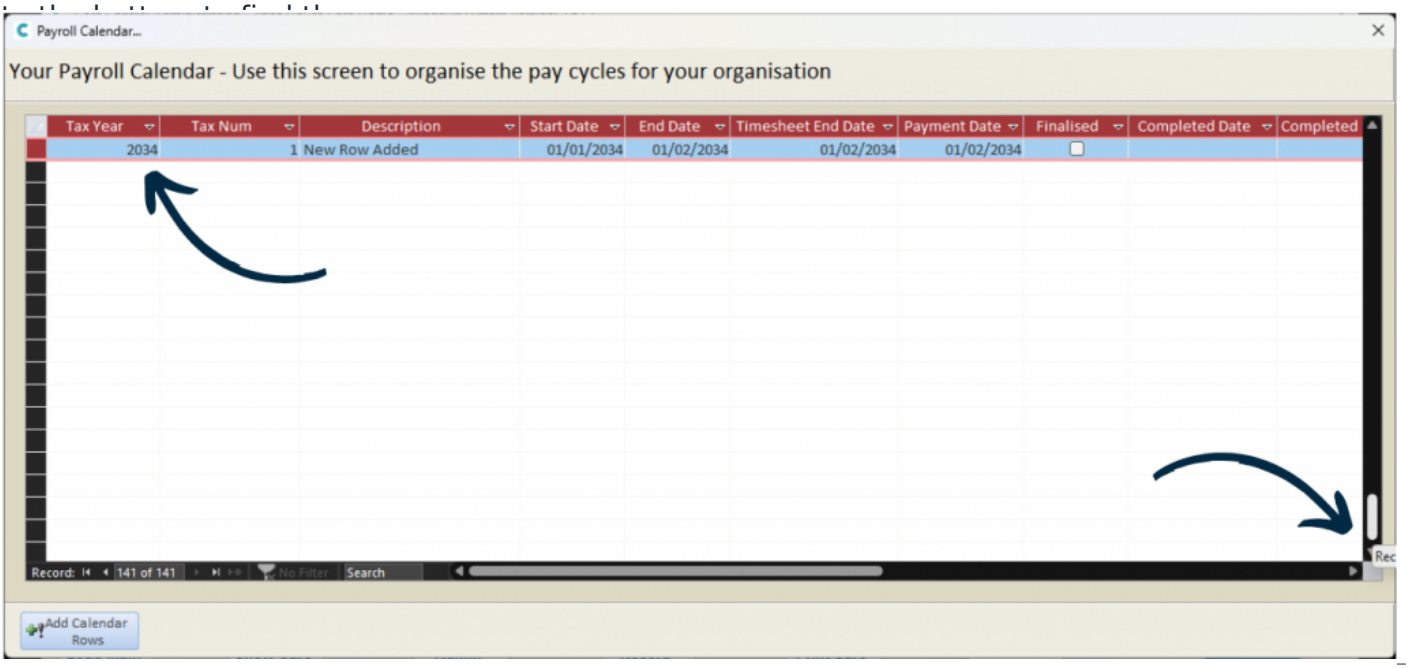

## 3

Next, enter the **number of rows** you want to add. Each row will correspond to a payroll period (i.e a month). You can add between 1 and 12 at once.

Press **OK**.

## 4

Your new rows will be added. If you already have lots of entries in the list, you may need to scroll



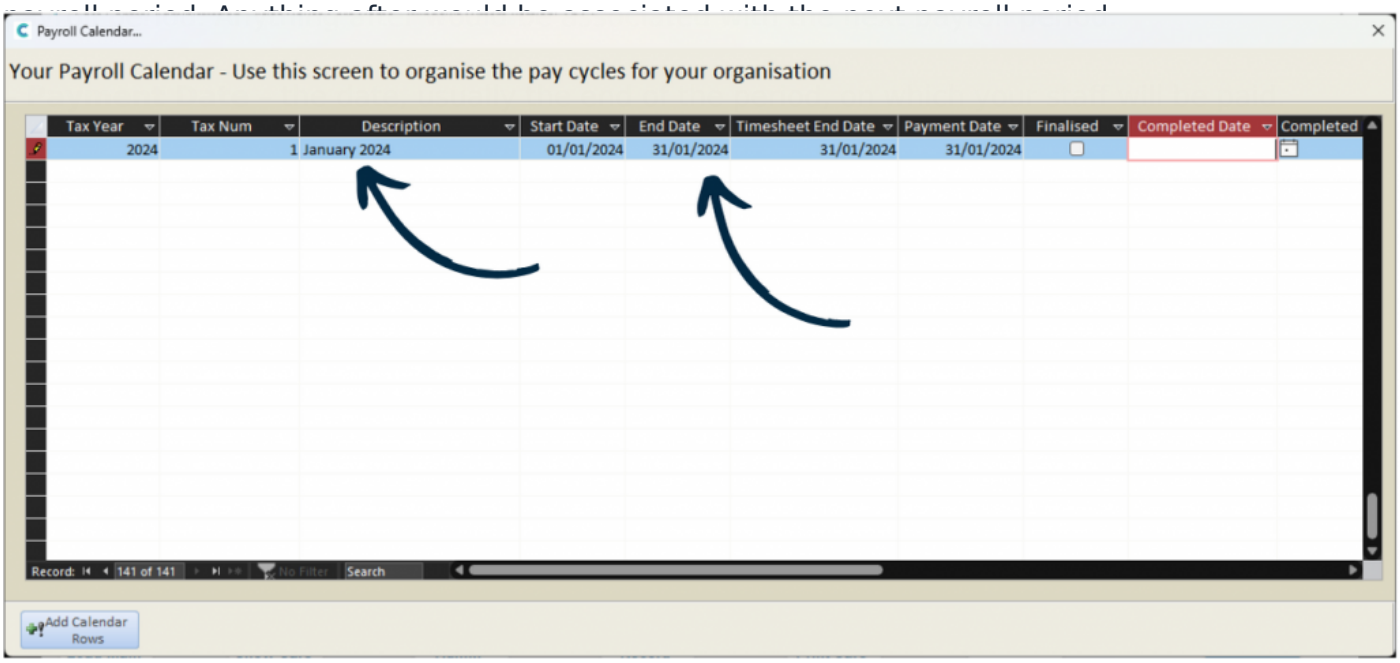
– **Tax Year** – the year in which this payroll period falls.

– **Tax Number** – the period number within the tax year. For example, if the tax year starts in April, the month of April would be 1, May would be 2 etc.

– **Description** – an identifier for the period – can be anything you choose.

– **Start / End Dates** – the beginning and end dates for the payroll period.

– **Timesheet End Date** – the last date in the period for which shifts are added to the current payroll period. Anything after would be associated with the next payroll period.




## 5

Set out the **start & end dates**, as well as the **timesheet end date** and **payment date**.

The row will save automatically after completing it.