Pay Dates

Settings · https://staging.proclock.com/help/kb/managers/manager-settings/scheduled-pay-dates/

Overview

The **Pay Dates** page is designed to help managers efficiently define Pay Date schedules. This information is necessary when setting up your account, as it determines the Pay Period and specifies how many days after the end of the Pay Period (Pay Date) employees will be paid.

Key Features

- **7-Day Work Schedule Management:** Define work schedules for any 7-day date range, starting from a selected date.
- **Department and Employee Selection:** Filter employees by department or view all employees at once.
- **Shift Assignment:** Assign predefined shifts or day-offs to each employee for each day in the selected week.
- **Printable Reports:** Generate and print shift assignment reports in PDF or HTML format for any date range.
- **Custom Date Ranges:** Flexibility to print reports for standard or custom date ranges, for individual employees or all staff.

Navigating the Scheduled Pay Dates Page

1. Selecting the Schedule Start Date

- **Field:** *Start Date Picker*

- **Description:** Choose the first day of the 7-day scheduling period. The system will automatically display the subsequent six days, forming a complete week.
- **Tip:** Ensure the correct start date is selected to avoid scheduling errors.

2. Department Selection

- **Field:** *Department Dropdown Menu*
- **Options:**
  - **All Departments:** View all employees across the organization.
  - **Specific Department:** Filter the employee list to show only those in the selected department.
- **Use Case:** Useful for large organizations to focus on specific teams or departments.

3. Employee List

- **Field:** *Employee List Panel (Left Side)*
- **Description:** Displays all employees (or filtered by department). Select an employee to assign or review their schedule.
- **Tip:** Use the search or filter options to quickly locate an employee.

4. Shift Assignment Table

- **Field:** *7-Day Shift Table (Right Side)*
- **Description:** For the selected employee, assign a shift or day off for each day in the 7-day period.
- **Options:**
  - **Predefined Shifts:** Select from available shift types (e.g., Morning, Evening, Night).
  - **Day Off:** Mark any day as a day off.
- **Tip:** Ensure all days are assigned appropriately to avoid scheduling gaps.

5. Printing Assigned Shifts

- **Field:** *Print Report Button*
- **Options:**

- **Format Selection:** Choose between PDF or HTML.
- **Date Range Selection:** Use the default 7-day range or enter a custom date range.
- **Employee Selection:** Print for a single employee or all employees.

- **Use Case:** Generate reports for payroll, compliance, or internal review.

Common User Questions & Answers

Q: How do I change the start date for the schedule?

A: Use the *Start Date Picker* at the top of the page. Select your desired date, and the system will update the 7-day range accordingly.

Q: Can I assign different shifts to different employees on the same day?

A: Yes. Each employee's schedule is managed individually. Select an employee from the list and assign their shifts for each day.

Q: How do I mark a day as a day off for an employee?

A: In the shift assignment table, select the "Day Off" option for the desired day.

Q: Is it possible to print schedules for a custom date range?

A: Yes. When printing, you can specify any date range, not just the default 7-day period.

Q: Can I view or print schedules for all employees at once?

A: Yes. Use the "All Employees" option when generating the report.

Troubleshooting

Issue 1: Employees Not Appearing in the List

Possible Causes:

- Incorrect department selected.
- Employee not assigned to any department.

Steps to Resolve:

1. Check the department filter and select “All Departments.”
2. Verify employee assignments in the system’s employee management section.

Issue 2: Unable to Assign Shifts

Possible Causes:

- No shifts have been predefined in the system.
- User lacks necessary permissions.

Steps to Resolve:

1. Ensure shifts are set up in the system’s shift management area.
2. Contact your system administrator to verify your access rights.

Issue 3: Print Report Not Generating

Possible Causes:

- Pop-up blocker enabled in browser.
- Incorrect date range or no data for selected range.

Steps to Resolve:

1. Disable pop-up blockers for the site.
2. Double-check the date range and employee selection.
3. Ensure there are assigned shifts within the selected range.

Issue 4: Shift Assignments Not Saving

Possible Causes:

- Network connectivity issues.
- Session timeout.

Steps to Resolve:

Re-enter shift assignments and save again.

Check your internet connection.

Refresh the page and re-login if necessary.