



# **Unicorn HRO**

## **Pay Calendar Copy**

The Pay Calendar Copy function can be used to quickly copy Pay Period End Dates from one set of criteria to another. The three data elements that can be specified are: legal entity, payroll processing group and year. By starting out with one pay calendar, you can copy it to another payroll processing group in the same legal entity, a different group in another legal entity, or copy the same group's calendar from one year to the next.

When performing the copy function, the system will take the dates in the "From" definition, and create new records in the "To" definition. If you are copying to a new year, the "From" year will be replaced by the "To" year in both the Pay Period End Date and Check Date fields. The number of weeks and all checkbox values will be copied to the new records.

This function is intended to copy actual dates, rather than dates that correspond to days of the week. For this reason, when copying from one year to another where dates will not fall on the same day of the week in the new year, this function would be useful when copying a semi-monthly pay calendar, but not a weekly calendar where pay dates fall on a certain day of the week.

The Pay Calendar Copy lets you decide what to do if a new pay date will fall on a weekend. The system allows the following options:

- Move to Friday if Pay Period End Date falls on Saturday
- Move to Monday if Pay Period End Date falls on Sunday
- Move to Friday if Pay Period End Date falls on Sunday

The last two options are mutually exclusive, since only one option can be chosen for Pay Period End Dates which fall on Sunday.

If you select one of the above three options, you may receive error messages when the Pay Calendar Copy is processing if the system cannot process your request to move certain Pay Period End Dates. For instance, moving a Pay Period End Date from Saturday to Friday may result in the new date falling in the previous month. If the End Of Month checkbox has already been defined for the previous month, an error will occur and the new payment date will not be created. Likewise, if the new Pay Period End Date goes into the next month, the system will not allow another date to be created with the same checkbox value. In these instances, you would need to access the Pay Calendar function and create the Pay Period End Date that the system was not able to copy.

When using the Pay Calendar Copy, it is recommended that you verify that the system has created each Pay Period End Date properly in the Pay Calendars function. This should be done whether or not you receive error messages. The assumptions that the system makes could result in one or more Pay Period End Dates being created that differ from your company's pay schedule. Also, verify that the first and last Pay Period End Dates of the year fall within the proper year, since the Check Date determines the reporting year for tax purposes.

If you need to change a Pay Period End Date, you must delete the record and add a new one. Right click on the date to be deleted and answer the confirmation message. Then left click on the date you want to add, enter the necessary information, and save the new Pay Period End Date.