## **Timesheet Settings: Pay Rules**

From Pay Rules, set up your company's pay frequency.

To go to the pay rules setup page go to **Settings > Timesheet > General Settings > Pay Rules**.

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## Set up the pay rules:

• Pay Period Type - Frequency of the payroll. Select either weekly, bi-weekly, semi-monthly or monthly.

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• Payroll Start Date - Select the date when the updated payroll settings will take effect. Use the date picker to set the date.

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 Paid Breaks – Tick the checkbox if scheduled breaks will be paid for. Leave unchecked if scheduled breaks will not be paid (time to be deducted from the total gross time).

IndusTrack	MAP	CUSTOMER	ESTIMATES	SCHEDULE	INVOICES	TIMESHEET	SNOWTRACK	P.O.	REPORTS		217	Ģ	0	8
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