

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**.

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET SNOWTRACK P.O. REPORTS

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Overtime Notification

Daily 8 hours

Weekly 40 hours

Pay Rules

Pay Period Type Not Selected

Payroll Start Date* 9/1/2022

Paid Breaks ☐

CANCEL SAVE

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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Paid Breaks ☐

CANCEL SAVE

- **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 ☐

SEP 2022

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- **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).

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Paid Breaks

CANCEL

SAVE