



# Editing the payroll Calendar to have a Week 53

**YEAR END 2009**

By

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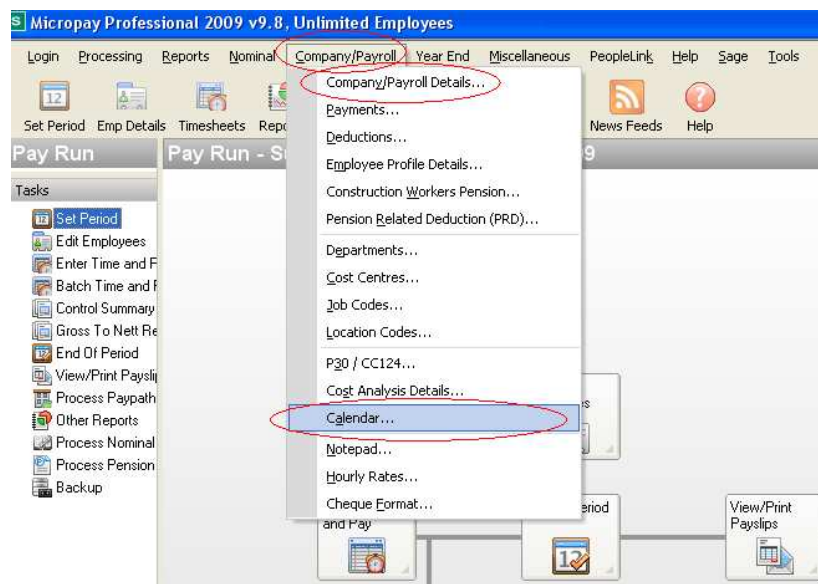
This year if you run your payroll on a Friday your first payroll date of the New Year will be Friday 1<sup>st</sup> January 2010. We can manually change this to give you a week 53 therefore your Week one in 2010 will be Friday 8<sup>th</sup> January.

**PLEASE CONTACT US BEFORE CHANGING TO A WEEK 53 ON 051-396060**

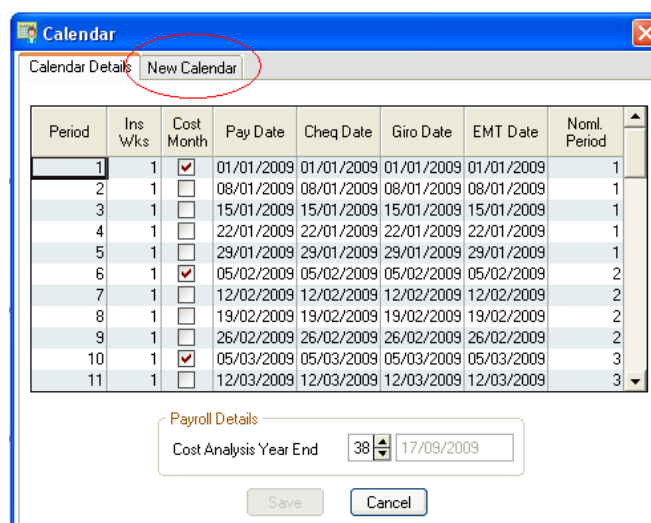
**NOTE: This should only be changed in Week 51/52 (before you run the last period)**

To change your calendar to allow for this you should run the following steps:

1. Select 'Company/Payroll' and select 'Calendar'



2. Select 'New Calendar'





3. Enter in your pay date for the first Thursday of the Year 01/01/2009 and click on 'Update'.

4. Scroll down to see you now have a week 53.

5. Click 'Save'

Period	Ins Wks	Cost Month	Pay Date	Cheq Date	Giro Date	EMT Date	Noml. Period
43	1	<input type="checkbox"/>	22/10/2009	22/10/2009	22/10/2009	22/10/2009	10
44	1	<input type="checkbox"/>	29/10/2009	29/10/2009	29/10/2009	29/10/2009	10
45	1	<input checked="" type="checkbox"/>	05/11/2009	05/11/2009	05/11/2009	05/11/2009	11
46	1	<input type="checkbox"/>	12/11/2009	12/11/2009	12/11/2009	12/11/2009	11
47	1	<input type="checkbox"/>	19/11/2009	19/11/2009	19/11/2009	19/11/2009	11
48	1	<input type="checkbox"/>	26/11/2009	26/11/2009	26/11/2009	26/11/2009	11
49	1	<input checked="" type="checkbox"/>	03/12/2009	03/12/2009	03/12/2009	03/12/2009	12
50	1	<input type="checkbox"/>	10/12/2009	10/12/2009	10/12/2009	10/12/2009	12
51	1	<input type="checkbox"/>	17/12/2009	17/12/2009	17/12/2009	17/12/2009	12
52	1	<input type="checkbox"/>	24/12/2009	24/12/2009	24/12/2009	24/12/2009	12
53	1	<input type="checkbox"/>	31/12/2009	31/12/2009	31/12/2009	31/12/2009	12

