

How to Find a Master Pay Cycle

Overview

Master Pay Cycles are used to define dates for each payroll cycle of the year. They define the length of pay periods and the corresponding payment dates. There must be a Master Pay Cycle for each unique combination of payroll periods and payment dates.

NIS Policies

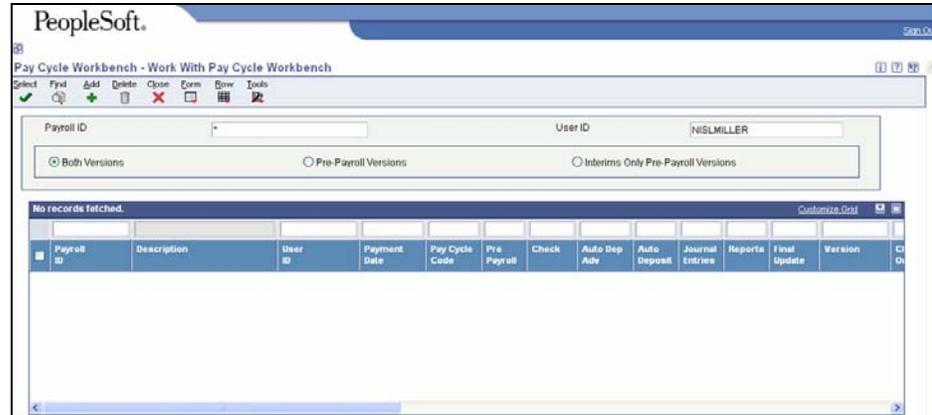
The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Navigation

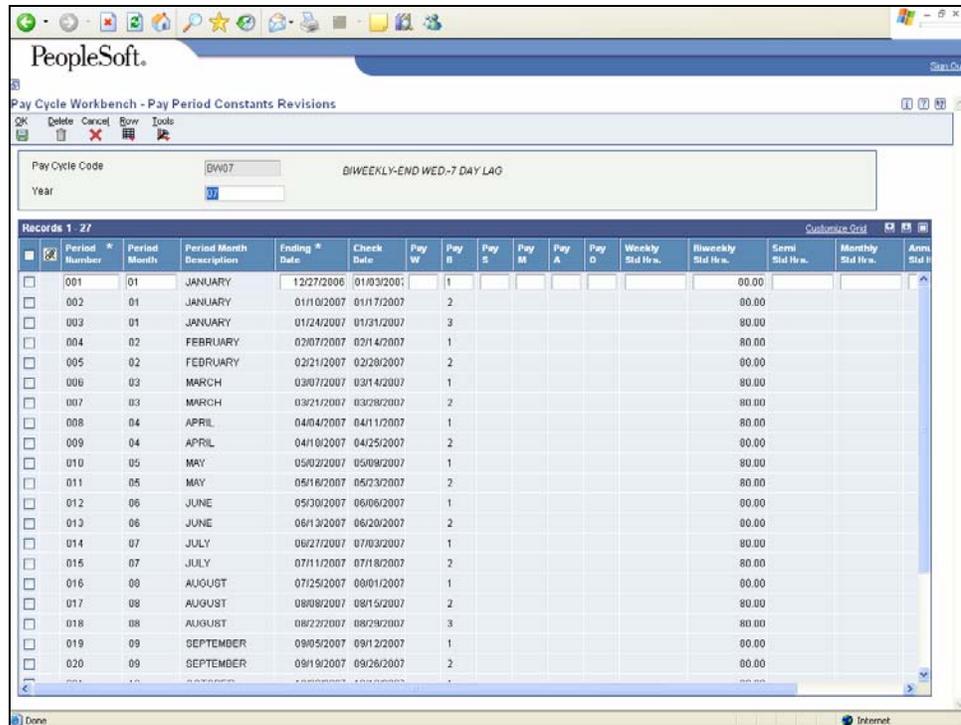
Human Resources and Payroll – Agencies > Payroll > Pay Cycle Workbench

Steps

Start this instruction from the Work with Pay Cycle Workbench.



1. Enter an asterisk (*) in the User ID field in the header.
2. Enter the agency number followed by an asterisk in the Payroll ID field in the QBE line. (i.e. 65*).
3. Click **Find**.
4. Choose the Payroll ID on the grid for which you wish to view the Master Pay Cycle.
5. Click **Select**. The Pay Cycle Workbench – Pre-Payroll Processing window appears.
6. Click **Form, Master Pay Cycle**.



7. When finished reviewing, click **Cancel**.
8. Click **Cancel**.
9. Click **Close**.