Change Pay Period dates

409 [Frank Mateo](#) Wed, Dec 7, 2011 [Time Guardian Series (TG 5.x, TG Plus 2.x, TG Pro 4.x)](#) 0 6671

Time Guardian Plus is currently on weekly pay Friday to Thursday.

They will be changing to weekly Wednesday to Tuesday.

How can this be done in Time Guardian Plus?

Reply:

created a new payclass with the correct start day

assign to 1 employee

then check the timecard if the dates are correct

if correct, assign new payclass to all other employees that needs it

do not delete the old payclass as it holds punch/hour history

assigning a new payclass will provide a clean slate to the employee's timecard, only current payperiod punches will show

any previous history can be accessed via the reports only as long as the old payclass is not deleted

Online URL: http://tkb.amano.com/article.php?id=409