

New Period in Vision Pay

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Performing a New Period in Sybiz Vision Pay is fairly routine, however it is important to run the New Period at the correct time. Many users perform a New Period directly after processing pays and printing reports and backing up. Other users run the New Period just prior to processing the following period's pay.

There is no wrong way of processing a New Period, however the best method would be to perform the New Period mid way between one pay period and the next.

To support this theory let us say that the user processes the New Period immediately following the pay period. A day or so later an employee enters the office stating that there is a problem with their pay. To correct the pay it would be best to process the correction in the current processing period, otherwise the person processing pays has to clear the bank transfer list etc after the correction is made in the current processing period.

From the other perspective the person processing pays processes the New Period just prior to commencing a pay run for that new period. On performing a New Period on the database they find that an error has occurred and they cannot enter the database to process a pay run. They are now in a position where they have two hours to process a pay run and they are encountering a problem that may take some time to resolve.

The best method is to pick a day "between" pay periods on which the New Period is processed. If pays are processed each Friday then perhaps Tuesday or Wednesday would be days that the person processing the payroll will perform a New Period. This allows for any late adjustments to the pay run to be corrected in that pay period they pertain too. It also allows for any problems to be found and resolved prior to the next pay run.

The advice in this article is intended to provoke thought on how you might improve your procedures to ensure that you have a trouble and stress free run when it comes to payroll.