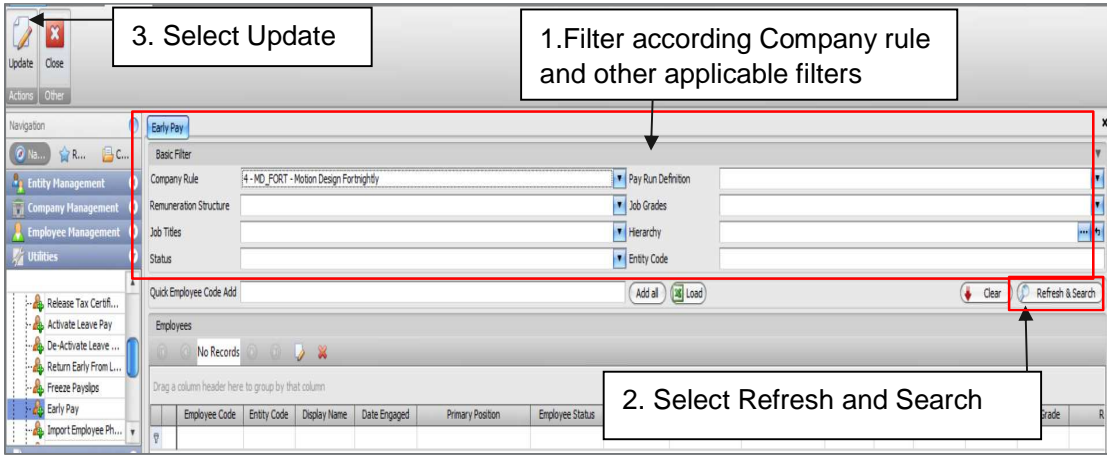


# Utilities – Bulk Employee Update Activate Early Pay

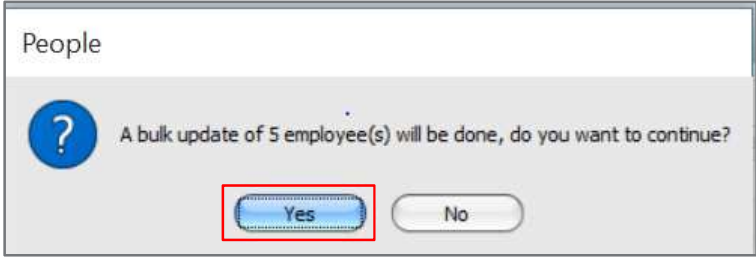


On the Navigation pane  
 Expand **Utilities**  
 Expand **Bulk Employee Update**  
 Double-click on **Early Pay**

The Basic Filter section can be used to select which employees will be included in the Early Pay activation.



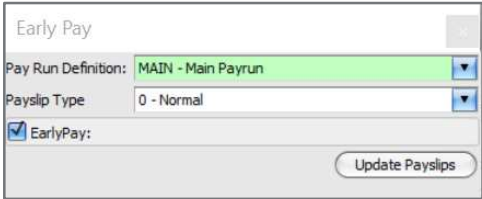
The following message will appear showing the number of employees to be updated.



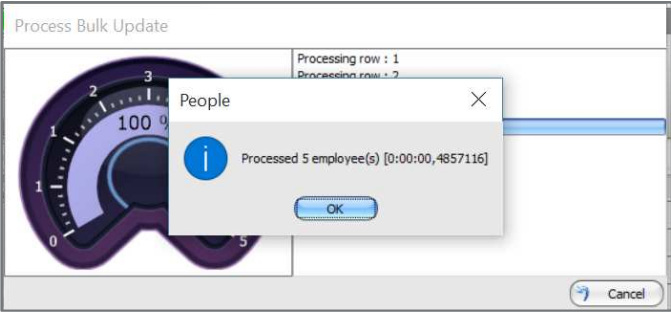
Select Yes to continue or No to abort.

Select the relevant information on the drop-down menu's:

- Pay Run Definition – select the Pay run that you want to activate early pay for example main run or additional run
- Payslip Type – select the applicable payslip that you want to activate early pay for example normal payslip or closed tax record payslip



The following message will appear after the payslips have been updated:



The result screen will show if the process was successful and display any error messages:

Bulk Update Results		
Company Rule Name		ExceptionType
Employee Code	Employee Name	Message
Company Rule Name: Motion Design Fortnightly		
ExceptionType: Success		
041	Mr K Bjorgman	Employee updated successfully.
042	Miss B Utonium	Employee updated successfully.
043	Mrs B Utonium	Employee updated successfully.
044	Mrs B Utonium	Employee updated successfully.
045	Mr H Westergaard	Employee updated successfully.

A notice will now display on the applicable employees, showing that early pay has been activated:

Employee	041 - Mr K Bjorgman	Termination Date	<none>	EARLYPAY - Early Pay is activated
Employee Status	A - Active	Date Engaged	2016/03/01	