Add a Schedule to a Payroll Group

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When a schedule is missing from a pay-group, or needs to be added to a pay-group (as shown below), take the following steps to add.



From the Gearwheel Menu > General Settings

Scroll to Pay Groups

Add the Schedule to the intended Group

			Linked Payroll Sync Account	Payroll GL Code	Batch II
Craft Hall	7 of 93 Schedules	^	ADP (Craft Hall-ADP) SYNC - PM 🗸	PM7	
	Craft Hall				
	FOH				
	Craft Hall BarCraft Hall Host		Using Company Defaults		
	🗸 Craft Hall Support		Create Unique Payroll Options for this Group		r this Group
	Craft Mad Hatter				