Syssero® Solution Packet

Update Period Schedules

Solution Overview

Updating period schedules is often necessary when a business goes through significant changes or needs to fine-tune its operations. Whether it's adapting to a new fiscal year, reorganizing after a merger, complying with updated regulations, or just correcting previous setup mistakes, adjusting these schedules ensures that financial and operational reports stay accurate and relevant.

Impacted Functional Areas

- **Payroll**

Step 1: Find the Edit Period Schedule Task

Start by searching for the task named "Edit Period Schedule". Once you find it, select the specific Period Schedule you need to modify. For this guide, we're looking at "Period Schedule: Non-Exempt Semi-Monthly". Click "OK" to proceed to the next step.
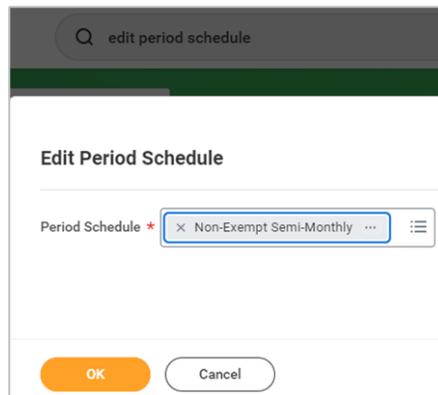
Step 2: Modify the Period Details

Now, you'll see a table listing all the periods. Scroll down to the table of Periods and locate the Period that you want to change. Overwrite the date or time that you want to change.

In this example, it's the Time Lock Entry time for Period 19 that you'll want to change from 12:00 PM to 05:00 PM so it matches all other periods. Click OK once done.

	Period	Period Number	Period Start Date	Period End Date	Payroll Payment Date	Accounting Date Override	Time Tracking			
							Open Time Entry	Lock Time Entry	Unlock for Adjustments	Close Time Entry
🔍		1	12/25/2023	01/09/2024	01/15/2024					
⊖ 🔍		24	12/10/2023	12/24/2023	12/29/2023			12/22/2023 05:00 PM	12/27/2023 08:00 AM	01/08/2024 12:00 PM
⊖ 🔍		23	11/25/2023	12/09/2023	12/15/2023			12/07/2023 05:00 PM	12/13/2023 08:00 AM	12/21/2023 12:00 PM
🔍		22	11/10/2023	11/24/2023	11/30/2023			11/22/2023 05:00 PM	11/28/2023 08:00 AM	12/06/2023 12:00 PM
⊖ 🔍		21	10/25/2023	11/09/2023	11/15/2023			11/08/2023 05:00 PM	11/13/2023 08:00 AM	11/21/2023 12:00 PM
⊖ 🔍		20	10/10/2023	10/24/2023	10/31/2023			10/24/2023 05:00 PM	10/30/2023 08:00 AM	11/07/2023 12:00 PM
⊖ 🔍		19	09/25/2023 📅	10/09/2023 📅	10/13/2023 📅	MM/DD/YYYY 📅	MM/DD/YYYY 📅 / --:-- AM	10/06/2023 📅 / 12:00 PM	10/12/2023 📅 / 08:00 AM	10/23/2023 📅 / 12:00 PM
⊖ 🔍		18	09/10/2023	09/24/2023	09/29/2023			09/22/2023 05:00 PM	09/27/2023 08:00 AM	10/03/2023 12:00 PM
⊖ 🔍		17	08/25/2023	09/09/2023	09/15/2023			09/08/2023 05:00 PM	09/13/2023 08:00 AM	09/21/2023 12:00 PM

And that's it! You've successfully updated the Time Lock Entry time in Workday. This kind of adjustment helps keep your period schedules consistent and aligned with your operational needs. Remember, it's always good to double-check your changes to ensure everything is set as intended.

For help or more info, reach out to info@syssero.com