

TECHNICAL BULLETIN FROM GLOBAL BUSINESS SYSTEMS

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Global Payroll – Week 53 Reminder

This bulletin accompanies service pack PR74_000031_000 to Global 3000 Payroll V7.4 that reinforces employee and company holiday dialogue to remind users operating weekly payrolls to be especially careful when responding to the prompt “Is this a week 53 year?” this year.

Because 2008 is a leap year, weekly payrolls with a pay date on 4th April 2008 as well as weekly payrolls with a pay date on 5th April are likely to be operating a 53 week tax year. The fact that the 4th April is a Friday further increases the likelihood of normal weekly payrolls being affected.

If you operate a weekly Global 3000 Payroll and have not set the week 53 indicator in the pay group parameters in System Maintenance, please remember that Payroll will ask you to specify whether or not you are operating a 53 week tax year either when you attempt to enter holiday or suspension details that impact on the end of the tax year or when you attempt to close week 52.

Please take care to ensure that you set this parameter correctly as it affects fundamental payslip management and if set incorrectly can only be recovered by restoring your payroll data from an earlier back-up.