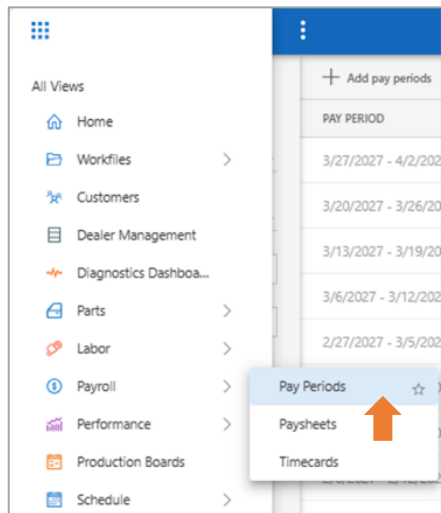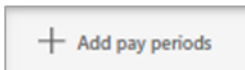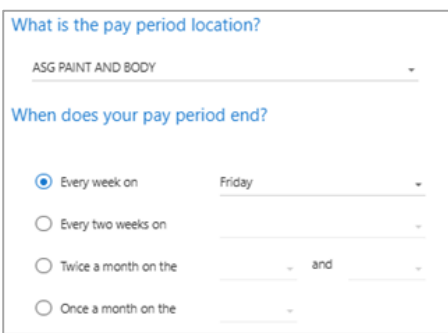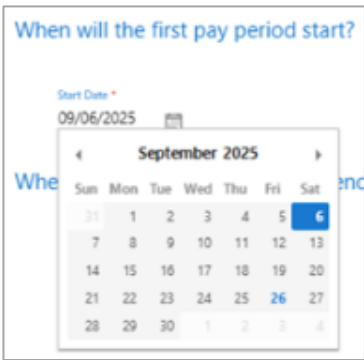# Payroll

Introduction

Pay Periods and Paysheets are being redirected to cccone.com. All existing features will be maintained with a modern refresh to their designs. Customers will also be able to access these pages through any internet-connected web browser, allowing users to work on pay periods and paysheets at home or on-the-go through smartphones and tablets.

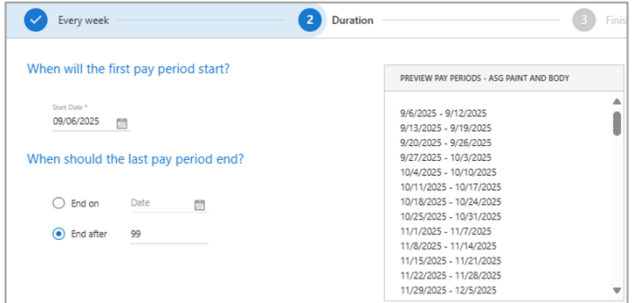This job aid discusses how to navigate Pay Periods and Paysheets in cccone.com.

**Create Pay
Periods**

Step	Action
1	Login to **cccone.com**, select the menu icon in the upper left corner, Payroll, and then **Pay Period.**
2	Select **Add pay periods**.
3	Select pay period **location**, **frequency**, and the **day** your pay period ends.
4	Select the **date** your pay period starts.
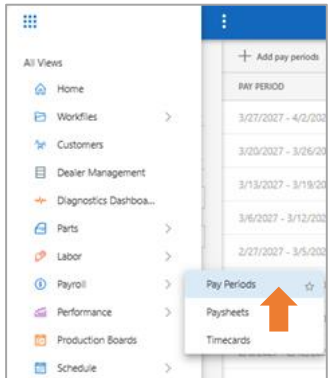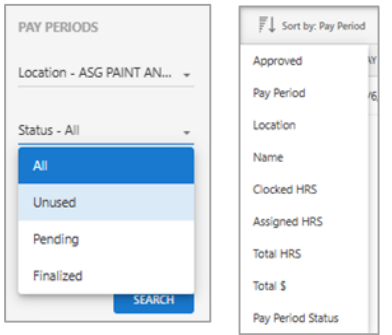
Create Pay Periods, Continued

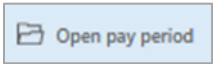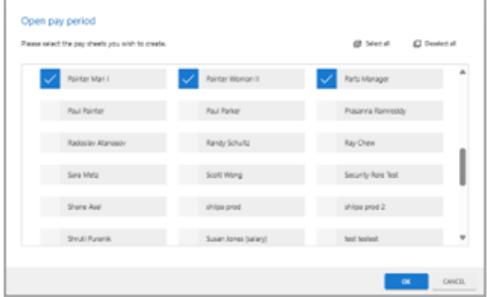| Step	Action
5	Enter the **date** when your last pay period will end or key in the number of **occurrences** to create multiple pay periods at once. If you don't expect any variance in your pay periods, we recommend keying in 99 so you can create a bunch at once.
6	Select **Next**.

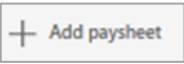### Open/Edit Pay Periods

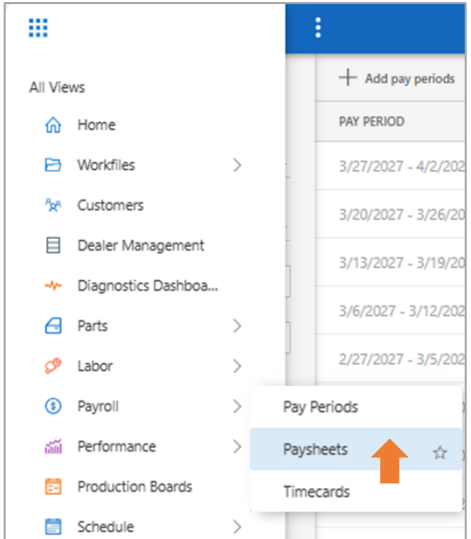| Step	Action
1	Select the **menu** icon in the upper left corner, **Payroll**, and then **Pay Periods**.
2	Optionally update the status filter and/or Sort By to locate your desired Pay Period.

Open/Edit Pay Periods,
Continued

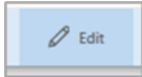| Step	Action
3	Select the Pay Period and select **Open Pay Period**. 🗀 Open pay period
4	Select the **employees** you wish to include in the Pay Period and select OK.
5	Select the **add paysheet button** at the top of the Pay Period to add additional employees. + Add paysheet

Edit Paysheets

Step	Action
1	Select the **menu** icon in the upper left corner, **Payroll**, then **Paysheets**.
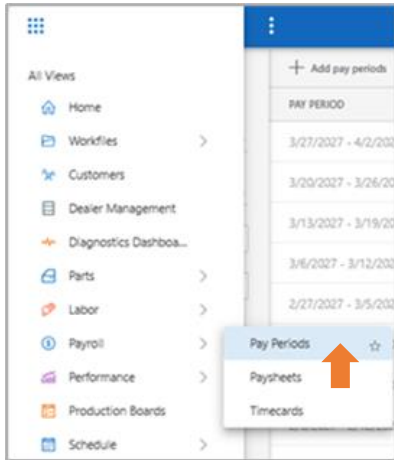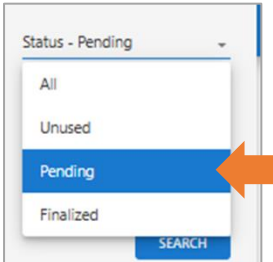
Payroll, Continued

Step	Action
2	Select the desired paysheet and select **edit**. Alternatively, you can also select the desired Paysheet from within the Pay Period and select **edit**.
3	Make any necessary paysheet **adjustments.**
4	Select **Save** in the bottom right corner.
5	Select **Approve** when you are finished updating the paysheet.
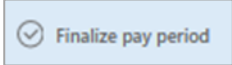
Finalize Pay Periods

Step	Action
1	Select the **menu** icon, **Payroll**, then **Pay Periods**.
2	Update the status filter to **Pending**.
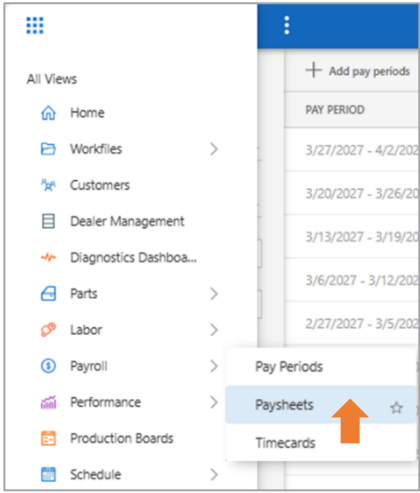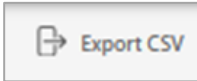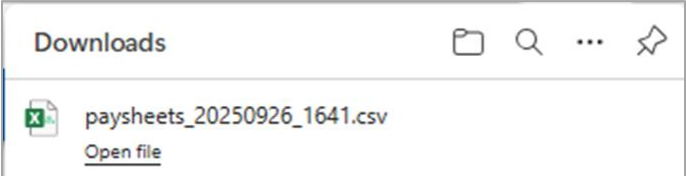
Payroll, Continued

Finalize Pay Periods,
Continued

Step	Action
3	Select the **Pending Pay Period**.
4	Select **Finalize**. ⊘ Finalize pay period
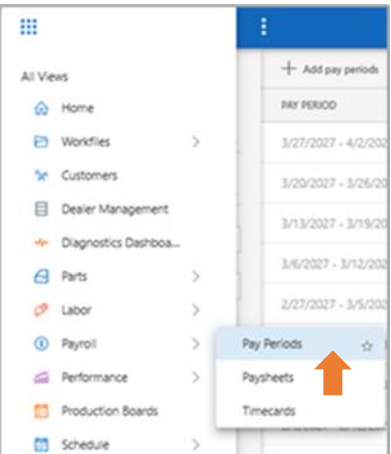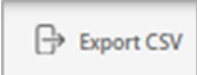
Export Paysheets to CSV

Step	Action
1	Select the **menu** icon in the upper left corner, Payroll, then **Paysheets**.
2	**Filter** to display the desired Paysheets on the page.
3	Select the **Export CSV** button. ⤷ Export CSV
4	A CSV containing all the Paysheet data on the page is **downloaded** to your device. Downloads — paysheets_20250926_1641.csv Open file

Payroll, Continued

Export Pay Period to CSV

Step	Action
1	Select the **menu** icon in the upper left corner, Payroll, then **Pay Periods**.
2	**Filter** to display the desired Pay Periods on the page.
3	Select the **Export CSV** button.
4	A CSV containing all the Pay Periods data on the page is **downloaded** to your device.