Purpose: To navigate to a list of the scheduled payroll check dates for the future in order to alert Payroll Partners personnel of any check dates that will need adjusted.

Procedure:

1. In Evolution Classic you will navigate to the following screen:
   a. Company > General > Calendar
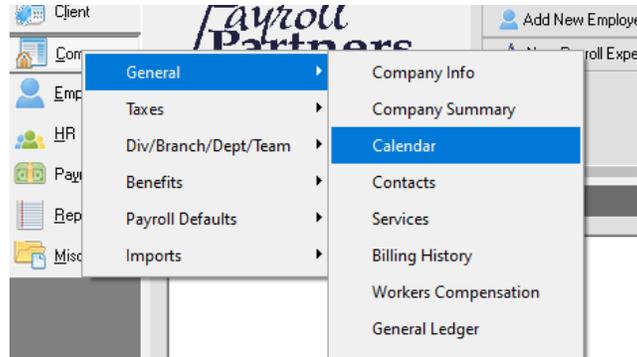
2. Left click on the 'View/Edit Calendar' button.
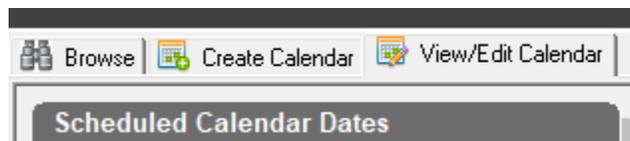
3. The 'Payroll' pane displayed in the center left of the screen will list all scheduled check dates that will (or have) occurred. Please scroll through to review the check dates for the coming period and alert a Payroll Partners team member for any changes that will need to occur to the schedule.