

# Payroll Schedule

- The following instructions are intended to serve as a guide when setting up your payroll schedules. The examples given may not reflect how your particular agency's payroll schedules will need to be created.
- If you have any questions regarding your agency's payroll and contract schedules please contact Employer Services at 334-517-7005, option 1, or by email at [Employer.Services@rsa-al.gov](mailto:Employer.Services@rsa-al.gov).

# Payroll Schedule

Under Reports, select Payroll Schedule

Select Plan Year 2023-2024

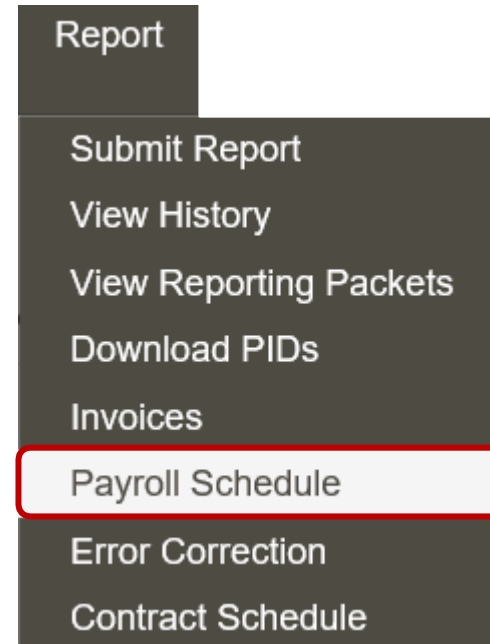
Select Frequency of Payroll

Select Initial Pay Date

Select Days in Arrears:










Arrears is the length of the delay between when the Employee worked (Pay Period End Date) and when they are paid for that work (Pay Date).

Select Generate



# Payroll Schedule

- Payroll schedules must be set up for each plan year for each type of payroll.
- Three components to the payroll schedule:
  - Pay date: The date the wages are paid
  - Pay period begin date: The first day of the pay period
  - Pay period end date: The last day of the pay period
- The dates in the payroll schedule must match the same dates used when reporting wages and employee contributions.

	Retirement System *	Plan Year *	Payroll Frequency *	Initial Pay Date *	Arrears *	Generate
 Action ▼	 Employees' Retirement System of Alabama	2023 - 2024	Monthly	11/09/2023	9 Days	
 Action ▼	 Employees' Retirement System of Alabama	2023 - 2024	Bi-Weekly	10/12/2023	6 Days	
	 Employees' Retirement System of Alabama	2022 - 2023	Monthly	11/10/2022	10 Days	
	 Employees' Retirement System of Alabama	2022 - 2023	Bi-Weekly	10/13/2022	6 Days	
	 Employees' Retirement System of Alabama	2021 - 2022	Monthly	05/12/2022	12 Days	
	 Employees' Retirement System of Alabama	2021 - 2022	Bi-Weekly	04/14/2022	6 Days	
	Employees' Retirement System of Alabama ▼	▼	▼		▼	 Generate

# Payroll Schedule

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A pay period is highlighted in yellow if it falls on a weekend or holiday.

If the pay date falls on a weekend or a holiday, it will be adjusted to the previous business day.

# Edit Payroll Schedules

		Retirement System *	Plan Year *	Payroll Frequency *	Initial Pay Date *	Arrears *	Generate				
Action ▾		Employees' Retirement System of Alabama	2023 - 2024	Monthly	11/09/2023	9 Days					
							Pay Date	Pay Period Begin Date	Pay Period End Date	Skip Report	
Action ▾							11/09/2023	10/01/2023	10/31/2023	<input type="checkbox"/>	
Action ▾							12/08/2023	11/01/2023	11/30/2023	<input type="checkbox"/>	
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Action ▾							10/09/2024	09/01/2024	09/30/2024	<input type="checkbox"/>	
Action ▾							<input type="text"/>	<input type="text"/>	<input type="text"/>		

To Edit a specific pay period:

- Select Action by the pay period you wish to change > Edit.
- Correct the dates to match your payroll schedules/dates.
- Select Action > Save Changes.
- These dates will not be able to be changed once contributions have been posted to that particular pay period.