

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.Servies@rsa-al.gov.

Payroll Schedule

Under Reports, select Payroll Schedule

Select Plan Year 2024-2025

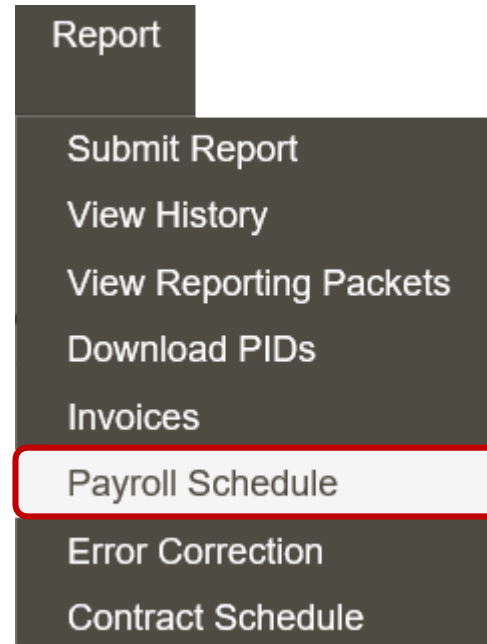
Select Frequency of Payroll

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	2024 - 2025	Bi-Weekly	10/04/2024	0 Days	
	 Employees' Retirement System of Alabama	2023 - 2024	Bi-Weekly	10/06/2023	0 Days	
	 Employees' Retirement System of Alabama	2022 - 2023	Bi-Weekly	10/07/2022	0 Days	
	Employees' Retirement System of Alabama ▾	▾	▾	<input type="text"/>	▾	 Generate

Payroll Schedule

Retirement System *		Plan Year *	Payroll Frequency *	Initial Pay Date *	Arrears *	Generate			
Action ▾	Employees' Retirement System of Alabama	2024 - 2025	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"/>
Action ▾						01/09/2024	12/01/2023	12/31/2023	<input type="checkbox"/>
Action ▾						02/09/2024	01/01/2024	01/31/2024	<input type="checkbox"/>
Action ▾						03/08/2024	02/01/2024	02/29/2024	<input type="checkbox"/>
Action ▾						04/09/2024	03/01/2024	03/31/2024	<input type="checkbox"/>
Action ▾						05/09/2024	04/01/2024	04/30/2024	<input type="checkbox"/>
Action ▾						06/07/2024	05/01/2024	05/31/2024	<input type="checkbox"/>
Action ▾						07/09/2024	06/01/2024	06/30/2024	<input type="checkbox"/>
Action ▾						08/09/2024	07/01/2024	07/31/2024	<input type="checkbox"/>
Action ▾						09/09/2024	08/01/2024	08/31/2024	<input type="checkbox"/>
Action ▾						10/09/2024	09/01/2024	09/30/2024	<input type="checkbox"/>
Action ▾						<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

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	2024 - 2025	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"/>
⚙️ Action ▾						01/09/2024	12/01/2023	12/31/2023	<input type="checkbox"/>
⚙️ Action ▾						02/09/2024	01/01/2024	01/31/2024	<input type="checkbox"/>
⚙️ Action ▾						03/08/2024	02/01/2024	02/29/2024	<input type="checkbox"/>
⚙️ Action ▾						04/09/2024	03/01/2024	03/31/2024	<input type="checkbox"/>
⚙️ Action ▾						05/09/2024	04/01/2024	04/30/2024	<input type="checkbox"/>
⚙️ Action ▾						06/07/2024	05/01/2024	05/31/2024	<input type="checkbox"/>
⚙️ Action ▾						07/09/2024	06/01/2024	06/30/2024	<input type="checkbox"/>
⚙️ Action ▾						08/09/2024	07/01/2024	07/31/2024	<input type="checkbox"/>
⚙️ Action ▾						09/09/2024	08/01/2024	08/31/2024	<input type="checkbox"/>
⚙️ Action ▾						10/09/2024	09/01/2024	09/30/2024	<input type="checkbox"/>
⚙️ Action ▾						<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

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.