

# 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 2025-2026

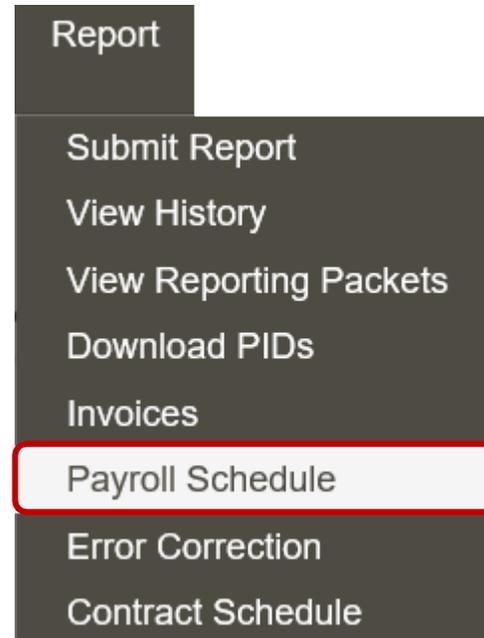
Select Frequency of Payroll

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



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- 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	2025 - 2026	Bi-Weekly	10/10/2025	6 Days	
	 Employees' Retirement System of Alabama	2024 - 2025	Bi-Weekly	10/11/2024	6 Days	
	 Employees' Retirement System of Alabama	2023 - 2024	Bi-Weekly	10/13/2023	6 Days	
	Employees' Retirement System of Alabama ▾	▾	▾	▾	▾	 Generate

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		Retirement System *	Plan Year *	Payroll Frequency *	Initial Pay Date *	Arrears *					
⚙️ Action ▾	☰	Employees' Retirement System of Alabama	2025 - 2026	Monthly	10/31/2025	0 Days					
					Pay Date	Pay Period Begin Date	Pay Period End Date	Retirement Report		RSA-1 Report	
								Skip Retirement Report	Report Status	Skip RSA-1 Report	RSA-1 Report Status
⚙️ Action ▾					10/31/2025	10/01/2025	10/31/2025	<input type="checkbox"/>		<input type="checkbox"/>	
⚙️ Action ▾					11/28/2025	11/01/2025	11/30/2025	<input type="checkbox"/>		<input type="checkbox"/>	
⚙️ Action ▾					12/31/2025	12/01/2025	12/31/2025	<input type="checkbox"/>		<input type="checkbox"/>	
⚙️ Action ▾					01/30/2026	01/01/2026	01/31/2026	<input type="checkbox"/>		<input type="checkbox"/>	
⚙️ Action ▾					02/27/2026	02/01/2026	02/28/2026	<input type="checkbox"/>		<input type="checkbox"/>	
⚙️ Action ▾					03/31/2026	03/01/2026	03/31/2026	<input type="checkbox"/>		<input type="checkbox"/>	
⚙️ Action ▾					04/30/2026	04/01/2026	04/30/2026	<input type="checkbox"/>		<input type="checkbox"/>	
⚙️ Action ▾					05/29/2026	05/01/2026	05/31/2026	<input type="checkbox"/>		<input type="checkbox"/>	
⚙️ Action ▾					06/30/2026	06/01/2026	06/30/2026	<input type="checkbox"/>		<input type="checkbox"/>	
⚙️ Action ▾					07/31/2026	07/01/2026	07/31/2026	<input type="checkbox"/>		<input type="checkbox"/>	
⚙️ Action ▾					08/31/2026	08/01/2026	08/31/2026	<input type="checkbox"/>		<input type="checkbox"/>	
⚙️ Action ▾					09/30/2026	09/01/2026	09/30/2026	<input type="checkbox"/>		<input type="checkbox"/>	
⚙️ Action ▾					<input type="text"/>	<input type="text"/>	<input type="text"/>				

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.

