- 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 <u>Employer.Servies@rsa-al.gov</u>.

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



- 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 * Ge	enerate
🌣 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

	Retirement System *	Plan Year *	Payroll Frequency *	Initial Pay Date *	Arrears *								
🌣 Action 👻 💻	Employees' Retirement System of Alabama	2025	Monthly	10/31/2025	0 Days								
		- 2026							Retirement	Report	RSA-1	Report	
						Pay Date	Pay Period Begin Date	Pay Period End Date	Skip Retirement Report	Report Status	Skip RSA-1 Report	RSA-1 Report Status	
					🌣 Action 👻	10/31/2025	10/01/2025	10/31/2025					
					🌣 Action 👻	11/28/2025	11/01/2025	11/30/2025					
					🌣 Action 👻	12/31/2025	12/01/2025	12/31/2025					
					🌣 Action 👻	01/30/2028	01/01/2028	01/31/2028					
					🌣 Action 👻	02/27/2028	02/01/2028	02/28/2028					
					🌣 Action 👻	03/31/2026	03/01/2026	03/31/2026					
					🌣 Action 👻	04/30/2028	04/01/2028	04/30/2028					
					🌣 Action 👻	05/29/2026	05/01/2028	05/31/2028					
						🌣 Action 👻	06/30/2026	06/01/2026	06/30/2026				
					🌣 Action 🗸	07/31/2026	07/01/2026	07/31/2028					
					🌣 Action 👻	08/31/2026	08/01/2026	08/31/2026					
					🌣 Action 👻	09/30/2026	09/01/2026	09/30/2026					
					🌣 Action 👻								

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

Initial Pay Arrears<sup>1</sup> Plan Payroll Retirement System Frequency Date \* Yea 10/31/2025 0 Days 2025 Monthly Employees 🌣 Action 👻 RSA-1 Report Retirement Report 2026 System of Pay Date Pay Pay Skip Report Skip RSA-1 Alabama Period Period Retirement Status RSA-1 Report Begin End Date Report Status Report Date 10/31/2025 10/01/2025 10/31/2025 🌣 Action 👻 11/28/2025 11/01/2025 11/30/2025 🌣 Action 👻 12/31/2025 12/01/2025 12/31/2025 🌣 Action 👻 01/30/2028 01/01/2028 01/31/2028 Action -02/28/2028 02/27/2028 02/01/2028 Action -03/01/2026 03/31/2026 03/31/2026 🌣 Action 👻 04/30/2026 04/01/2026 04/30/2026 🌣 Action 👻 05/01/2028 05/31/2028 05/29/2028 🌣 Action 👻 06/30/2026 06/01/2026 06/30/2026 Action -07/31/2028 07/01/2026 07/31/2026 🌣 Action 🗸 08/01/2026 08/31/2026 08/31/2026 Action -09/30/2026 09/01/2026 09/30/2026 🌣 Action 👻 🌣 Action 👻

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.