



Modernization Project Contract Schedule

Reminder

In preparation for our target Go-Live date of **April 1, 2019**, don't forget to practice creating a **Contract Schedule**! Our [Sandbox](#) environment is built for your agency to practice this *before* Go-Live.

This includes:

- How to Create a Contract Schedule
- How to Edit a Contract Schedule
- How to link a Payroll Schedule to a Contract Schedule



Important:

Even if you have been certified by our File Certification program, you still need to practice creating a Contract Schedule.

What is it? Since TRS employees work contracts of varying lengths, from 9 to 12 months, a contract schedule is needed to correctly calculate salary and service credit for TRS members.

Remember: Before an employer can create a Contract Schedule, a Payroll Schedule must first be created.

View our [Contract Schedule Guide](#) for more information on Contract Schedules.

Training

Please [click here](#) to view the following **training videos** for more information:



Contract Schedule

These videos cover:
How Create, Edit, and Delete a
Contract Schedule

Support

We would love to hear from you! For additional support, please contact an **Employer Services Representative**.

- Phone: 334-517-7005
- Email: employer.services@rsa-al.gov

Think you may have missed an e-mail from us? See all of our Employer Communications [here](#).