



Modernization Project Payroll Schedule

Reminder

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

This includes:

- How to Create a Payroll Schedule
- How to Edit a Payroll Schedule
- How to Delete a Payroll Schedule



Important:

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

What is it? A Payroll Schedule is a schedule created based on an employer's pay frequency, used to identify when employees are paid. The payroll schedule is needed to notify the RSA when contributions and/or wages are to be expected. A Payroll Schedule is **required** to submit any enrollment or contribution information.

Remember: The **Initial Pay Date** is the first pay date of the plan year. At Go-Live, employers will need to create payroll schedules picking up where your last CRA submission left off. (Example: The employer's last CRA file was submitted to the RSA on March 10, 2019, and it contained wages for the pay period ending January 31, 2019 (which were *paid* on February 20, 2019). In the new system, this employer will begin creating payroll schedules for the pay period starting February 1, 2019.

Can you have multiple payroll schedules?

- If there are multiple pay frequencies, employers should create a separate payroll schedule for each pay frequency.
- If there are multiple schedules with the same pay frequency, create them in chronological order (based on the Pay Period Begin Date).



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

Training

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



Payroll Schedule

These videos cover:
How to Create, Edit, and Delete
a Payroll 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](#).