

Payroll and Contract Schedules

- The following instructions are intended to serve as a guide when setting up your payroll and contract schedules. The examples given may not reflect how your particular agency's payroll and contract 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 2, or by email at Employer.Services@rsa-al.gov.

Payroll Schedule

Under Reports, select Payroll Schedule

Select Plan Year 2024-2025

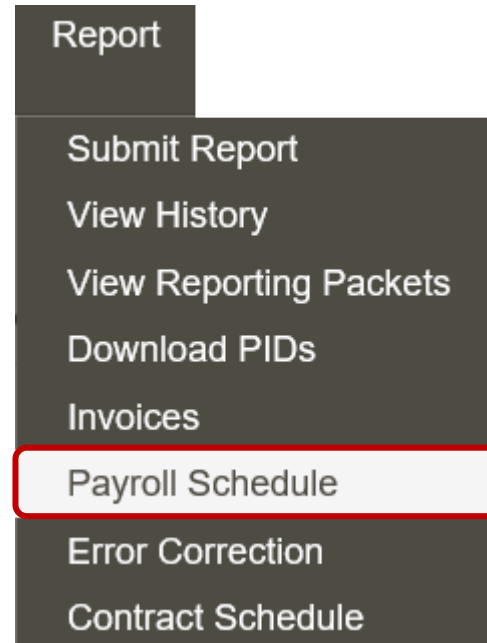
Select Frequency of Payroll

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 ▾	 Teachers' Retirement System of Alabama	2024 - 2025	Monthly	07/31/2024	0 Days	
	 Teachers' Retirement System of Alabama	2023 - 2024	Monthly	07/31/2023	0 Days	
	 Teachers' Retirement System of Alabama	2022 - 2023	Monthly	07/31/2022	0 Days	
	Teachers' Retirement System of Alabama ▾	▾	▾		▾	 Generate

Payroll Schedule

		Retirement System *	Plan Year *	Payroll Frequency *	Initial Pay Date *	Arrears *					Generate			
⚙️ Action ▾		Teachers' Retirement System of Alabama	2024 - 2025	Monthly	07/31/2024	0 Days								
							Pay Date	Pay Period Begin Date	Pay Period End Date	Skip Report				
⚙️ Action ▾							07/31/2024	07/01/2024	07/31/2024	<input type="checkbox"/>				
⚙️ Action ▾							08/30/2024	08/01/2024	08/31/2024	<input type="checkbox"/>				
⚙️ Action ▾							09/30/2024	09/01/2024	09/30/2024	<input type="checkbox"/>				
⚙️ Action ▾							10/31/2024	10/01/2024	10/31/2024	<input type="checkbox"/>				
⚙️ Action ▾							11/29/2024	11/01/2024	11/30/2024	<input type="checkbox"/>				
⚙️ Action ▾							12/31/2024	12/01/2024	12/31/2024	<input type="checkbox"/>				
⚙️ Action ▾							01/31/2025	01/01/2025	01/31/2025	<input type="checkbox"/>				
⚙️ Action ▾							02/28/2025	02/01/2025	02/28/2025	<input type="checkbox"/>				
⚙️ Action ▾							03/31/2025	03/01/2025	03/31/2025	<input type="checkbox"/>				
⚙️ Action ▾							04/30/2025	04/01/2025	04/30/2025	<input type="checkbox"/>				
⚙️ Action ▾							05/30/2025	05/01/2025	05/31/2025	<input type="checkbox"/>				
⚙️ Action ▾							06/30/2025	06/01/2025	06/30/2025	<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

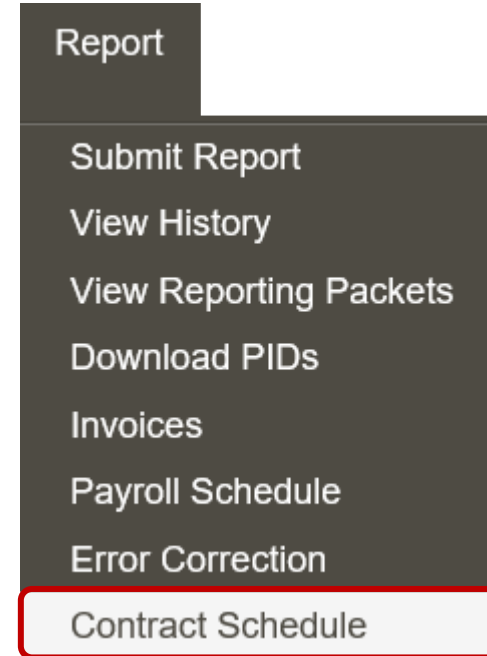
		Retirement System *	Plan Year *	Payroll Frequency *	Initial Pay Date *	Arrears *	Generate			
Action ▾		Teachers' Retirement System of Alabama	2024 - 2025	Monthly	07/31/2024	0 Days				
							Pay Date	Pay Period Begin Date	Pay Period End Date	Skip Report
Action ▾							07/31/2024	07/01/2024	07/31/2024	<input type="checkbox"/>
Action ▾							08/30/2024	08/01/2024	08/31/2024	<input type="checkbox"/>
Action ▾							09/30/2024	09/01/2024	09/30/2024	<input type="checkbox"/>
Action ▾							10/31/2024	10/01/2024	10/31/2024	<input type="checkbox"/>
Action ▾							11/29/2024	11/01/2024	11/30/2024	<input type="checkbox"/>
Action ▾							12/31/2024	12/01/2024	12/31/2024	<input type="checkbox"/>
Action ▾							01/31/2025	01/01/2025	01/31/2025	<input type="checkbox"/>
Action ▾							02/28/2025	02/01/2025	02/28/2025	<input type="checkbox"/>
Action ▾							03/31/2025	03/01/2025	03/31/2025	<input type="checkbox"/>
Action ▾							04/30/2025	04/01/2025	04/30/2025	<input type="checkbox"/>
Action ▾							05/30/2025	05/01/2025	05/31/2025	<input type="checkbox"/>
Action ▾							06/30/2025	06/01/2025	06/30/2025	<input type="checkbox"/>
Action ▾							<input type="text"/>	<input type="text"/>	<input type="text"/>	

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.

Contract Schedules

- Before setting up your contract schedules, you should know the different types of payroll contracts in your system and the beginning and ending dates for those contracts (e.g. 182 days, 2080 hours, etc).
- Select Report
- Select Contract Schedule
- Note that there are 4 grids



Contract Schedule Screen with all four grids.

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Employer Contracts					
		Plan Year *	Contract Description *	Begin Date *	End Date *
<input checked="" type="radio"/>	<input type="text" value="Action"/>	2024 - 2025	189 Teams Teachers	08/05/2024	06/04/2025
<input type="radio"/>	<input type="text" value="Action"/>	2024 - 2025	9 month (Teacher & Bus Drivers)	08/05/2024	05/28/2025
<input type="radio"/>	<input type="text" value="Action"/>	2024 - 2025	Lunchroom Workers 184 days (1288 hours)	07/31/2024	05/23/2025
<input type="radio"/>	<input type="text" value="Action"/>	2024 - 2025	Lunchroom Manager 185 days (1388)	07/29/2024	05/23/2025
<input type="radio"/>	<input type="text" value="Action"/>	2024 - 2025	10 month 202 days	07/25/2024	06/09/2025
<input type="radio"/>	<input type="text" value="Action"/>	2024 - 2025	11 month 222 days	07/11/2024	06/20/2025
<input type="radio"/>	<input type="text" value="Action"/>	2024 - 2025	12 month	07/01/2024	06/30/2025
<input type="radio"/>	<input type="text" value="Action"/>	2023 - 2024	189 Teams Teachers	08/02/2023	06/04/2024
<input type="radio"/>	<input type="text" value="Action"/>	2023 - 2024	9 month (Teacher & Bus Drivers)	08/02/2023	05/24/2024
<input type="radio"/>	<input type="text" value="Action"/>	2023 - 2024	Lunchroom Workers 184 days (1288 hours)	07/31/2023	05/23/2024
	<input type="text" value="Action"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1 2 3

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Employer Contract and Payroll Schedule		
	Payroll Schedule *	First Pay Period End Date *
<input type="text" value="Action"/>	Monthly, Initial Pay Date 07/31/2024, 0 days in arrears.	08/31/2024
<input type="text" value="Action"/>	<input type="text"/>	<input type="text"/>

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Employer Contract Units		
	Type of Units Worked *	Units Contracted *
<input type="text" value="Action"/>	Days	189
<input type="text" value="Action"/>	Hours	1,512
<input type="text" value="Action"/>	<input type="text"/>	<input type="text"/>

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Full Time Units per Pay Period				
	Plan Year	Contract Description	Payroll Schedule	Contract Length
<input type="text" value="Action"/>	2024 - 2025	189 Teams Teachers	Monthly, Initial Pay Date 07/31/2024, 0 days in arrears	189 Days
<input type="text" value="Action"/>	2024 - 2025	189 Teams Teachers	Monthly, Initial Pay Date 07/31/2024, 0 days in arrears	1,512 Hours

Contract Schedule – First Grid

- In the first grid, you will set up the plan year, individual contract descriptions, and provide the dates for your contracts.
 - Select Plan Year 2023-2024.
 - Name each contract something that best fits the true contract description.
 - Set up a 9-month contract and indicate the dates the work will be performed for that contract.
Note**You cannot have overlapping dates for your contracts.
 - You will need to set up separate contracts that have different begin and end dates.
Example: If you have multiple contracts under “9-month contracts” with different begin and end dates that have different contract units you will need to set up separate contracts schedules.
- If you have employees with the same number of contract units but have different begin and end dates, you will need to give the largest date frame for your Contract Schedule from beginning to end.
Example: You have 2 groups of employees who are contracted to work 182 days but have different begin and end dates. The date range will need to be the largest date frame.
- These dates will not be able to be changed once contributions have been posted to that particular contract schedule.
- Select Action to the left of the plan year then select Save.

Contract Schedule Second Grid

In the 2nd grid, a drop-down box is provided for you to connect your contract schedule to the payroll schedule.

If you have only one payroll schedule, you will see only one option in the drop-down box.

In this example, the first pay period end date is 8/31/2023 because the 9-month contract schedule begins on 8/02/2023.

Select Action then select Save.

Contract Schedule Third Grid

In the 3rd grid, you will enter your contract units that work under that particular contract schedule.

Units contracted should be full-time.

For example, you may have employees on this 9-month contract type who would be considered full-time if they work 182 days or 364 shifts.

Contract Schedule Fourth Grid

If your software provides the number of full-time units worked per month on your contribution file, you will not need to use the 4th grid. If it does not provide that information, you may enter it here. Currently, we are unaware of any TRS agencies that need to utilize the 4th grid but you should contact Employer Services if you think it may apply to your agency.