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.Servies@rsa-al.gov.

Payroll Schedule

Under Reports, select Payroll Schedule

Select Plan Year 2025-2026

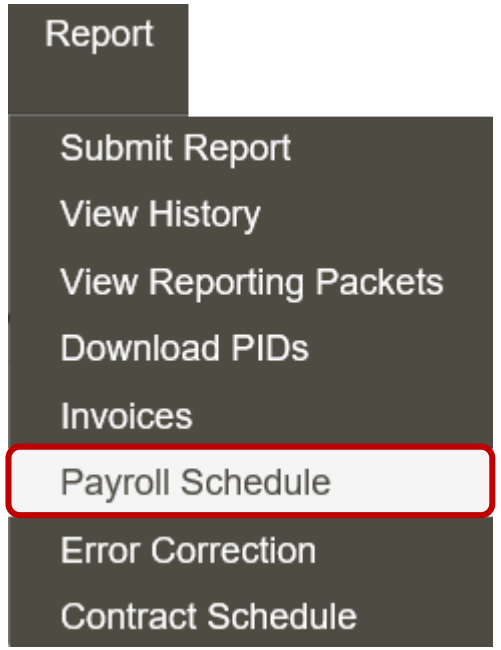
Select Frequency of Payroll

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



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	2025 - 2026	Monthly	07/31/2025	0 Days	
		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					Generate

Payroll Schedule

	Retirement System *	Plan Year *	Payroll Frequency *	Initial Pay Date *	Arrears *	Generate
Action	Teachers' Retirement System of Alabama	2025 - 2026	Monthly	07/31/2025	0 Days	

	Pay Date	Pay Period Begin Date	Pay Period End Date	Retirement Report: Skip Retirement Report	Retirement Report: Report Status	RSA-1 Report: Skip RSA-1 Report	RSA-1 Report: RSA-1 Report Status
Action	07/31/2025	07/01/2025	07/31/2025				
Action	08/29/2025	08/01/2025	08/31/2025				
Action	09/30/2025	09/01/2025	09/30/2025				
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	01/30/2026	01/01/2026	01/31/2026				
Action	02/27/2026	02/01/2026	02/28/2026				
Action	03/31/2026	03/01/2026	03/31/2026				
Action	04/30/2026	04/01/2026	04/30/2026				
Action	05/29/2026	05/01/2026	05/31/2026				
Action	06/30/2026	06/01/2026	06/30/2026				
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

	Retirement System *	Plan Year *	Payroll Frequency *	Initial Pay Date *	Arrears *	Generate
Action	Teachers' Retirement System of Alabama	2025 - 2026	Monthly	07/31/2025	0 Days	

				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	07/31/2025	07/01/2025	07/31/2025				
Action	08/29/2025	08/01/2025	08/31/2025				
Action	09/30/2025	09/01/2025	09/30/2025				
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	01/30/2026	01/01/2026	01/31/2026				
Action	02/27/2026	02/01/2026	02/28/2026				
Action	03/31/2026	03/01/2026	03/31/2026				
Action	04/30/2026	04/01/2026	04/30/2026				
Action	05/29/2026	05/01/2026	05/31/2026				
Action	06/30/2026	06/01/2026	06/30/2026				
Action							

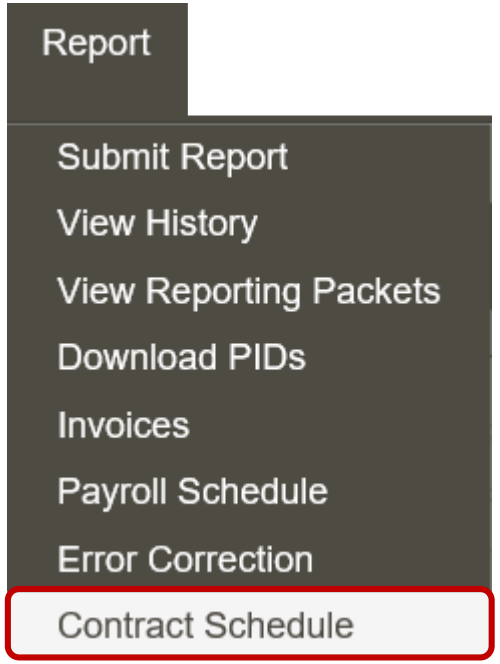
To Edit a specific pay period:

- 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.

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 *
Action	2025 - 2026	9 Month Non-Certified (aides, 183 cnp worker)	08/04/2025	05/23/2026
Action	2025 - 2026	9 Month Certified, CNP Managers 184, 185 days	08/01/2025	05/23/2026
Action	2025 - 2026	9 month Non Certified(cnp 180, 182 workers)	08/01/2025	05/22/2026
Action	2025 - 2026	9 Month Non-Certified (nurses, pre k aides)	07/26/2025	05/23/2026
Action	2025 - 2026	9.5 Month Contract	07/18/2025	05/30/2026
Action	2025 - 2026	10 Month Contract	07/17/2025	06/05/2026
Action	2025 - 2026	12 Month Contract	07/01/2025	06/30/2026
Action	2024 - 2025	9 Month Non-Certified (aides, 183 cnp worker)	08/01/2024	05/23/2025
Action	2024 - 2025	9 month Non Certified (cnp 180, 182 workers)	08/01/2024	05/22/2025
Action	2024 - 2025	9 Month Certified, CNP Managers 184, 185 days	07/31/2024	05/23/2025
Action				

1 2 3

2

Employer Contract and Payroll Schedule

	Payroll Schedule *	First Pay Period End Date *
Action	Monthly, Initial Pay Date 07/31/2025, 0 days in arrears.	08/31/2025
Action		

1

Employer Contract Units

3

	Type of Units Worked *	Units Contracted *
Action	Days	187
Action	Hours	1,496
Action		

1

Full Time Units per Pay Period

4

Plan Year	Contract Description	Payroll Schedule	Contract Length
2025 - 2026	9 Month Certified, CNP Managers 184, 185 days	Monthly, Initial Pay Date 07/31/2025, 0 days in arrears	187 Days
2025 - 2026	9 Month Certified, CNP Managers 184, 185 days	Monthly, Initial Pay Date 07/31/2025, 0 days in arrears	1,496 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 2025-2026.
  - 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 and different contract units, you will need to set up separate contract 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 8/31/2025 because the 9-month contract schedule begins on 8/01/2025.

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.