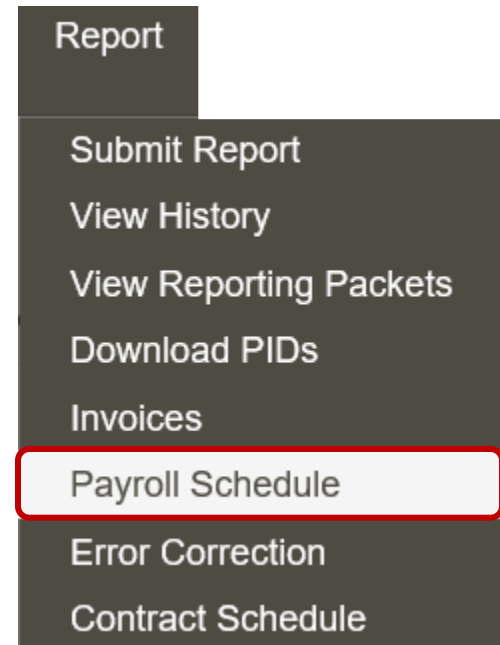


Payroll and Contract Schedules

- 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 2026-2027
- 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	2026 - 2027	Monthly	07/31/2026	0 Days
		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 ▼		▼	▼	▼	▼	 Generate

Payroll Schedule

		Retirement System *	Plan Year *	Payroll Frequency *	Initial Pay Date *	Arrears *						
<div> <div>⚙️ Action ▼</div> <div>☰</div> </div>		Teachers' Retirement System of Alabama	2026 - 2027	Monthly	07/31/2026	0 Days						
				Pay Date	Pay Period Begin Date	Pay Period End Date	Retirement Report		RSA-1 Report			
							Skip Retirement Report	Report Status	Skip RSA-1 Report	RSA-1 Report Status		
⚙️ Action ▼				07/31/2026	07/01/2026	07/31/2026	<input type="checkbox"/>		<input type="checkbox"/>			
⚙️ Action ▼				08/31/2026	08/01/2026	08/31/2026	<input type="checkbox"/>		<input type="checkbox"/>			
⚙️ Action ▼				09/30/2026	09/01/2026	09/30/2026	<input type="checkbox"/>		<input type="checkbox"/>			
⚙️ Action ▼				10/30/2026	10/01/2026	10/31/2026	<input type="checkbox"/>		<input type="checkbox"/>			
⚙️ Action ▼				11/30/2026	11/01/2026	11/30/2026	<input type="checkbox"/>		<input type="checkbox"/>			
⚙️ Action ▼				12/31/2026	12/01/2026	12/31/2026	<input type="checkbox"/>		<input type="checkbox"/>			
⚙️ Action ▼				01/29/2027	01/01/2027	01/31/2027	<input type="checkbox"/>		<input type="checkbox"/>			
⚙️ Action ▼				02/26/2027	02/01/2027	02/28/2027	<input type="checkbox"/>		<input type="checkbox"/>			
⚙️ Action ▼				03/31/2027	03/01/2027	03/31/2027	<input type="checkbox"/>		<input type="checkbox"/>			
⚙️ Action ▼				04/30/2027	04/01/2027	04/30/2027	<input type="checkbox"/>		<input type="checkbox"/>			
⚙️ Action ▼				05/28/2027	05/01/2027	05/31/2027	<input type="checkbox"/>		<input type="checkbox"/>			
⚙️ Action ▼				06/30/2027	06/01/2027	06/30/2027	<input type="checkbox"/>		<input type="checkbox"/>			
⚙️ Action ▼				<input type="text"/>	<input type="text"/>	<input type="text"/>						

- 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

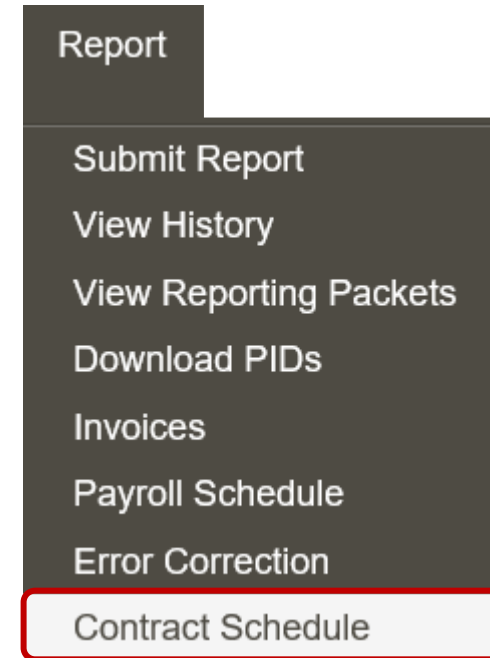
		Retirement System *	Plan Year *	Payroll Frequency *	Initial Pay Date *	Arrears *								
<div>⚙ Action ▾</div>		Teachers' Retirement System of Alabama	2026 - 2027	Monthly	07/31/2026	0 Days				Retirement Report		RSA-1 Report		
							Pay Date	Pay Period Begin Date	Pay Period End Date	Skip Retirement Report	Report Status	Skip RSA-1 Report	RSA-1 Report Status	
<div>⚙ Action ▾</div>							07/31/2026	07/01/2026	07/31/2026	<input type="checkbox"/>		<input type="checkbox"/>		
<div>⚙ Action ▾</div>							08/31/2026	08/01/2026	08/31/2026	<input type="checkbox"/>		<input type="checkbox"/>		
<div>⚙ Action ▾</div>							09/30/2026	09/01/2026	09/30/2026	<input type="checkbox"/>		<input type="checkbox"/>		
<div>⚙ Action ▾</div>							10/30/2026	10/01/2026	10/31/2026	<input type="checkbox"/>		<input type="checkbox"/>		
<div>⚙ Action ▾</div>							11/30/2026	11/01/2026	11/30/2026	<input type="checkbox"/>		<input type="checkbox"/>		
<div>⚙ Action ▾</div>							12/31/2026	12/01/2026	12/31/2026	<input type="checkbox"/>		<input type="checkbox"/>		
<div>⚙ Action ▾</div>							01/29/2027	01/01/2027	01/31/2027	<input type="checkbox"/>		<input type="checkbox"/>		
<div>⚙ Action ▾</div>							02/26/2027	02/01/2027	02/28/2027	<input type="checkbox"/>		<input type="checkbox"/>		
<div>⚙ Action ▾</div>							03/31/2027	03/01/2027	03/31/2027	<input type="checkbox"/>		<input type="checkbox"/>		
<div>⚙ Action ▾</div>							04/30/2027	04/01/2027	04/30/2027	<input type="checkbox"/>		<input type="checkbox"/>		
<div>⚙ Action ▾</div>							05/28/2027	05/01/2027	05/31/2027	<input type="checkbox"/>		<input type="checkbox"/>		
<div>⚙ Action ▾</div>							06/30/2027	06/01/2027	06/30/2027	<input type="checkbox"/>		<input type="checkbox"/>		
<div>⚙ Action ▾</div>							<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

1

Employer Contracts					
		Plan Year *	Contract Description *	Begin Date *	End Date *
<input type="radio"/>	 Action ▾	2026 - 2027	9-MONTH CONTRACT (184 DAYS/1472 HRS) LUNCHROOM WORKER	08/04/2026	05/21/2027
<input checked="" type="radio"/>	 Action ▾	2026 - 2027	9-MONTH CONTRACT (187 DAYS/1496 HRS) OTHER SUPPORT	08/01/2026	05/21/2027
<input type="radio"/>	 Action ▾	2026 - 2027	10-MONTH CONTRACT(202 DAYS)	07/24/2026	05/29/2027
<input type="radio"/>	 Action ▾	2026 - 2027	11-MONTH CONTRACT(212 DAYS)	07/17/2026	06/02/2027
<input type="radio"/>	 Action ▾	2026 - 2027	12-MONTH CONTRACT(240 DAYS)	07/01/2026	06/30/2027
<input type="radio"/>	 Action ▾	2025 - 2026	9-MONTH CONTRACT (187 DAYS/748 HRS) - Speech Path	09/02/2025	05/22/2026
<input type="radio"/>	 Action ▾	2025 - 2026	9-MONTH CONTRACT (182 DAYS/364 SHIFTS) BUS DRIVER	08/06/2025	05/22/2026
<input type="radio"/>	 Action ▾	2025 - 2026	9-MONTH CONTRACT (184 DAYS/1472 HRS) LUNCHROOM WORKER	08/04/2025	05/21/2026
<input type="radio"/>	 Action ▾	2025 - 2026	9-MONTH CONTRACT (189 DAYS) TEAMS	07/31/2025	05/27/2026
<input type="radio"/>	 Action ▾	2025 - 2026	9-MONTH CONTRACT (187 DAYS/1496 HRS) OTHER SUPPORT	07/31/2025	05/22/2026
	 Action ▾	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

1 2 3

Contract Schedule Screen

2

Employer Contract and Payroll Schedule

Payroll Schedule *		First Pay Period End Date *
Action ▾	Monthly, Initial Pay Date 07/31/2026, 0 days in arrears.	09/30/2026
Action ▾	<input type="text"/>	<input type="text"/>

1

3

Employer Contract Units

	Type of Units Worked *	Units Contracted *
Action ▾	Days	187
Action ▾	Hours	1,496
Action ▾	Shifts	364
Action ▾	<input type="text"/>	<input type="text"/>

1

4

Full Time Units per Pay Period

Plan Year	Contract Description	Payroll Schedule	Contract Length
2026 - 2027	9-MONTH CONTRACT (187 DAYS/1496 HRS) OTHER SUPPORT	Monthly, Initial Pay Date 07/31/2026, 0 days in arrears	187 Days
2026 - 2027	9-MONTH CONTRACT (187 DAYS/1496 HRS) OTHER SUPPORT	Monthly, Initial Pay Date 07/31/2026, 0 days in arrears	1,496 Hours
2026 - 2027	9-MONTH CONTRACT (187 DAYS/1496 HRS) OTHER SUPPORT	Monthly, Initial Pay Date 07/31/2026, 0 days in arrears	364 Shifts

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 2026-2027.
 - 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 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 8/31/2026 because the 9-month contract schedule begins on 8/03/2026.
- 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.