

Welcome to training on how to create a payroll schedule, edit an initial pay date, edit a specific pay period, skip a report, and delete a payroll schedule.

The Payroll Schedule contains critical information that must be provided by the Employer in order to enroll Employees or submit wage and contribution information.

The Payroll Schedule is used to assist Employers in ensuring contribution information is reported in a timely manner.

It is the Employer's responsibility to provide the payroll schedule to the RSA for a plan year using the **Payroll Schedule** screen.

The **Payroll Schedule** screen provides the ability to add, view, or edit Employer payroll schedules.

The Employer Payroll Schedule is determined by the frequency with which an Employer pays their Employees, as indicated by the specific dates for a plan year. Employers with ESS Administrative and Employer Reporting roles can submit and maintain payroll schedules.

Each payroll schedule only needs to be created once at the beginning of the plan year.

Separate payroll schedules should be added for each payroll frequency. It can be edited as needed.

### **How Do I Create a Payroll Schedule?**

To add a payroll schedule, navigate to the **Payroll Schedule** screen by clicking on **Report** and then selecting **Payroll Schedule**.

The Payroll Schedule screen displays.

Select the **Retirement System** from the drop down menu.

Select the **Plan Year** from the drop-down menu.

Select the **Payroll Frequency** from the drop-down menu. The Payroll Frequency is how often the Employees receive compensation. Separate payroll schedules should be added for each payroll frequency.

Enter the date in the **Initial Pay Date** field. The **Initial Pay Date** is the first pay date for the corresponding plan year.

Arrears is the length of the delay between when the Employee worked and when they are paid for that work.

Select **Days** from the drop-down menu.

Enter the number of days in the **Days** field.

Click **Generate**.

A new Pay Schedule is populated for the selected year with the Pay Dates, It includes the Pay Period Beginning and Ending Dates.

A Pay Period is highlighted in yellow if it falls on a holiday.

If the **Pay Date** falls on a weekend or holiday, it will be set to the previous business day. A message will be displayed to remind you of these changes.

### **How Do I Edit an Initial Paydate?**

To edit a payroll schedule, navigate to the **Payroll Schedule** screen by clicking on **Report** and then selecting **Payroll Schedule**.

Click on **Edit** next to the plan year you would like to edit.

Adjust the **Initial Pay Date** by entering in the new date.

Click **Generate**.

The new payroll schedule will be generated with the new initial pay date adjustment.

### **How Do I Edit a Specific Pay Period?**

To edit a payroll schedule, navigate to the **Payroll Schedule** screen by clicking on **Report** and then selecting **Payroll Schedule**.

Click on **Edit** next to the plan year you would like to edit.

To edit individual pay periods, click edit next to the pay period you would like to change.

Enter the new date.

Click **Save**.

The new date will be listed in the payroll schedule.

### **How Do I Skip a Report?**

To edit a payroll schedule, navigate to the **Payroll Schedule** screen by clicking on **Report** and then selecting **Payroll Schedule**.

Click on **Edit** next to the plan year you would like to edit.

Employers can indicate pay periods that will be skipped. Click **Edit** next to the pay period which should be skipped.

Employers can indicate pay periods that will be skipped. Click **Edit** next to that pay period.

Check the **Skip Report** check box.

Click **Save**.

The payroll schedule is updated, and the pay period that is being skipped is indicated by a checkmark next to it.

### **How Do I Delete a Payroll Schedule?**

To delete a payroll schedule, navigate to the **Payroll Schedule** screen by clicking on **Report** and then selecting **Payroll Schedule**.

Click on the red **X** next to the Plan Year you would like to delete. Only payroll schedules with future dates can be deleted.

The payroll schedule will be deleted and no longer be listed on the payroll schedule screen.

For additional information or assistance, please contact an Employer Services Representative (ESR) at 334-517-7005 or [employer.services@rsa-al.gov](mailto:employer.services@rsa-al.gov).