Payroll Schedules

What is a payroll schedule and why is it needed?
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 are to be expected.

Plan Year
TRS: July 01- June 30
ERS: October 1-September 30
***Payroll Schedules must be created at the beginning of each plan year.**

Payroll Frequency is how often the Employees receive compensation. Separate payroll schedules should be added for each payroll frequency.

The **Initial Pay Date** is the first pay date of the plan year. For Go-Live, employers will need to set their initial pay date as the **last** pay date **NOT** included in the last CRA submission.

The dates in the payroll schedule must match the same dates used when reporting wages and employee contributions.

*__The first payroll in DPAS must follow the last payroll submission in CRA.*__

- **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 or weekend.
- 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.
- Do not make any changes to the payroll schedule while an Enrollment or Contribution submission is in progress. You must void the submission before making any changes.

Note: If an employer reports Two Payroll Schedules with the same Payroll Frequency (as shown in the image), please create the Payroll Schedules in chronological order, i.e. create the one with the earlier pay period begin date first

Arrears is the length of the delay between the end of the pay period and the date the wages are paid for the pay period.

To input the amount of Arrears:
- Select Days from the drop-down menu.
- Enter the number of days in arrearage in the Days field.
- Click Generate

A **Supplemental Payroll** does not need to be created in the portal. Supplemental pay is to be reported with the **NEXT** main payroll.

Payroll Schedule

Retirement System *	Plan Year *	Payroll Frequency *	Initial Pay Date *	Arrears *
Teachers' Retirement System of Alabama	2018 - 2019	Monthly	03/31/2019	0 Days

	Pay Date	Pay Period Begin Date	Pay Period End Date	Skip Report
Action	03/29/2019	03/01/2019	03/31/2019	☐
Action	04/30/2019	04/01/2019	04/30/2019	☐
Action	05/31/2019	05/01/2019	05/31/2019	☐
Action	06/28/2019	06/01/2019	06/30/2019	☐
Action				

Retirement System	Plan Year	Payroll Frequency	Initial Pay Date	Arrears
Teachers' Retirement System of Alabama	2018 - 2019	Monthly	09/14/2018	14 Days

	Pay Date	Pay Period Begin Date	Pay Period End Date	Skip Report
Action	02/14/2019	01/01/2019	01/31/2019	☐
Action	03/14/2019	02/01/2019	02/28/2019	☐
Action	04/12/2019	03/01/2019	03/31/2019	☐
Action	05/14/2019	04/01/2019	04/30/2019	☐
Action	06/14/2019	05/01/2019	05/31/2019	☐
Action	07/12/2019	06/01/2019	06/30/2019	☐
Action				