

Occasionally, a school district that pays on a biweekly pay cycle, has a three-week pay period. This happens every few years in order to reset the pay periods. These pay periods are reflected through their school district's pay schedules.

Districts are now able to edit their payroll schedules to add a line for the three-week period and then extend a biweekly schedule from there without having to create a new schedule.

In order to manage a payroll schedule that needs a three-week cycle added, you must complete a number of steps.

If you are a district that has populated the payroll schedule and the three-week cycle needs to be added in the middle of the schedule, please call Employer Services so that we can delete the rows necessary to add the three-week cycle.

Below are the steps for managing a payroll schedule that needs a three-week cycle added:

1. Open the payroll schedule that needs the three-week cycle added, and click the Payroll Schedule ID.

Payroll Schedule Entry

[Previous Page Displayed.]								
Payroll Schedule								
Payroll Schedule defines th Contact SERS for any corre	Click the Payr open the sche	oll Sche edule.	edule ID	to	must be defined before submitting contribution files. Once the payroll schedule is submitted, it cannot be mo			
Payroll Schelule ID	Contribution Cycle Code	Regin Date	Frequency	Status	-			
7812	BWK0001	1/1/2018	Biweekly	Active				
774	MON0001	1/1/1980	Monthly	Active				
5371	MON0002	1/1/2017	Monthly	Active				
3447	SM00001	1/1/2017	Semi-monthly	Active				

- 2. Enter the new last **Payroll Schedule End Date** to extend your payroll schedule.
- 3. Click **Save**.
 - Do NOT hit populate.

Pd	yroll S	Payroll Schedule Maintenance						
[Selected item(s) deleted from the grid.]								
Sav	Save Refresh Confirm & Submit							
Pav	roll Schedu	ule Informa	tion					
,								
*	Payroll Schedule ID : 7812 *Payroll Schedule Begin Date : 01/01/2018			2018 *Payroll Sch	edule End Da	te: 06/30/2018		*First Pay Date : 01/15/2018
		*Freque	ncy : Biweek	dy Contribu	tion Cycle Co	de : BWK0001	7	-
				Payroll 5	Schedule Stat	us : Active 🗸		
				Populate				
Payı	roll Schedu	ule Details						
				_				
Ad	ld Row	Add 10 Row	Delete					
	Period Be	egin Date P	eriod End D	ate Pay Date/ Rep	orting Date			
	01/01/20	18 0	1/14/2018	01/15/2018				
	01/15/20	18 0	1/28/2018	01/29/2018				
	01/29/20	18 0	2/11/2018	02/12/2018				
	02/12/20	18 0	2/25/2018	02/26/2018				
	02/26/20	18 0	3/11/2018	03/12/2018				
	03/12/20	18 0	3/25/2018	03/26/2018				
	03/26/20	18 0	4/08/2018	04/09/2018				
	04/00/20	18 0	4/22/2018	04/23/2018				
	04/09/20							
	04/09/20	18 0	5/06/2018	05/07/2018				
	04/09/20	18 0 18 0	5/06/2018 5/20/2018	05/07/2018				
	04/09/20 04/23/20 05/07/20 05/21/20	18 0 18 0 18 0	5/06/2018 5/20/2018 6/03/2018	05/07/2018 05/21/2018 06/04/2018				

Once the Payroll Schedule End Date has been extended and the user has clicked Save, a row will need to be added to create the three-week pay cycle.

- 4. In the Payroll Schedule Details panel, click Add Row.
- 5. Enter in the dates for the three-week pay cycle.
- 6. Click Save.
- 7. Click **Populate**.

Payroll Schedule Maintenance

[Selected item(s) deleted from	the grid.]							
Save Refresh Confirm & Submit								
Payroll Schedule Information	Payroll Schedule Information							
Payroll Schedule ID : 7	812							
*Payroll Schedule Begin Date : 0	1/01/2018 *Payroll Schedule E	nd Date : 10/31/2018	First Pay Date : 01/15/2018					
*Frequency : Bi	iweekly Contribution Cyc	cle Code : BWK0001						
	Payroll Schedule	e Status : Active 🗸						
	Populate							
Payroll Schedule Details								
Add Row Add 10 Rows D	elete							
	Pariad Fad Pata	Dev Dete / Deerstine Dete						
	Period End Date	Pay Date/ Reporting Date						
01/01/2018	01/14/2018	01/15/2018						
01/15/2018	01/28/2018	01/29/2018						
01/29/2018	02/11/2018	02/12/2018						
02/12/2018	02/25/2018	02/26/2018						
02/26/2018	03/11/2018	03/12/2018						
03/12/2018	03/25/2018	03/26/2018						
03/26/2018	04/08/2018	04/09/2018						
04/09/2018	04/22/2018	04/23/2018						
04/23/2018	05/06/2018	05/07/2018						
05/07/2018	05/20/2018	05/21/2018	Enter the three-week pay					
05/21/2018	06/03/2018	06/04/2018	cycle into the new row.					
06/04/2018	06/17/2018	06/18/2018						
06/18/2018	07/08/2018	07/09/2018						

When the user clicks Populate, the remaining portion of the biweekly schedule will populate from the three-week cycle that was entered.

Sav	ve Refresh Confirm & Sul	bmit			
Pay	oll Schedule Information				
*1	Payroll Schedule ID : 781 Payroll Schedule Begin Date : 01/ *Frequency : Biw	2 01/2018 *Payroll Schedule End eekly Contribution Cycle Payroll Schedule S Populate	I Date : 10/31/2018 Code : BWK0001 Status : Active]	*First Pay Date : 01/15/2018
Payı	oll Schedule Details				
_					
	d Row Add 10 Rows Del Period Begin Date	Period End Date	Pay Date/ Reporting Date		
	01/01/2018	01/14/2018	01/15/2018		
	01/15/2018	01/28/2018	01/29/2018		
	01/29/2018	02/11/2018	02/12/2018		
	02/12/2018	02/25/2018	02/26/2018		
	02/26/2018	03/11/2018	03/12/2018		
	03/12/2018	03/25/2018	03/26/2018		
	03/26/2018	04/08/2018	04/09/2018		
	04/09/2018	04/22/2018	04/23/2018		
	04/23/2018	05/06/2018	05/07/2018		
	05/07/2018	05/20/2018	05/21/2018		
	05/21/2018	06/03/2018	06/04/2018		
	06/04/2018	06/17/2018	06/18/2018		
	06/18/2018	07/08/2018	07/09/2018		
	07/09/2018	07/22/2018	07/23/2018		
	07/23/2018	08/05/2018	08/06/2018		The remaining parties
	08/06/2018	08/19/2018	08/20/2018		the schedule will
	08/20/2018	09/02/2018	09/03/2018		populate from the thre
	09/03/2018	09/16/2018	09/17/2018		week cycle that was entered manually by th
		00,70,2010			user.
	09/17/2018	09/30/2018	10/01/2018	'	
	10/01/2018	10/14/2018	10/15/2018		
	10/15/2018	10/28/2018	10/29/2018	J	

As with any extended payroll schedule, please review the Pay Date / Reporting Date slots that were populated. Remember, eSERS does not recognize weekends or holidays. Once a user hits **Confirm & Submit**, no further changes can be made.

- 8. Once the schedule has been reviewed, click **Save**.
- 9. Click Confirm & Submit.

Payroll Schedule Maintenance

Msg ID : 8 [All changes successfully saved.]							
Save Refresh Confirm & Submit							
Payroll Schedule Information							
Payroll Schedule ID : 7812 *Payroll Schedule Begin Date : 01/01/2018 *Frequency : Biweekly Date : 10/31/2018 *First Pay Date : 0 Contribution Cycle Code : BWK0001 Payroll Schedule Status : Active							
Payroll Schedule Details							
	Id Row Add 10	Rows Delete					
	Period Begin Date	e Period End Date	Pay Date/ Reporting Date				
	01/01/2018	01/28/2018	01/15/2018				
	01/15/2018	02/11/2018	02/12/2018				
	02/12/2018	02/25/2018	02/12/2018				
	02/25/2010	02/11/2018	02/12/2018				
	02/12/2010	03/11/2010	03/12/2018				
	03/25/2010	04/09/2019	04/09/2018				
	04/09/2018	04/22/2018	04/23/2018				
	04/23/2018	05/06/2018	05/07/2018				
	05/07/2018	05/20/2018	05/21/2018				
	05/21/2018	06/03/2018	06/04/2018				
	06/04/2018	06/17/2018	06/18/2018				
	06/18/2018	07/08/2018	07/09/2018				
	07/09/2018	07/22/2018	07/23/2018				
	07/23/2018	08/05/2018	08/06/2018				
	08/06/2018	08/19/2018	08/20/2018				
	08/20/2018	09/02/2018	09/03/2018				
	09/03/2018	09/16/2018	09/17/2018				
	09/17/2018	09/30/2018	10/01/2018				
	10/01/2018	10/14/2018	10/15/2018				
	10/15/2018	10/28/2018	10/29/2018				