



HOW TO: Extend a Payroll Schedule

If a payroll schedule is nearing its end date, you can simply extend that payroll schedule rather than create a new one.

Please Note: If you have a biweekly pay cycle, but you need to the reset the pay periods with a three-week pay period, please download the eSERS *How To: Manage Payroll Schedules for a Three-week Pay Period*.

There are two ways to extend a schedule: the System Populated Extension option and the Manual Entry for “Other” Frequency option.

Option One: System Populated Extension. This applies to all frequency types except “Other.”

To populate the new earning periods and Pay Date / Reporting Date slots, open the schedule that is nearing its end, then follow the steps listed below in the red box at the right:

Payroll Schedule Maintenance

Msg ID : 8 [All changes successfully saved.]

Save **Refresh** **Confirm & Submit**

Payroll Schedule Information

Payroll Schedule ID : 5438
*Payroll Schedule Begin Date : 08/01/2016 *Payroll Schedule End Date : 06/30/2017 *First Pay Date : 08/15/2016
*Frequency : Biweekly Contribution Cycle Code : BWK0002
Payroll Schedule Status : Active

Populate

Payroll Schedule Details

Add Row **Add 10 Rows** **Delete**

| <input type="checkbox"/> | Period Begin Date | Period End Date | Pay Date/ Reporting Date |
|--------------------------|-------------------|-----------------|--------------------------|
| <input type="checkbox"/> | 08/01/2016 | 08/14/2016 | 08/15/2016 |
| <input type="checkbox"/> | 08/15/2016 | 08/28/2016 | 08/29/2016 |
| <input type="checkbox"/> | 08/29/2016 | 09/11/2016 | 09/12/2016 |
| <input type="checkbox"/> | 09/12/2016 | 09/25/2016 | 09/26/2016 |
| <input type="checkbox"/> | 09/26/2016 | 10/09/2016 | 10/10/2016 |
| <input type="checkbox"/> | 10/10/2016 | 10/23/2016 | 10/24/2016 |
| <input type="checkbox"/> | 10/24/2016 | 11/06/2016 | 11/07/2016 |
| <input type="checkbox"/> | 11/07/2016 | 11/20/2016 | 11/21/2016 |
| <input type="checkbox"/> | 11/21/2016 | 12/04/2016 | 12/05/2016 |
| <input type="checkbox"/> | 12/05/2016 | 12/18/2016 | 12/19/2016 |

- Steps:**
1. Enter the new “**Payroll Schedule End Date.**” It cannot be more than 13 months in the future.
 2. Click “**Save.**”
 3. Click “**Populate.**” New earnings periods and Pay Date / Reporting Date slots appear in the Payroll Schedule Details panel.
 4. Review the populated dates.
 5. Click “**Save.**”
 6. Click “**Confirm & Submit.**”

Please Note: Make sure you review the dates that have populated. Once you click “Confirm & Submit,” you cannot make any more corrections.

Remember too, the system does NOT recognize weekends or holidays. If a Pay Date / Reporting Date falls on either of those, you must manually correct the date.

Once submitted, the schedule becomes “read-only.” A payroll schedule is not allowed to be extended more than 13 months into the future.

A user needs to extend the schedule only as the end date approaches.

Payroll Schedule Maintenance

Msg ID : 8 [All changes successfully saved.]

Payroll Schedule Information

Payroll Schedule ID : 5438

*Payroll Schedule Begin Date : 08/01/2016 *Payroll Schedule End Date : 06/30/2017  *First Pay Date : 08/15/2016

*Frequency : Biweekly Contribution Cycle Code : BWK0002

Payroll Schedule Status : Active

Payroll Schedule Details

| <input type="checkbox"/> | Period Begin Date | Period End Date | Pay Date/ Reporting Date |
|--------------------------|-------------------|-----------------|--------------------------|
| <input type="checkbox"/> | 08/01/2016 | 08/14/2016 | 08/15/2016 |
| <input type="checkbox"/> | 08/15/2016 | 08/28/2016 | 08/29/2016 |
| <input type="checkbox"/> | 08/29/2016 | 09/11/2016 | 09/12/2016 |
| <input type="checkbox"/> | 09/12/2016 | 09/25/2016 | 09/26/2016 |
| <input type="checkbox"/> | 09/26/2016 | 10/09/2016 | 10/10/2016 |
| <input type="checkbox"/> | 10/10/2016 | 10/23/2016 | 10/24/2016 |
| <input type="checkbox"/> | 10/24/2016 | 11/06/2016 | 11/07/2016 |
| <input type="checkbox"/> | 11/07/2016 | 11/20/2016 | 11/21/2016 |
| <input type="checkbox"/> | 11/21/2016 | 12/04/2016 | 12/05/2016 |
| <input type="checkbox"/> | 12/05/2016 | 12/18/2016 | 12/19/2016 |
| <input type="checkbox"/> | 12/19/2016 | 01/01/2017 | 01/02/2017 |

Option Two: Manual Entry for “Other” Frequency

In this option, you must add empty fields, then enter the “Period Begin” and “Period End” dates, along with a “Pay Date / Reporting Date.” To complete this option, follow the steps listed below in the red box at the right:

Payroll Schedule Maintenance

[New row added to the grid.]

Save **Refresh** **Confirm & Submit**

Payroll Schedule Information

Payroll Schedule ID : 6605
*Payroll Schedule Begin Date : 01/22/2017 **Payroll Schedule End Date : 08/31/2017** *First Pay Date : 02/28/2017
*Frequency : Other Contribution Cycle Code : OTH0003
Number of Rows : 5 Payroll Schedule Status : Active

Populate

Payroll Schedule Details

Add Row **Add 10 Rows** **Delete**

| <input type="checkbox"/> | Period Begin Date | Period End Date | Pay Date / Reporting Date |
|--------------------------|-------------------|-----------------|---------------------------|
| <input type="checkbox"/> | 01/22/2017 | 02/04/2017 | 02/28/2017 |
| <input type="checkbox"/> | 02/05/2017 | 02/18/2017 | 03/15/2017 |
| <input type="checkbox"/> | 02/19/2017 | 03/11/2017 | 03/30/2017 |
| <input type="checkbox"/> | 03/12/2017 | 03/25/2017 | 04/13/2017 |
| <input type="checkbox"/> | 03/26/2017 | 04/08/2017 | 04/28/2017 |
| <input type="checkbox"/> | 04/09/2017 | 04/30/2017 | 05/05/2017 |
| <input type="checkbox"/> | 05/01/2017 | | |
| <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | | |

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- Steps:**
1. Enter the new “Payroll Schedule End Date.”
 2. Click “Save.”
 3. Click either “Add Row” or “Add 10 Rows.”
 4. Enter new dates in the “Period Begin Date” and “Period End Dates” slots, along with the new dates in the “Pay Date / Reporting Dates” slots.
 5. Click “Save.”
 6. Click “Confirm & Submit.” Once you “Confirm & Submit” the payroll schedule, you cannot make any more corrections.

Tip: You can add singular row(s) by clicking the “Add Row” button. You can delete one or multiple rows by clicking the checkbox next to the row, and then clicking “Delete.”

Once submitted, the schedule becomes “read-only.” A payroll schedule is not allowed to be extended to more than 13 months into the future.

A user needs to extend the schedule only as the end date approaches.

Payroll Schedule Maintenance

Msg ID : 8 [All changes successfully saved.]

Save

Refresh

Confirm & Submit

Payroll Schedule Information

Payroll Schedule ID : 6605

*Payroll Schedule Begin Date : 01/22/2017

*Payroll Schedule End Date : 08/31/2017

*First Pay Date : 02/28/2017

*Frequency : Other

Contribution Cycle Code : OTH0003

Number of Rows : 5

Payroll Schedule Status : Active

Populate

Payroll Schedule Details

Add Row

Add 10 Rows

Delete

| <input type="checkbox"/> | Period Begin Date | Period End Date | Pay Date/ Reporting Date |
|--------------------------|-------------------|-----------------|--------------------------|
| <input type="checkbox"/> | 01/22/2017 | 02/04/2017 | 02/28/2017 |
| <input type="checkbox"/> | 02/05/2017 | 02/18/2017 | 03/15/2017 |
| <input type="checkbox"/> | 02/19/2017 | 03/11/2017 | 03/30/2017 |
| <input type="checkbox"/> | 03/12/2017 | 03/25/2017 | 04/13/2017 |
| <input type="checkbox"/> | 03/26/2017 | 04/08/2017 | 04/28/2017 |
| <input type="checkbox"/> | 04/09/2017 | 04/30/2017 | 05/05/2017 |
| <input type="checkbox"/> | 05/01/2017 | 05/14/2017 | 05/26/2017 |
| <input type="checkbox"/> | 05/15/2017 | 05/28/2017 | 06/01/2017 |
| <input type="checkbox"/> | 05/29/2017 | 06/09/2017 | 06/15/2017 |