HOW TO:
Manage Payroll Schedules for a Three-week Pay Period

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 Payroll Schedule ID to open the schedule.

...must be defined before submitting contribution files. Once the payroll schedule is submitted, it cannot be modified.

New

	Payroll Schedule ID	Contribution Cycle Code	Begin 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	SMO0001	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.

Payroll Schedule Maintenance

[Selected item(s) deleted from the grid.]

Save | Refresh | Confirm & Submit

Payroll Schedule Information

Payroll Schedule ID : 7812
*Payroll Schedule Begin Date : 01/01/2018   *Payroll Schedule End Date : 06/30/2018   *First Pay Date : 01/15/2018
*Frequency : Biweekly   Contribution Cycle Code : BWK0001
Payroll Schedule Status : Active

Populate

Payroll Schedule Details

Add Row | Add 10 Rows | Delete

	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

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 ID : 7812
*Payroll Schedule Begin Date : 01/01/2018 *Payroll Schedule End Date : 10/31/2018 *First Pay Date : 01/15/2018
*Frequency : Biweekly Contribution Cycle Code : BWK0001
Payroll Schedule Status : Active

Populate

Payroll Schedule Details

| Add Row | Add 10 Rows | Delete |

	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
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☐	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

Enter the three-week pay cycle into the new row.

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

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

Payroll Schedule Information

Payroll Schedule ID : 7812
*Payroll Schedule Begin Date : 01/01/2018   *Payroll Schedule End Date : 10/31/2018   📅   *First Pay Date : 01/15/2018
*Frequency : Biweekly   Contribution Cycle Code : BWK0001
Payroll Schedule Status : Active ▾

Populate

Payroll Schedule Details

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

☐	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
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☐	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 📅

The remaining portion of the schedule will populate from the three-week cycle that was entered manually by the user.

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

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☐	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