

When there is a special pay that does not fall within your current payroll schedule, a new payroll schedule needs to be created. This schedule can be used solely for the special pays that you have throughout the year.

You will continue to extend this special pay schedule with each new special pay. In order to create a special payroll schedule, you must complete the following steps.

## **Create a New Schedule:**

- 1. Click "Payroll Schedule Entry."
- 2. On the Payroll Schedule Entry screen, click "New."

Employer Demographics

Contacts / Web User Maintenance

Contractor Maintenance

Payroll Schedule Entry

Payrol	oll Schedule								
Payroll Contac New	Schedule defines the part of the part of the second s	ay periods for which the men	nber works and	gets paid. All pa	yroll schedules r				
	Payroll Schedule ID	Contribution Cycle Code	Begin Date	Frequency	Status 🔒				
	<u>128</u>	MON0001	01/01/1980	Monthly	Active				
	<u>4398</u>	OTH0002	01/01/2017	Other	Active				
	<u>4534</u>	BWK0001	01/20/2017	Biweekly	Active				



- 3. Enter:
  - Payroll Schedule Begin Date
  - Payroll Schedule End Date
  - First Pay Date
  - Frequency (for special pays, you would choose 'Other')
  - Number of Rows (enter 1)
- 4. Click "Save."
- 5. Click "Populate."

Save Refresh Confirm & Submit	1							
Payroll Schedule Information								
Payroll Schedule ID : * Payroll Schedule Begin Date : * Frequency :	Payroll Schedule End Date :     Other     Contribution Cycle Code :	• First Pay Date :						
Number of Rows :	Payroll Schedule Status : Populate	<b>Please Note:</b> The Payroll Schedule Begin and End Dates cannot be the same.						
Payroll Schedule Detail       Add Row     Add 10 Rows       Delete								

- 6. Re-enter the Pay Date under the Payroll Schedule Details panel.
- 7. Click "Save."
- 8. Click "Confirm & Submit."

Save Refresh Confirm & Submit								
Payroll Schedule Information								
Payroll Schedule ID : • Payroll Schedule Begin Date : • Frequency : Number of Rows :	10353 06/26/2023 Other	* Payroll Schedule End Date : Contribution Cycle Code : Payroll Schedule Status :	DTH0008 Active	• First Pay Date: 06/27/2023				
Payroll Schedule Details				, v				
Payroll Schedule Detail Add Row Add 10 Rows De	lete							
Period Begin Date           06/26/2023         ➡         06	Period End Date Pay Date							

## **Extending the Special Pay Schedule**

For each special pay that your district encounters, you will use the same payroll schedule. Simply add the new pay cycle to the schedule.

## Steps:

- 1. Change the **Payroll Schedule End Date**.
  - This date will be the new end date for the special pay you are going to report.
- 2. Click "Add Row" (enter 1).
- 3. Type in the new period begin and end dates for the special pay along with the new pay date.
- 4. Click "Save."
- 5. Click "Confirm & Submit."

New row added to the grid								
Save Refresh Confirm & Submit								
Payroll Schedule Information	×							
Payroll Schedule ID: 10353								
* Payroll Schedule Begin Date: 06/26/2023	* Payroll Schedule End Date : 07/12/2023							
• Frequency: Other	Contribution Cycle Code: 0TH0008							
Number of Rows :	Payroll Schedule Status : Active							
Payroll Schedule Details	×							
Payroll Schedule Detail								
Add Row Add 10 Rows Delete								
Period Begin Date Period End Date Pay Date								
06/26/2023 06/27/2023 06/27/2023								
07/11/2023								



**Tip:** Payroll schedule end date may be extended up to 13 months; then, each time you have a special pay, you just need to add a row with the new pay period and pay date. **Do not create a new schedule.**