



HOW TO

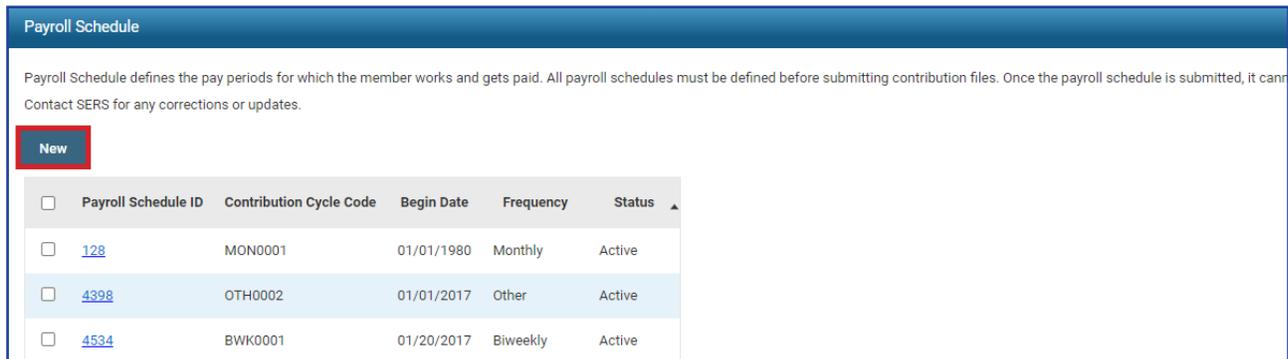
Special Pay

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."



Tip: Do not create a new Pay Schedule for each new Special Pay.

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."

Payroll Schedule Information

Payroll Schedule ID :

* Payroll Schedule Begin Date :

* Payroll Schedule End Date :

* First Pay Date :

* Frequency : Other

Contribution Cycle Code :

Number of Rows :

Payroll Schedule Status :

Populate

Please Note: The Payroll Schedule Begin and End Dates cannot be the same.

Payroll Schedule Details

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."

Payroll Schedule Information

Payroll Schedule ID : 10353

* Payroll Schedule Begin Date : 06/26/2023

* Payroll Schedule End Date : 06/27/2023

* First Pay Date : 06/27/2023

* Frequency : Other

Contribution Cycle Code : OTH0008

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
<input type="checkbox"/> 06/26/2023	<input type="checkbox"/> 06/27/2023	<input type="text"/>

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

* First Pay Date : 06/27/2023

* Frequency : Other

Contribution Cycle Code : OTH0008

Number of Rows :

Payroll Schedule Status : Active

Payroll Schedule Details

Payroll Schedule Detail

Add Row Add 10 Rows Delete

<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date
<input type="checkbox"/>	06/26/2023	06/27/2023	06/27/2023
<input type="checkbox"/>	07/11/2023	07/12/2023	07/12/2023



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.**