



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

Payroll Schedule defines the pay periods for which the member works and gets paid. All payroll schedules must be defined before submitting contribution files. Once the p
Contact SERS for any corrections or updates.

New

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<input type="checkbox"/>	Payroll Schedule ID	Contribution Cycle Code	Begin Date	Frequency	Status
<input type="checkbox"/>	128	MON0001	01/01/1980	Monthly	Active
<input type="checkbox"/>	4398	OTH0002	01/01/2017	Other	Active
<input type="checkbox"/>	4534	BWK0001	01/20/2017	Biweekly	Active
<input type="checkbox"/>	4926	BWK0002	01/15/2017	Biweekly	Active

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

Payroll Schedule Entry > Payroll Schedule Maintenance > X <← Displaying page 2 of 2 >→

[All changes successfully cancelled.]

Save Refresh Confirm & Submit

Payroll Schedule Information

Payroll Schedule ID : 4926

• Payroll Schedule Begin Date : 01/15/2017

• Payroll Schedule End Date : 06/30/2024

• First Pay Date : 02/03/2017

• Frequency : Biweekly

Contribution Cycle Code : BWK0002

Payroll Schedule Status : Active

Populate

Payroll Schedule Details

Payroll Schedule Detail

Add Row Add 10 Rows Delete

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<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date
<input type="checkbox"/>	12/10/2023	12/23/2023	12/29/2023

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 Entry > Payroll Schedule Maintenance > X <← Displaying page 2 of 2 >→

[All changes successfully saved.]

Save Refresh Confirm & Submit

Payroll Schedule Information

Payroll Schedule ID : 4926

• Payroll Schedule Begin Date : 01/15/2017

• Payroll Schedule End Date : 06/30/2024

• First Pay Date : 02/03/2017

• Frequency : Biweekly

Contribution Cycle Code : BWK0002

Payroll Schedule Status : Active

Populate

Payroll Schedule Details

Payroll Schedule Detail

Add Row Add 10 Rows Delete

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<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date
<input type="checkbox"/>	12/10/2023	12/23/2023	12/29/2023
<input type="checkbox"/>	12/24/2023	01/14/2024	01/19/2024

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

Payroll Schedule Information

Payroll Schedule ID : 4926

• Payroll Schedule Begin Date : 01/15/2017

• Payroll Schedule End Date : 03/03/2024

• Frequency : Biweekly

• First Pay Date : 02/03/2017

Contribution Cycle Code : BWK0002

Payroll Schedule Status : Active

Populate


Payroll Schedule Details

Payroll Schedule Detail

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

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<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date
<input type="checkbox"/>	12/10/2023	12/23/2023	12/29/2023
<input type="checkbox"/>	12/24/2023	01/14/2024	01/19/2024
<input type="checkbox"/>	01/15/2024	01/28/2024	02/03/2024
<input type="checkbox"/>	01/29/2024	02/11/2024	02/17/2024
<input type="checkbox"/>	02/12/2024	02/25/2024	03/02/2024
<input type="checkbox"/>	02/26/2024	03/10/2024	03/16/2024



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 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.”

Note: If you need to make a correction after clicking “Confirm & Submit,” please contact Employer Services.

The screenshot shows a web application interface for managing payroll schedules. At the top, a message states "[All changes successfully saved.]". Below this are three buttons: "Save", "Refresh", and "Confirm & Submit".

The "Payroll Schedule Information" section displays the following details:

- Payroll Schedule ID: 4926
- Payroll Schedule Begin Date: 01/15/2017
- Payroll Schedule End Date: 06/30/2024
- First Pay Date: 02/03/2017
- Frequency: Biweekly
- Contribution Cycle Code: BWK0002
- Payroll Schedule Status: Active

A "Populate" button is located below the information fields.

The "Payroll Schedule Details" section shows a table of schedule entries. The table has columns for "Period Begin Date", "Period End Date", and "Pay Date". There are five rows of data, each with a checkbox in the first column.

<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date
<input type="checkbox"/>	12/10/2023	12/23/2023	12/29/2023
<input type="checkbox"/>	12/24/2023	01/14/2024	01/19/2024
<input type="checkbox"/>	01/15/2024	01/28/2024	02/03/2024
<input type="checkbox"/>	01/29/2024	02/11/2024	02/17/2024
<input type="checkbox"/>	02/12/2024	02/25/2024	03/02/2024