



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 its school district's pay schedules.

There are a couple options for addressing a three-week pay period.

Option One:

This applies to school districts that are aware of a three-week pay period prior to extending their payroll schedules.

Option Two:

This applies to school districts that become aware of a three-week pay period in the middle of their current pay schedule.

OPTION ONE

When a school district is aware that there is a three-week pay period prior to extending the payroll schedule, the district will need to:

- Extend the current pay schedule to the last period end date prior to the three-week pay period.
- Create another pay schedule with the frequency type of "Other" for the three-week pay period.
- Create a new payroll schedule to cover the remaining pay periods for the fiscal year; this is the schedule that will be used once the three-week pay period is completed.

To extend your current payroll schedule:

1. Enter the last **Payroll Schedule End Date** PRIOR to the three week pay period.
2. Click **Save**.
3. Click **Populate**.
4. Check your Pay Date/Reporting Dates to make sure they do not fall on a weekend or a holiday.
5. Click **Save**.
6. Click **Confirm & Submit**.

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

Payroll Schedule Information

Payroll Schedule ID : 6603
*Payroll Schedule Begin Date : 06/03/2017 *Payroll Schedule End Date : 09/12/2017 X
*Frequency : Biweekly Contribution Cycle Code : BWK0001 *First Pay Date : 06/16/2017
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"/>	06/03/2017	06/16/2017	06/16/2017
<input type="checkbox"/>	06/17/2017	06/30/2017	06/30/2017
<input type="checkbox"/>	07/01/2017	07/14/2017	07/14/2017
<input type="checkbox"/>	07/15/2017	07/28/2017	07/28/2017
<input type="checkbox"/>	07/29/2017	08/11/2017	08/11/2017
<input type="checkbox"/>	08/12/2017	08/25/2017	08/25/2017
<input type="checkbox"/>	08/26/2017	09/08/2017	09/08/2017
<input type="checkbox"/>	09/09/2017	09/22/2017	09/22/2017
<input type="checkbox"/>	09/23/2017	10/06/2017	10/06/2017
<input type="checkbox"/>	10/07/2017	10/20/2017	10/20/2017
<input type="checkbox"/>	10/21/2017	11/03/2017	11/03/2017
<input type="checkbox"/>	11/04/2017	11/17/2017	11/17/2017
<input type="checkbox"/>	11/18/2017	12/01/2017	12/01/2017
<input type="checkbox"/>	12/02/2017	12/15/2017	12/15/2017
<input type="checkbox"/>	12/16/2017	12/29/2017	12/29/2017
<input type="checkbox"/>	12/30/2017	01/12/2018	01/12/2018

To create an “other” payroll schedule for the three-week pay periods:

1. Enter the **Payroll Schedule Begin Date** for the first three-week pay.
2. Enter the **Payroll Schedule End Date**, which is the date that this payroll schedule will end (in this example we have two, three-week periods in a row).
3. Enter the **First Pay Date**.
4. Enter the **Number of Rows** (since we have two, three-week periods, we are entering “2”).
5. Click **Save**.
6. Click **Populate**.

Payroll Schedule Maintenance

Msg ID : 8 [All changes successfully saved.]

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

Payroll Schedule Information

Payroll Schedule ID : 6606

Payroll Schedule Begin Date : 01/13/2018 Payroll Schedule End Date : 02/23/2018 First Pay Date : 02/02/2018

*Frequency : Other Contribution Cycle Code : OTH0004

Number of Rows : 2 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"/>	01/13/2018		
<input type="checkbox"/>		02/23/2018	

7. Fill in the remaining dates for your pay periods.
8. Click **Save**.
9. Click **Confirm & Submit**.

Payroll Schedule Maintenance

Msg ID : 8 [All changes successfully saved.]

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

Payroll Schedule Information

Payroll Schedule ID : 6606

*Payroll Schedule Begin Date : 01/13/2018 *Payroll Schedule End Date : 02/23/2018 *First Pay Date : 02/02/2018

*Frequency : Other Contribution Cycle Code : OTH0004

Number of Rows : 2 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"/>	01/13/2018	02/02/2018	02/02/2018
<input type="checkbox"/>	02/03/2018	02/23/2018	02/23/2018

What Happens Next?

A new payroll schedule will need to be created to cover the remaining pay periods for the fiscal year. This will be the payroll schedule that will be used once the three-week pay is completed.

OPTION TWO

When your three-week pay period occurs within the regular pay schedule, the district will need to:

- Terminate the current pay schedule after you have reported and paid the last pay cycle PRIOR to the three-week pay period.
- Create another pay schedule with the frequency type of “Other” for the three-week pay period.
- Create a new payroll schedule to cover the remaining pay periods for the fiscal year; this is the payroll schedule that will be used once the three-week pay is completed.

To terminate the payroll schedule:

1. Click the **Payroll Schedule Status** and choose **Terminate**.

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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"/>	06/03/2017	06/16/2017	06/16/2017
<input type="checkbox"/>	06/17/2017	06/30/2017	06/30/2017
<input type="checkbox"/>	07/01/2017	07/14/2017	07/14/2017
<input type="checkbox"/>	07/15/2017	07/28/2017	07/28/2017
<input type="checkbox"/>	07/29/2017	08/11/2017	08/11/2017
<input type="checkbox"/>	08/12/2017	08/25/2017	08/25/2017
<input type="checkbox"/>	08/26/2017	09/08/2017	09/08/2017
<input type="checkbox"/>	09/09/2017	09/22/2017	09/22/2017
<input type="checkbox"/>	09/23/2017	10/06/2017	10/06/2017
<input type="checkbox"/>	10/07/2017	10/20/2017	10/20/2017
<input type="checkbox"/>	10/21/2017	11/03/2017	11/03/2017
<input type="checkbox"/>	11/04/2017	11/17/2017	11/17/2017
<input type="checkbox"/>	11/18/2017	12/01/2017	12/01/2017
<input type="checkbox"/>	12/02/2017	12/15/2017	12/15/2017
<input type="checkbox"/>	12/16/2017	12/29/2017	12/29/2017
<input type="checkbox"/>	12/30/2017	01/12/2018	01/12/2018
<input type="checkbox"/>	01/13/2018	01/26/2018	01/26/2018
<input type="checkbox"/>	01/27/2018	02/09/2018	02/09/2018

To create an “other” payroll schedule for the three-week pay periods:

1. Enter the **Payroll Schedule Begin Date** for the first three-week pay.
2. Enter the **Payroll Schedule End Date**; this is the date this payroll schedule ends (in this example we have two, three-week periods in a row).
3. Enter the **First Pay Date**.
4. Enter the **Number of Rows** (since we have two, three-week periods, we are entering “2”).
5. Click **Save**.
6. Click **Populate**.

Payroll Schedule Maintenance
Msg ID : 8 [All changes successfully saved.]

Buttons: Save, Refresh, Confirm & Submit

Payroll Schedule Information

Payroll Schedule ID : 6606
*Payroll Schedule Begin Date : 01/13/2018
*Payroll Schedule End Date : 02/23/2018
*First Pay Date : 02/02/2018
*Frequency : Other
Contribution Cycle Code : OTH0004
Number of Rows : 2
Payroll Schedule Status : Active

Populate

Payroll Schedule Details

Buttons: Add Row, Add 10 Rows, Delete

<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date/ Reporting Date
<input type="checkbox"/>	01/13/2018		
<input type="checkbox"/>		02/23/2018	

7. Fill in the remaining dates for your pay periods.
8. Click Save.
9. Click **Confirm & Submit**.

Payroll Schedule Maintenance
Msg ID : 8 [All changes successfully saved.]

Buttons: Save, Refresh, Confirm & Submit

Payroll Schedule Information

Payroll Schedule ID : 6606
*Payroll Schedule Begin Date : 01/13/2018
*Payroll Schedule End Date : 02/23/2018
*First Pay Date : 02/02/2018
*Frequency : Other
Contribution Cycle Code : OTH0004
Number of Rows : 2
Payroll Schedule Status : Active

Populate

Payroll Schedule Details

Buttons: Add Row, Add 10 Rows, Delete

<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date/ Reporting Date
<input type="checkbox"/>	01/13/2018	02/02/2018	02/02/2018
<input type="checkbox"/>	02/03/2018	02/23/2018	02/23/2018

What Happens Next?

A new payroll schedule will need to be created to cover the remaining pay periods for the fiscal year. This will be the payroll schedule that will be used once the three-week pay is completed.