



HOW TO: Extend a Payroll Schedule

If a payroll schedule is nearing its end date, you will extend that payroll schedule rather than create a new one.

Please Note: If you have a biweekly pay cycle, but you need to the reset the pay periods with a three-week pay period, please download the eSERS How To: *Manage Payroll Schedules for a Three-week Pay Period*.

There are two ways to extend a schedule: the System Populated Extension option and the Manual Entry for “Other” Frequency option.

Payroll Schedule Entry

[Record displayed]

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 payroll schedule is submitted, it cannot be modified. Contact SERS for any corrections or updates.

Payroll Schedule ID	Contribution Cycle Code	Begin Date	Frequency	Status
4628	SM00001	05/01/2017	Semi-monthly	Active

Click the **Payroll Schedule ID** to open the Schedule.

Option One: System Populated Extension. This applies to all frequency types except “Other.”

To populate the new earning periods and Pay Date slots, open the schedule that is nearing its end, then follow the steps listed below in the red box at the right:

Payroll Schedule Maintenance

Msg ID : 8 [All changes successfully saved.]

Save Refresh Confirm & Submit

Payroll Schedule Information

Payroll Schedule ID : 4345

*Payroll Schedule Begin Date : 02/01/2017 *Payroll Schedule End Date : 06/30/2019 *First Pay Date : 02/15/2018

*Frequency : Semi-monthly Contribution Cycle Code : SM00001

*First Semi-Monthly End Date : 15 Payroll Schedule Status : Active

*Second Semi-Monthly End Date : End of Month

Populate

Payroll Schedule Details

Add Row Add 10 Rows Delete

Period Begin Date	Period End Date	Pay Date
05/01/2018	05/15/2018	05/15/2018
05/16/2018	05/31/2018	05/31/2018
06/01/2018	06/15/2018	06/15/2018
06/16/2018	06/30/2018	06/29/2018
07/01/2018	07/15/2018	07/15/2018
07/16/2018	07/31/2018	07/31/2018
08/01/2018	08/15/2018	08/15/2018

- Steps:**
1. Enter the new **Payroll Schedule End Date**. It cannot be more than 13 months in the future.
 2. Click **Save**.
 3. Click **Populate**. New earnings periods and Pay Date slots appear in the Payroll Schedule Details panel.
 4. Review the populated dates.
 5. Click **Save**.
 6. Click **Confirm & Submit**.

Please Note: Make sure you review the dates that have populated. Once you click “Confirm & Submit,” you cannot make any more corrections.

Remember too, the system does NOT recognize weekends or holidays. If a Pay Date falls on either of those, you must manually correct the date.

Once submitted, the schedule becomes “read-only.” A payroll schedule is not allowed to be extended more than 13 months into the future.

A user needs to extend the schedule only as the end date approaches.

Payroll Schedule Maintenance

Msg ID : 8 [All changes successfully saved.]

Payroll Schedule Information

Payroll Schedule ID : 4345

*Payroll Schedule Begin Date : 02/01/2017 *Payroll Schedule End Date : 06/30/2019 *First Pay Date : 02/15/2017

*Frequency : Semi-monthly Contribution Cycle Code : SMO0001

*First Semi-Monthly End Date : 15 Payroll Schedule Status : Active ▼

*Second Semi-Monthly End Date : End of Month

Payroll Schedule Details

1 2

<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date
<input type="checkbox"/>	05/01/2018	05/15/2018	05/15/2018
<input type="checkbox"/>	05/16/2018	05/31/2018	05/31/2018
<input type="checkbox"/>	06/01/2018	06/15/2018	06/15/2018
<input type="checkbox"/>	06/16/2018	06/30/2018	06/29/2018
<input type="checkbox"/>	07/01/2018	07/15/2018	07/15/2018
<input type="checkbox"/>	07/16/2018	07/31/2018	07/31/2018
<input type="checkbox"/>	08/01/2018	08/15/2018	08/15/2018
<input type="checkbox"/>	08/16/2018	08/31/2018	08/31/2018

Option Two: Manual Entry for “Other” Frequency

In this option, you must add empty fields, then enter the “Period Begin” and “Period End” dates, along with a “Pay Date.” To complete this option, follow the steps listed below in the red box at the right:

Payroll Schedule Maintenance

[New row added to the grid.]

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

Payroll Schedule Information

Payroll Schedule ID : 5635
*Payroll Schedule Begin Date : 02/01/2017 *Payroll Schedule End Date : 12/31/2017 *First Pay Date : 02/28/2017
*Frequency : Other Contribution Cycle Code : OTH0004
Number of Rows : Payroll Schedule Status : Active

Payroll Schedule Details

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

<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date
<input type="checkbox"/>	02/01/2017	02/28/2017	02/28/2017
<input type="checkbox"/>	03/01/2017	03/10/2017	03/12/2017
<input type="checkbox"/>	03/11/2017	03/21/2017	03/22/2017
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Steps:

1. Enter the new **Payroll Schedule End Date**.
2. Click **Save**.
3. Click either **Add Row** or **Add 10 Rows**.
4. Enter new dates in the **Period Begin Date** and **Period End Dates** slots, along with the new dates in the **Pay Date** slots.
5. Click **Save**.
6. Click **Confirm & Submit**. Once you Confirm & Submit the payroll schedule, you cannot make any more corrections.

Tip: You can add singular row(s) by clicking the “Add Row” button. You can delete one or multiple rows by clicking the checkbox next to the row, and then clicking “Delete.”



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

Once submitted, the schedule becomes “read-only.” A payroll schedule is not allowed to be extended to more than 13 months into the future.

A user needs to extend the schedule only as the end date approaches.

Payroll Schedule Maintenance

Msg ID : 8 [All changes successfully saved.]

Payroll Schedule Information

Payroll Schedule ID : 5635

*Payroll Schedule Begin Date : 02/01/2017 *Payroll Schedule End Date : 12/31/2017 *First Pay Date : 02/28/2017

*Frequency : Other Contribution Cycle Code : OTH0004

Number of Rows : | Payroll Schedule Status : Active ▾

Payroll Schedule Details

<input type="checkbox"/>	Period Begin Date	Period End Date	Pay Date
<input type="checkbox"/>	02/01/2017	02/28/2017	02/28/2017
<input type="checkbox"/>	03/01/2017	03/10/2017	03/12/2017
<input type="checkbox"/>	03/11/2017	03/21/2017	03/22/2017