

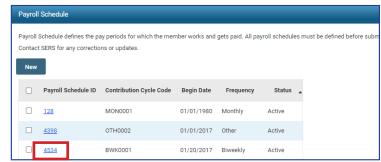
# Extend a Payroll Schedule

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.

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

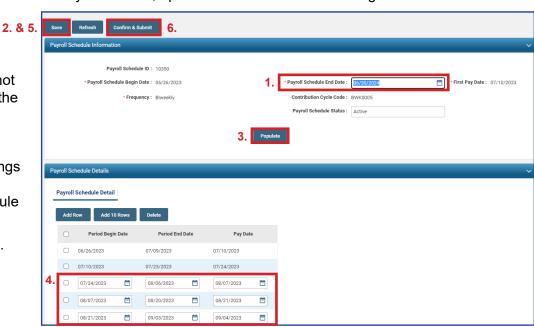


## Option One: System Populated Extension. This applies to all frequency types except "Other."

To populate the new earning periods and Pay Date slots, open the schedule that is nearing its end.

#### Steps:

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



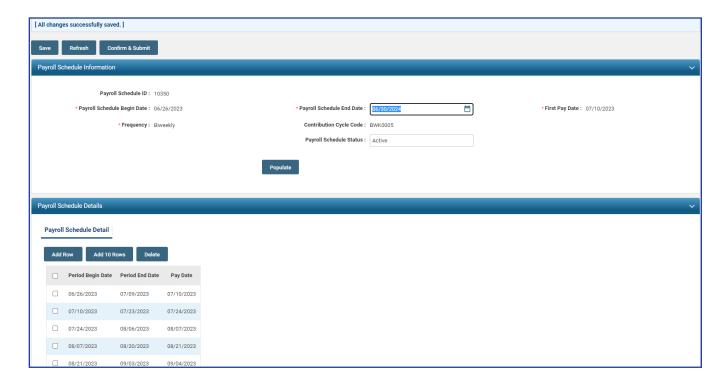
EMP-7003 Rev. 7/2023 Page 1 of 4

**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.

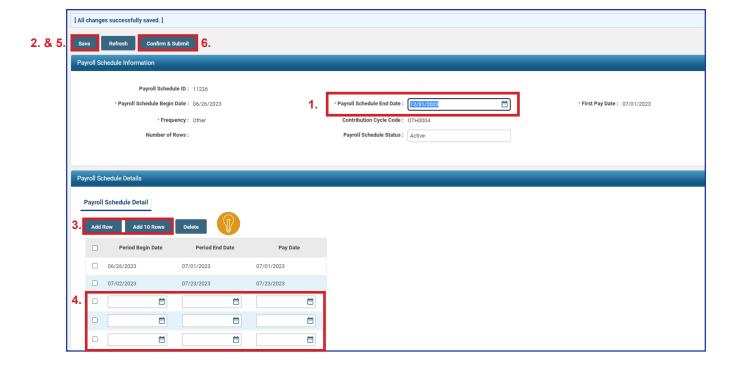


### **Option Two: Manual Entry for "Other" Frequency**

In this option, you must add empty fields, then enter the "Period Begin" and "Period End" dates, along with a "Pay Date."

#### 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."

EMP-7003 Rev. 7/2023 Page 3 of 4

**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.

