Extend a Payroll Schedule

HOW TO

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:

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.

[All changes successfully saved.]						

Save	Refresh	Confirm & Submit

Payroll Schedule Information

Payroll Schedule ID : 10350

* Payroll Schedule Begin Date : 06/26/2023   * Payroll Schedule End Date : 06/30/2024   * First Pay Date : 07/10/2023

* Frequency : Biweekly   Contribution Cycle Code : BWK0005

Payroll Schedule Status : Active

Populate

Payroll Schedule Details

Payroll Schedule Detail

Add Row	Add 10 Rows	Delete

	Period Begin Date	Period End Date	Pay Date
☐	06/26/2023	07/09/2023	07/10/2023
☐	07/10/2023	07/23/2023	07/24/2023
☐	07/24/2023	08/06/2023	08/07/2023
☐	08/07/2023	08/20/2023	08/21/2023
☐	08/21/2023	09/03/2023	09/04/2023

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."

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.

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