



Enter school year pay dates

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[Payroll > Tables > Pay Dates](#)

Enter pay dates for the new school year and click **Save**.

These dates must equal the pay dates in your accrual calendar(s) except for the August accrual calculation run date (August 31).

The screenshot shows a software interface for managing accrual calendars. At the top, there is a green header bar with a home icon, the text 'Tables > Accrual Calendars', and a 'Payroll' dropdown menu. Below the header, there is a 'Save' button. The main content area is titled 'ACCRUAL CALENDAR' and contains two sub-sections. The left sub-section has 'Retrieve' and 'Print' buttons and a table with the following data:

Delete	Details	Accrual Code	Total Days Worked
		A	187.0
		B	207.0

The right sub-section has a table with the following data:

Delete	Pay Date	Days Worked
	09-25-2025	<input type="text" value="41.00"/>
	10-24-2025	<input type="text" value="22.00"/>
	11-25-2025	<input type="text" value="15.00"/>
	12-19-2025	<input type="text" value="15.00"/>
	01-23-2026	<input type="text" value="20.00"/>
	02-25-2026	<input type="text" value="19.00"/>
	03-25-2026	<input type="text" value="17.00"/>
	04-24-2026	<input type="text" value="21.00"/>
	05-25-2026	<input type="text" value="17.00"/>
	06-25-2026	<input type="text" value="0.00"/>
	07-24-2026	<input type="text" value="0.00"/>
	08-25-2026	<input type="text" value="0.00"/>

Both tables have an 'Add' button at the bottom right.