



## 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 web application interface for entering school year pay dates. At the top, there is a green navigation bar with a home icon, the text 'Tables > Pay Dates', and a 'Payroll' dropdown menu. Below the navigation bar is a 'Save' button. Underneath, there is a 'Start Pay Date' field with the value '09-25-2025' and two buttons: 'Retrieve' and 'Print'. The main content area contains a table with the following columns: Delete, Details, School Year, Pay Date, Begin Date, End Date, TRS Month, TWC Quarter, and Print Alternate Address. The table lists 12 rows of data for the school year 2026. The first row is highlighted in green. At the bottom of the table, there are navigation controls: 'First', a left arrow, a dropdown menu showing '1', a right arrow, and 'Last'. There is also an 'Add' button with a plus icon.

Delete	Details	School Year	Pay Date	Begin Date	End Date	TRS Month	TWC Quarter	Print Alternate Address
		2026	08-25-2026	08-01-2026	08-31-2026	08	3	<input type="checkbox"/>
		2026	07-24-2026	07-01-2026	07-31-2026	07	3	<input type="checkbox"/>
		2026	06-25-2026	06-01-2026	06-30-2026	06	2	<input type="checkbox"/>
		2026	05-25-2026	05-01-2026	05-31-2026	05	2	<input type="checkbox"/>
		2026	04-24-2026	04-01-2026	04-30-2026	04	2	<input type="checkbox"/>
		2026	03-25-2026	03-01-2026	03-31-2026	03	1	<input type="checkbox"/>
		2026	02-25-2026	02-01-2026	02-28-2026	02	1	<input type="checkbox"/>
		2026	01-26-2026	01-01-2026	01-31-2026	01	1	<input type="checkbox"/>
		2026	12-25-2025	12-01-2025	12-31-2025	12	4	<input type="checkbox"/>
		2026	11-25-2025	11-01-2025	11-30-2025	11	4	<input type="checkbox"/>
		2026	10-24-2025	10-01-2025	10-31-2025	10	4	<input type="checkbox"/>
		2026	09-25-2025	09-01-2025	09-30-2025	09	3	<input type="checkbox"/>