



Enter school year pay dates

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[Payroll > Tables > Pay Dates](#)

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

These dates must equal the pay dates in your accrual calendar(s) except for the accrual calculation run date (August 31, 2021).

The screenshot shows a software interface for managing accrual calendars. At the top, there is a breadcrumb trail 'Tables > Accrual Calendars' and a 'Payroll' dropdown menu. A 'Save' button is located at the top center. Below this, the 'ACCRUAL CALENDAR' section contains 'Retrieve' and 'Print' buttons. The main area is divided into two panels. The left panel displays a table with columns for 'Delete', 'Details', 'Accrual Code', and 'Total Days Worked'. It lists two entries: 'A' with 187.0 days and 'B' with 207.0 days. The right panel displays a table with columns for 'Delete', 'Pay Date', and 'Days Worked'. It lists ten entries with dates from 09-25-2025 to 08-25-2026 and corresponding 'Days Worked' values ranging from 41.00 to 0.00. Both panels have an 'Add' button at the bottom right.

Delete	Details	Accrual Code	Total Days Worked
		A	187.0
		B	207.0

Delete	Pay Date	Days Worked
	09-25-2025	41.00
	10-24-2025	22.00
	11-25-2025	15.00
	12-19-2025	15.00
	01-23-2026	20.00
	02-25-2026	19.00
	03-25-2026	17.00
	04-24-2026	21.00
	05-25-2026	17.00
	06-25-2026	0.00
	07-24-2026	0.00
	08-25-2026	0.00