



## 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, 2022).

The screenshot shows a software interface for managing payroll tables. 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 is visible, containing 'Retrieve' and 'Print' buttons. The main area is divided into two panels. The left panel displays an 'ACCRUAL CALENDAR' 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 'Pay Dates' 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