



Verify pay dates

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Verify Pay Date

Verify that the pay date is entered for each payroll frequency used by the LEA. If not, add the pay date to the table.

Human Resources > Tables > Pay Dates

Click **+Add** and complete the necessary fields.

Click **Save**.

If the LEA does not use next year pay frequencies or you do not have security access to the next year's pay frequency, the next year fields are not available.