



Verify pay dates

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Verify pay dates i

Human Resources > Tables > Pay Dates

Verify that the pay dates are entered for each payroll frequency.

Tables > Pay Dates SessionTimer: 238 min and 46 sec

Start Pay Date:

Delete	Details	School Year	Pay Date	Begin Date	End Date	TRS Month	TWC Quarter	Print Alternate Address
		2019	09-13-2019	08-18-2019	08-31-2019	09	3	
		2019	08-30-2019	08-04-2019	08-17-2019	08	3	
		2019	08-15-2019	07-14-2019	08-03-2019	08	3	
		2019	07-30-2019	06-30-2019	07-13-2019	07	3	
		2019	07-15-2019	06-16-2019	06-29-2019	07	3	
		2019	06-28-2019	06-02-2019	06-15-2019	06	2	
		2019	06-14-2019	05-12-2019	06-01-2019	06	2	
		2019	05-30-2019	04-28-2019	05-11-2019	05	2	
		2019	05-15-2019	04-14-2019	04-27-2019	05	2	
		2019	04-30-2019	03-31-2019	04-13-2019	04	2	
		2019	04-15-2019	03-17-2019	03-30-2019	04	2	
		2019	03-29-2019	02-24-2019	03-16-2019	03	1	
		2019	03-15-2019	02-10-2019	02-23-2019	03	1	
		2019	02-28-2019	01-27-2019	02-09-2019	02	1	
		2019	02-15-2019	01-13-2019	01-26-2019	02	1	

Selected Pay Date: 09-13-2019

Adjustment Nbr	Date Pay Run	Interface	User ID
0	00-00-0000	N	

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

Enter the **Pay Date**, **Begin Date**, **End Date**, **TRS Month**, **TWC Quarter**, and click **Save**.

(Full Payroll Manual) Recommended: In September, enter all pay dates for the year—September through August.