



Verify pay dates

Table of Contents

Verify pay dates i

Verify pay dates

[Payroll > Tables > Pay Dates](#)

Verify that the pay dates exist for each payroll frequency.

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

Recommended: In September, enter all pay dates for the year, September through August. As supplemental payrolls arise, you may need to add additional pay dates.