



## Enter school year pay dates



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## Enter school year pay dates

[Payroll > Tables > Pay Dates](#)

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

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

The screenshot shows a software interface for managing accrual calendars. At the top, there is a green header bar with a home icon, the text 'Tables > Accrual Calendars', and a 'Payroll' dropdown menu. Below the header, there is a 'Save' button. The main content area is titled 'ACCRUAL CALENDAR' and contains two sub-sections. The left sub-section is a table with columns '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 sub-section is a table with columns '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 tables have 'Add' buttons 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



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