



Enter school year pay dates

Table of Contents

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).

The screenshot shows a software interface for managing payroll data. 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 tables.

The first table, 'ACCRUAL CALENDAR', has columns for 'Delete', 'Details', 'Accrual Code', and 'Total Days Worked'. It lists two entries:

Delete	Details	Accrual Code	Total Days Worked
		A	187.0
		B	207.0

The second table, 'Pay Date', has columns for 'Delete', 'Pay Date', and 'Days Worked'. It lists ten entries for the school year 2025-2026:

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

Both tables have an 'Add' button at the bottom right.



Back Cover