



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 tables. The first table, 'ACCRUAL CALENDAR', has columns for 'Delete', 'Details', 'Accrual Code', and 'Total Days Worked'. It lists two entries: 'A' with 187.0 days and 'B' with 207.0 days. The second table, 'Pay Dates', has columns for '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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