

# Payroll Schedules










Examples



# Example 1

- Payroll schedules are entered to reflect when the money is deposited in the employee's account. Each paycheck needs to have a unique begin and end date.
- The district deposits the money in the employee's account throughout the summer with multiple pay dates.

Actions	#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay
	21	05/01/2023	05/15/2023	05/15/2023	<input type="checkbox"/>	<input type="checkbox"/>
	22	05/16/2023	05/31/2023	05/31/2023	<input type="checkbox"/>	<input type="checkbox"/>
	23	06/01/2023	06/15/2023	06/15/2023	<input type="checkbox"/>	<input type="checkbox"/>
	24	06/16/2023	06/30/2023	06/30/2023	<input type="checkbox"/>	<input type="checkbox"/>
	25	07/01/2023	07/15/2023	07/15/2023	<input type="checkbox"/>	<input type="checkbox"/>
	26	07/16/2023	07/30/2023	07/30/2023	<input type="checkbox"/>	<input type="checkbox"/>
	27	08/01/2023	08/15/2023	08/15/2023	<input type="checkbox"/>	<input type="checkbox"/>

# Example 2

- The district pays the employee 6 paychecks on the same date.
- The district must mark the special pay box to list future begin and end dates.

Actions	#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay
<input type="checkbox"/>	21	05/01/2023	05/15/2023	05/15/2023	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	22	05/16/2023	05/31/2023	05/31/2023	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	23	06/01/2023	06/15/2023	05/31/2023	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	24	06/16/2023	06/30/2023	05/31/2023	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	25	07/01/2023	07/15/2023	05/31/2023	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	26	07/16/2023	07/31/2023	05/31/2023	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	27	08/01/2023	08/15/2023	05/31/2023	<input type="checkbox"/>	<input checked="" type="checkbox"/>