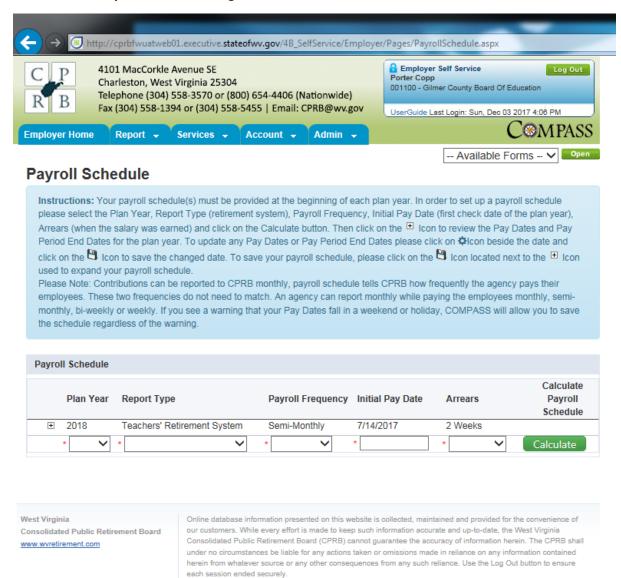
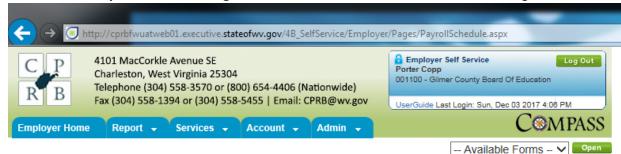
## How to Edit a Payroll Schedule - Page 1:



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Click on the plus sign to the left of the Plan Year, which will expand the schedule as shown on Page 2:

How to Edit a Payroll Schedule - Page 2: Certain dates are not editable, if there is no gear wheel.



## **Payroll Schedule**

Instructions: Your payroll schedule(s) must be provided at the beginning of each plan year. In order to set up a payroll schedule please select the Plan Year, Report Type (retirement system), Payroll Frequency, Initial Pay Date (first check date of the plan year), Arrears (when the salary was earned) and click on the Calculate button. Then click on the Icon to review the Pay Dates and Pay Period End Dates for the plan year. To update any Pay Dates or Pay Period End Dates please click on the Icon beside the date and click on the Icon to save the changed date. To save your payroll schedule, please click on the Icon located next to the Icon used to expand your payroll schedule.

Please Note: Contributions can be reported to CPRB monthly, payroll schedule tells CPRB how frequently the agency pays their employees. These two frequencies do not need to match. An agency can report monthly while paying the employees monthly, semi-monthly, bi-weekly or weekly. If you see a warning that your Pay Dates fall in a weekend or holiday, COMPASS will allow you to save the schedule regardless of the warning.

Payro	oll Schedule	1					
	Plan Year	Report Type	Payroll Frequency	Initial Pay Date		Arrears	Calculate Payroll Schedule
	2018	Teachers' Retirement System	Semi-Monthly	7/14/2017		2 Weeks	
				Pay Period End Date	Pay Date		
				@ 6/29/2017	6/29/2017		
				@ 7/1/2017	7/14/2017		
				7/14/2017	7/28/2017		
				@7/31/2017	8/15/2017		
				8/15/2017	8/31/2017		
				@ 8/25/2017	9/15/2017		
				@ 9/8/2017	9/29/2017		
				@ 9/22/2017	10/16/2017		
				@ 10/6/2017	10/30/2017		
				@ 10/20/2017	11/15/2017		
				@ 11/3/2017	11/30/2017		
				@ 11/24/2017	12/15/2017		
				@ 12/8/2017	12/29/2017		
				@ 12/29/2017	1/12/2018		
				@ 1/12/2018	1/30/2018		
				@ 1/26/2018	2/15/2018		
				@ 2/9/2018	2/28/2018		
				@ 2/23/2018	3/15/2018		
				@ 3/9/2018	3/30/2018		
				@ 3/30/2018	4/16/2018		
				@ 4/13/2018	4/30/2018		
				@ 4/27/2018	5/15/2018		

**How to Edit a Payroll Schedule – Page 3:** The rows where the gear wheel can be clicked are still editable and can be changed by entering the new date into the field as shown below:



## Payroll Schedule

Instructions: Your payroll schedule(s) must be provided at the beginning of each plan year. In order to set up a payroll schedule please select the Plan Year, Report Type (retirement system), Payroll Frequency, Initial Pay Date (first check date of the plan year), Arrears (when the salary was earned) and click on the Calculate button. Then click on the location to review the Pay Dates and Pay Period End Dates for the plan year. To update any Pay Dates or Pay Period End Dates please click on click on the located to save the changed date. To save your payroll schedule, please click on the located next to the located next to the located to expand your payroll schedule.

Please Note: Contributions can be reported to CPRB monthly, payroll schedule tells CPRB how frequently the agency pays their employees. These two frequencies do not need to match. An agency can report monthly while paying the employees monthly, semi-monthly, bi-weekly or weekly. If you see a warning that your Pay Dates fall in a weekend or holiday, COMPASS will allow you to save the schedule regardless of the warning.

ayro	II Schedule						
	Plan Year	Report Type	Payroll Frequency	Initial Pay Date		Arrears	Calculate Payroll Schedule
	2018	Teachers' Retirement System	Semi-Monthly	7/14/2017		2 Weeks	
				Pay Period End Date	Pay Date		
				@ 6/29/2017	6/29/2017		
				@ 7/1/2017	7/14/2017		
				7/14/2017	7/28/2017		
				@ 7/31/2017	8/15/2017		
				8/15/2017	8/31/2017		
				@ 8/25/2017	9/15/2017		
				9/8/2017	9/29/2017		
				@ 9/22/2017	10/16/2017		
				@ 10/6/2017	10/30/2017		
				@ 10/20/2017	11/15/2017		
				@ 11/3/2017	11/30/2017		
				@ 11/24/2017	12/15/2017		
				@ 12/8/2017	12/29/2017		
				12/29/2017	01/12/2018		
				9			
				@ 1/12/2018	1/30/2018		
				@ 1/26/2018	2/15/2018		
				@ 2/9/2018	2/28/2018		
				@ 2/23/2018	3/15/2018		
				@ 3/9/2018	3/30/2018		
				@ 3/30/2018	4/16/2018		
				@ 4/13/2018	4/30/2018		