

Create and Update Payroll Schedule

[Video-Create/update Payroll Schedule](#)

1. Click on Organization Profile.



2. ERIC displays the Employer Maintenance screen.

Employer Maintenance

Msg ID : 7 [Record displayed. Please make changes and press SAVE.]

Save Refresh View Images

Main Section

Organization Type : Employer
State TIN :
Federal TIN :
Preferred Communication : Email

Other Details

Address Plan Contact Bank **Payroll Schedule** Status

New Open Delete Copy Forward

Payroll Schedule ID	Payroll Schedule Begin Date	Payroll Schedule End Date	Frequency	System
<input type="checkbox"/> 13104	01/01/2015	12/31/2015	Monthly	SRS
<input type="checkbox"/> 13102	12/01/2014	12/31/2015	Monthly	PERS

3. Select the *Payroll Schedule* tab located in the Other Details panel.

4. ERIC displays the existing payroll schedules.

5. Open the Payroll Schedule you wish to update or click **NEW** to create a new payroll schedule.

Create and Update Payroll Schedule, cont.

6. ERIC displays the Payroll Schedule Maintenance screen.

Employer Payroll Schedule Maintenance

Msg ID : 8 [All changes successfully saved.]

Save Refresh

Organization Information

Organization ID : 5200 Organization Name : CITY OF BIG TIMBER
Organization Type : Employer System :

Payroll Schedule Information

Organization Plan : SRS Payroll Schedule Status : Active First Payroll Schedule :

Payroll Schedule Begin Date : 04/01/2015 Payroll Schedule End Date : 06/23/2015

Frequency : Biweekly Do Not Execute On :

*First Pay Date : 04/17/2015

Populate

Enter in the following information:

- Organization Plan
- Payroll Schedule Begin & End Date
- Frequency
- Subsequent fields regarding Frequency
- Do not Execute On (when applicable)
- Check the **First Payroll Schedule** to indicate this is the first schedule for the Organization Plan.

8. Click the Populate button on **FIRST**.

Payroll Schedule

Add Row Add 10 Rows Delete

	Period Begin Date	Period End Date	Pay Date/ Reporting Date
<input type="checkbox"/>	04/01/2015	04/14/2015	04/17/2015
<input type="checkbox"/>	04/15/2015	04/28/2015	05/01/2015
<input type="checkbox"/>	04/29/2015	05/12/2015	05/15/2015
<input type="checkbox"/>	05/13/2015	05/26/2015	05/29/2015
<input type="checkbox"/>	05/27/2015	06/09/2015	06/12/2015

If you are creating a new schedule, this section only appears after you click "Populate".

9. Click **SAVE**.



In this example you must enter the First Pay Date; however, if you select a different Frequency option from the drop down, different fields will appear specific to that frequency type.