

PAYROLL SCHEDULE

1.0 STARTING THE PROCESS

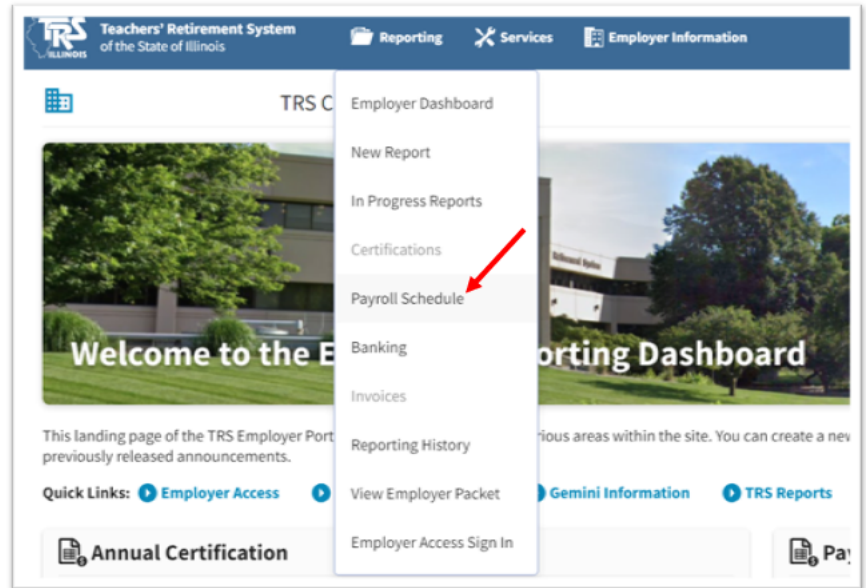
The **Payroll Schedule** is located in the Gemini Employer Portal under the Reporting section.

MANDATORY

Employers are required to create a Payroll Schedule(s) prior to uploading the first Pay-Period Report into the Gemini Employer Portal at the beginning of each fiscal year.

PURPOSE

The Payroll Schedule identifies the Pay-Period Begin Date, End Date and Pay Date for each pay-period report. The Pay Dates on the Payroll Schedule should be the same dates employees are paid by the employer.



1.1 ADDING PAYROLL SCHEDULE

There are two (2) tables available on the **Payroll Schedule** screen: Payroll Schedule and Payroll Schedule History. Both tables display Fiscal Year, Payroll Frequency, First Pay Date, Job Categories and Employment Types.

Click **Add Payroll Schedule** to enter the upcoming school year's Payroll Schedule(s).

NOTE: The next Fiscal Year is available May 1st.

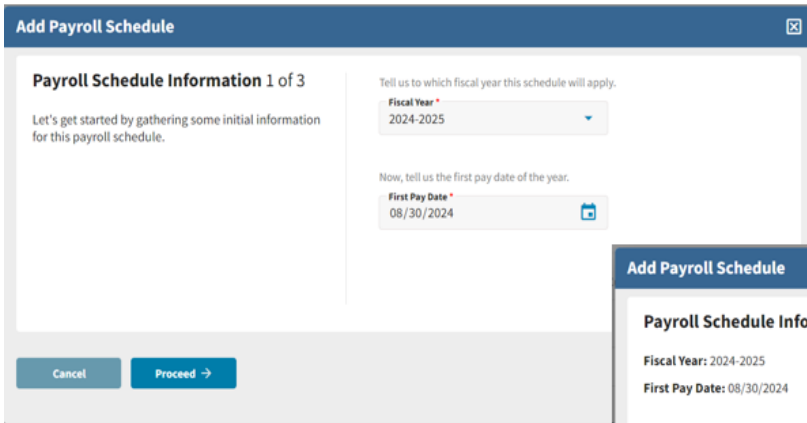
The screenshot shows the 'Payroll Schedule' screen with a red arrow pointing to the '+ Add Payroll Schedule' button. Below are two tables: 'Payroll Schedule' and 'Payroll Schedule History'.

Actions	Fiscal Year	Payroll Frequency	First Pay Date	Job Categories	Employment Types
	2023-2024	Monthly	07/13/2023	All	Substitute, Extra-Duty, Full Time

Actions	Fiscal Year	Payroll Frequency	First Pay Date	Job Categories	Employment Types
	2022-2023	Monthly	07/15/2022	All	Substitute, Extra-Duty, Full Time
	2021-2022	Monthly	07/15/2021	All	Substitute, Extra-Duty, Full Time

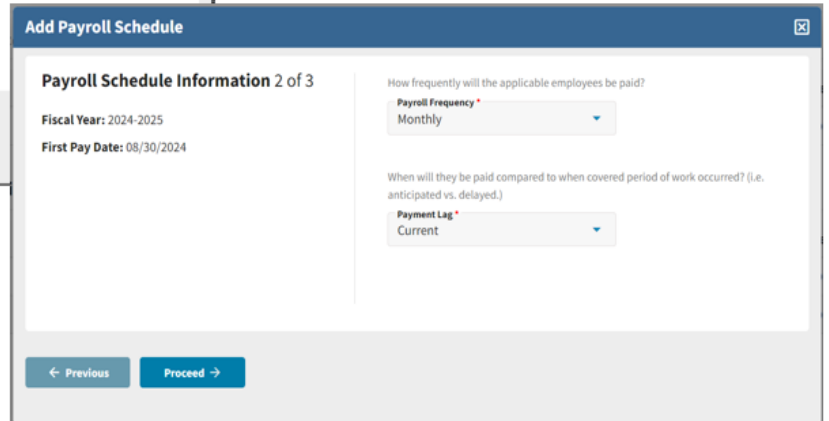
1.2 ADDING PAYROLL SCHEDULE

Step **1 of 3**, select the Fiscal Year and the First Pay Date.



NOTE: A separate Payroll Schedule should be created if the First Pay Date is different for a Job Category and/or type of employee, if the Payroll Frequency differs or if the Payment Lag differs.

Step **2 of 3**, choose the district's Payroll Frequency and Payment Lag.



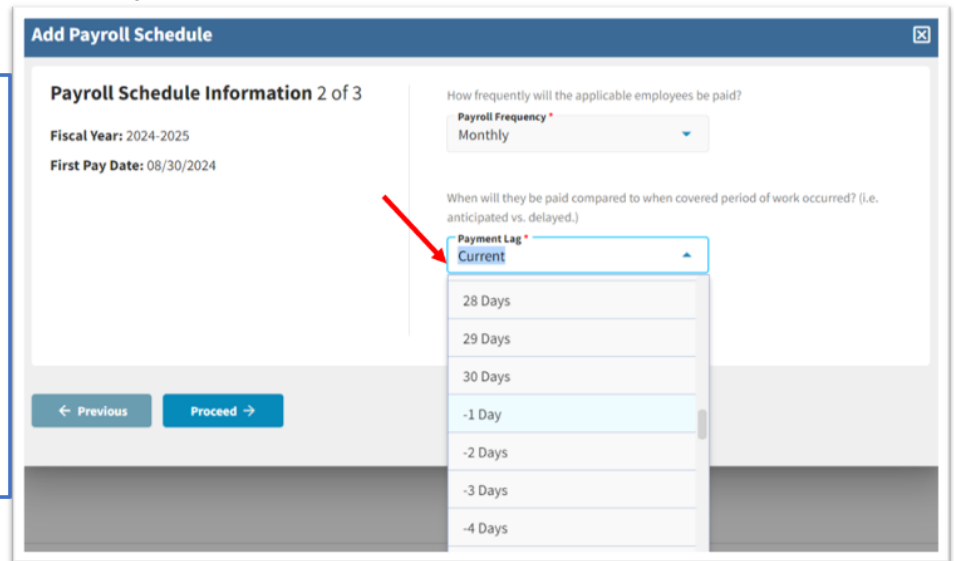
1.3 ADDING PAYROLL SCHEDULE – PAYMENT LAG

Payment Lag refers to the number of days that are between the Pay-Period End Date and the Pay Date. The options are Current, a Positive or a Negative Lag. The Payment Lag chosen will determine the Pay Dates to prefill on the Payroll Schedule.

A **Current Lag** will have the same End Date and Pay Date.

A **Positive Lag** will add the day(s) selected to the End Date to determine the Pay Date.

A **Negative Lag** will subtract the day(s) selected from the End Date to determine the Pay Date.



1.4 ADDING PAYROLL SCHEDULE

Step **3 of 3**, choose the Job Categories and the type of employees the payroll schedule applies to. Choose a Job Category of Teacher and/or Administrator.

Select the type of employees covered under this payroll schedule. **You must make at least one selection from each section.**

ADMINISTRATOR

Payroll Schedule typically starts in July.

TEACHER – F/P Contractual

Payroll Schedule typically starts in August/September.

SUBSTITUTES/EXTRA DUTY/HOURLY

May have a different Pay Date and/or Payment Lag.

Separate Payroll Schedules should be added for each.

Add Payroll Schedule

Payroll Schedule Information 3 of 3

Fiscal Year: 2024-2025
First Pay Date: 08/30/2024
Payroll Frequency: Monthly
Payment Lag: Current

Now tell us to which Job Categories this payroll schedule will apply. *
(Select all that apply.)
 Teacher Administrator

To what type of employees will this schedule apply? *
(Select all that apply.)
 Full Time Part-Time Contractual
 Substitute Part-Time Non-Contractual (Hourly)
 Extra-Duty

← Previous Prefill Schedule Manual Entry

1.4 ADDING PAYROLL SCHEDULE – PREFILL SCHEDULE VS MANUAL ENTRY

After choosing Job Category and the type of employee, **Prefill Schedule** or **Manual Entry** can be used to generate the payroll schedule.

Once the Prefill Schedule or Manual Entry is chosen, a detailed payroll schedule will be created.

PREFILL SCHEDULE

The Payroll Schedule will be prefilled based on the previous information selected.

MANUAL ENTRY

A blank Payroll Schedule will be generated with the number of rows based on the Payroll Frequency selected. The Payroll Schedule will need to be manually entered.

Add Payroll Schedule

Payroll Schedule Information 3 of 3

Fiscal Year: 2024-2025
First Pay Date: 08/30/2024
Payroll Frequency: Monthly
Payment Lag: Current

Now tell us to which Job Categories this payroll schedule will apply. *
(Select all that apply.)
 Teacher Administrator

To what type of employees will this schedule apply? *
(Select all that apply.)
 Full Time Part-Time Contractual
 Substitute Part-Time Non-Contractual (Hourly)
 Extra-Duty

← Previous Prefill Schedule Manual Entry

2.0 Prefill Schedule

The **Schedule Detail** will display a list of prefilled pay-period dates in sequence order beginning with Pay-Period #1 of 12, 24, 26 or 52, based on the Payroll Frequency used. Each pay-period row will display a Begin Date, End Date, and Pay Date. The first row displayed will reflect the first Pay Date and the Begin and End Date generated based on the Payment Lag previously selected.

Add Payroll Schedule When complete click Save at top of screen to proceed. Save Cancel

Schedule Attributes

Fiscal Year: 2024-2025
First Pay Date: 08/30/2024
Payment Lag: Current
Payroll Frequency: Monthly
Generation Type: Prefill Sche... Reset

Payroll Attributes Select all that apply to this schedule.

Select Job Category: Teacher Administrator

Select Employment Type: Full Time Part-Time Contractual Substitute Part-Time Non-Contractual (Hourly) Extra-Duty

Schedule Detail Edit any row(s) if necessary. Identify Flex Plan pay dates. Add row(s) for Special Pay pay dates. Edit Row

Edits are not submitted for processing until you are done editing and click the Save button. Changes you have made are indicated in green. If no items are in green, then no have been deleted that need saved.

#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay	Memo
1	07/31/2024	08/30/2024	08/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	
2	08/31/2024	09/30/2024	09/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	

3.0 MANUAL ENTRY

The **Schedule Detail** table will display a blank list of pay periods beginning with Pay-Period #1 of 12, 24, 26 or 52, based on the Payroll Frequency selected. Each pay-period row will display a blank Begin Date, End Date, and Pay Date that will need to be manually entered.

Mt Pulaski CUSD 23 TRS Code: 054-0230

Fiscal Year: 21 | First Pay Date: 08/30/2 | Payment Lag: Current | Payroll Frequency: Monthly | Generation Type: Manual Entry | [Reset](#)

Payroll Attributes Select all that apply to this schedule.

Select Job Category: Teacher Administrator

Select Employment Type: Full Time Part-Time Contractual Substitute Part-Time Non-Contractual (Hourly) Extra-Duty

Schedule Detail Edit any row(s) if necessary. Identify Flex Plan pay dates. Add row(s) for Special Pay pay dates. [Edit Rows](#) [Add Row](#)

Edits are not submitted for processing until you are done editing and click the Save button. Changes you have made are indicated in green. If no items are in green, then rows have been deleted that need saved.

#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay	Memo
1				<input type="checkbox"/>	<input type="checkbox"/>	
2				<input type="checkbox"/>	<input type="checkbox"/>	
3				<input type="checkbox"/>	<input type="checkbox"/>	
4				<input type="checkbox"/>	<input type="checkbox"/>	

4.0 RESET

If the dates that are prefilled are not the desired dates, the **Reset** feature may be used. Corrections can be made to any of the **Schedule Attributes** or **Payroll Attributes** and a new schedule will be generated with updated dates based on the new information.

NOTE: Once the payroll schedule is reset, all corrections will be lost.

Edit Payroll Schedule When complete click Save at top of screen to proceed. [Save](#) [Cancel](#)

Schedule Attributes

Fiscal Year: 2024-2025 | First Pay Date: 07/30/2024 | Payment Lag: Current | Payroll Frequency: Monthly | Generation Type: [Reset](#)

Payroll Attributes Select all that apply to this schedule.

Select Job Category: Teacher Administrator

Select Employment Type: Full Time Part-Time Contractual Substitute

Schedule Detail Edit any row(s) if necessary. Identify Flex Plan pay dates. Add row(s) for Special Pay pay dates. [Add Row](#)

#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay	Memo
1	07/01/2024	07/30/2024	07/25/2024	<input type="checkbox"/>	<input type="checkbox"/>	
2	07/31/2024	08/30/2024	08/25/2024	<input type="checkbox"/>	<input type="checkbox"/>	

5.0 ADDING AND DELETING ROWS

ADD ROW

A new row added will appear blank and at the top of the Schedule Detail.

Schedule Detail Edit any row(s) if necessary. Identify Flex Plan pay dates. Add row(s) for Special Pay pay dates. Edit Rows Add Row

Edits are not submitted for processing until you are done editing and click the Save button. Changes you have made are indicated in green. If no items are in green, then rows have been deleted that need saved.

#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay	Memo
1				<input type="checkbox"/>	<input type="checkbox"/>	
2	07/01/2024	07/30/2024	07/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	
3	07/31/2024	08/30/2024	08/25/2024	<input type="checkbox"/>	<input type="checkbox"/>	

DELETE

Use the trash can icon to delete a row.

Payroll Attributes Select all that apply to this schedule.

Select Job Category: Teacher Administrator

Select Employment Type: Full Time Part-Time Contractual Substitute Part-Time Non-Contractual (Hourly) Extra-Duty

Schedule Detail Edit any row(s) if necessary. Identify Flex Plan pay dates. Add row(s) for Special Pay pay dates. Edit Rows Add Row

#	Begin Date	End Date
1	07/01/2024	07/30/2024
2	07/31/2024	08/30/2024

Confirm

Are you sure you want to delete this pay instance?

6.0 EDIT ROWS

Edit Rows will allow all Dates, Flex Pay, Special Pay and Memo fields to be updated at one time.

NOTE: The first Pay-Period Begin Date should reflect the first day worked in the fiscal year. This will assist your payroll software with determining the correct number of days paid for the first Pay Date.

Fiscal Year: 2023-2024 | First Pay Date: 09/15/2023 | Payment Lag: Current | Payroll Frequency: Semi-Monthly | Generation Type: Prefill Schedule | Reset

Payroll Attributes Select all that apply to this schedule.

Select Job Category: Teacher Administrator

Select Employment Type: Full Time Part-Time Contractual Substitute Part-Time Non-Contractual (Hourly) Extra-Duty

Schedule Detail Edit any row(s) if necessary. Identify Flex Plan pay dates. Add row(s) for Special Pay pay dates. Edit Rows Add Row

Edits are not submitted for processing until you are done editing and click the Save button. Changes you have made are indicated in green. If no items are in green, then rows have been deleted that need saved.

#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay	Memo
1	08/21/2023	09/15/2023	09/15/2023	<input type="checkbox"/>	<input type="checkbox"/>	
2	09/16/2023	09/30/2023	09/29/2023	<input type="checkbox"/>	<input type="checkbox"/>	

6.1 EDIT ROWS – ERRORS

To Save the Payroll Schedule, all errors will need to be resolved.

If a payroll schedule has an error when attempting to save, an explanation of the error will appear at the top of the **Schedule Detail** in red and will also identify which row has the error.

Edit Payroll Schedule When complete click Save at top of screen to proceed.

Schedule Attributes

Fiscal Year* 2024-2025 First Pay Date* 08/30/2024 Payment Lag* Current Payroll Frequency* Monthly Generation Type* Reset

Payroll Attributes Select all that apply to this schedule.

Select Job Category: Teacher Administrator

Select Employment Type: Full Time Part-Time Contractual Substitute Part-Time Non-Contractual (Hourly) Extra-Duty

Schedule Detail Edit any row(s) if necessary. Identify Flex Plan pay dates. Add row(s) for Special Pay pay dates. Edit Rows Add Row

Please correct the error(s) below.
Error: Begin Date must be after End Date of previous row (Row 2).

#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay	Memo
1	07/31/2024	08/31/2024	08/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	
2	08/31/2024	09/30/2024	09/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	

7.0 FLEX PAY AND SPECIAL PAY CHECKBOX

FLEX PAY CHECKBOX

For each Pay Date that is used to pay for a Flexible Benefit Plan, the pay period will need to be updated with the **Flex Pay** checkbox.

SPECIAL PAY CHECKBOX

Special Pay rows can be added that are outside of the regular pay-period dates. They will have a different Begin, End and/or Pay date. For example, a common use would be Summer School payments. The payments may fall outside of the normal payroll schedule for teachers that start in August/September. The pay-period row will need to be updated with the **Special Pay** checkbox.

Payroll Attributes Select all that apply to this schedule.

Select Job Category: Teacher Administrator

Select Employment Type: Full Time Part-Time Contractual Substitute Part-Time Non-Contractual (Hourly) Extra-Duty

Schedule Detail Edit any row(s) if necessary. Identify Flex Plan pay dates. Add row(s) for Special Pay pay dates. Edit Rows Add Row

#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay	Memo
0	07/15/2024	07/30/2024	07/30/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Special pay for Summer School
1	07/31/2024	08/30/2024	08/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	
2	08/31/2024	09/30/2024	09/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	

8.0 MEMO FIELD

On each **Schedule Detail** line, there is an optional Memo field. To enter a comment, the **Edit Rows** will need to be selected. The Memo field is intended for district use and TRS will not use the comments entered by the district.

For example, the optional Memo field can be used by the district to describe a payment that will be helpful for the district in the future.

Payroll Attributes Select all that apply to this schedule.

Select Job Category: Teacher Administrator

Select Employment Type: Full Time Part-Time Contractual Substitute Part-Time Non-Contractual (Hourly) Extra-Duty

Schedule Detail Edit any row(s) if necessary. Identify Flex Plan pay dates. Add row(s) for Special Pay pay dates. Edit Rows Add Row

#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay	Memo
0	07/15/2024	07/30/2024	07/30/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Special pay for Summer School
1	07/31/2024	08/30/2024	08/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	
2	08/31/2024	09/30/2024	09/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	

9.0 VIEW MODE

From the main Payroll Schedule screen, the current Payroll Schedules(s) have a **View**, **Edit** and **Delete** in the Actions dropdown menu. If any corrections need to be made to an active schedule, choose **Edit**.

The **View** selection is viewed with read-only capabilities. The **View** selection will allow the ability to see any Associated Reports that have posted to a Payroll Schedule detail row.

NOTE: You cannot Delete a Payroll Schedule if any contribution reports are associated with the Pay Date(s) listed in the schedule.

Payroll Schedule Current or subsequent fiscal year payroll schedules including payroll begin, end and pay dates. Add Payroll Schedule

Actions	Fiscal Year	Payroll Frequency	First Pay Date	Job Categories	Employment Types
<input checked="" type="checkbox"/>	2024-2025	Monthly	08/30/2024	Teacher	Full Time
<input checked="" type="checkbox"/>		Monthly	07/13/2023	All	Substitute, Extra-Duty, Full Time

History Prior fiscal year(s) payroll schedules.

Actions	Fiscal Year	Payroll Frequency	First Pay Date	Job Categories	Employment Types
<input checked="" type="checkbox"/>	2022-2023	Monthly	07/15/2022	All	Substitute, Extra-Duty, Full Time
<input checked="" type="checkbox"/>	2021-2022	Monthly	07/15/2021	All	Substitute, Extra-Duty, Full Time

9.1 ASSOCIATED REPORTS

In **View** mode, the Schedule Detail will be displayed with any **Associated Reports** that are in progress or have posted to the detail row with that Begin, End and Pay date.

Hovering over the Associated Reports will display the meaning of the information provided.

Report ID - Type of report(DB or DC) - Authorization Date of report - # of Members on Report ID with detail row dates

Schedule Detail <small>Edit any row(s) if necessary. Identify Flex Plan pay dates. Add row(s) for Special Pay pay dates.</small>							
#	Begin Date	End Date	Pay Date	DB Due Date	Flex Pay	Special Pay	Associated Reports
1	06/15/2023	06/30/2023	07/14/2023	08/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	117158 - DB - 04/01/2024 - 33
2	07/01/2023	07/15/2023	07/28/2023	08/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	85035 - DB - 08/01/2023 - 11
3	07/16/2023	07/31/2023	08/15/2023	09/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	(RPT ID - Type - Auth Date - # of Mbrs on Rpt)
4	08/01/2023	08/15/2023	08/30/2023	09/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	89611 - DB - 09/07/2023 - 14
5	08/16/2023	08/31/2023	09/15/2023	10/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	91328 - DB - 10/10/2023 - 32 93185 - DC - 10/03/2023 - 1

9.2 ASSOCIATED REPORTS

The [Report ID](#) link displayed can be used to go directly to the corresponding report.

Once a Pay Date has an Associated Report, the line nor the schedule can be deleted.

NOTE: Multiple Report IDs will be displayed if another report had a member that matches that detail row.

Schedule Detail <small>Edit any row(s) if necessary. Identify Flex Plan pay dates. Add row(s) for Special Pay pay dates.</small>							
#	Begin Date	End Date	Pay Date	DB Due Date	Flex Pay	Special Pay	Associated Reports
1	06/15/2023	06/30/2023	07/14/2023	08/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	117158 - DB - 04/01/2024 - 33
2	07/01/2023	07/15/2023	07/28/2023	08/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	85035 - DB - 08/01/2023 - 11
3	07/16/2023	07/31/2023	08/15/2023	09/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	87233 - DB - 08/18/2023 - 17
4	08/01/2023	08/15/2023	08/30/2023	09/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	89611 - DB - 09/07/2023 - 14
5	08/16/2023	08/31/2023	09/15/2023	10/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	91328 - DB - 10/10/2023 - 32 93185 - DC - 10/03/2023 - 1