



Guided Practice 7

Creating a Payroll Calendar in MyTRS

January 10, 2017

This guide will walk you through the steps of creating payroll calendars within MyTRS.

This guided practice assumes you already know how to:

- Log in to MyTRS

For additional information and troubleshooting please contact your district's assigned ESU representative or EmpSup@trb.state.ma.us

1. Log in to MyTRS
2. Select “Payroll Calendar” from the home page or from the “Go To” drop down list at the top of the page.
3. Under Pay Frequency select the appropriate frequency (e.g., 26 or 21, etc)
4. Click **Add Calendar** button.

Payroll Calendar

Pay Frequency: 26-Bi-Weekly 3

Payroll Period: Add Calendar 4 Delete

Save Reset

5. In the Start Date field, enter “01/01/2017”
6. In the Stop Date field, enter “12/31/2017”
7. Click the **Save** button

Payroll Calendar

Pay Frequency: 26-Bi-Weekly

Payroll Period: - current Add Calendar Delete

Description:

Start Date: 01/01/2017 5 * Stop Date: 12/31/2017 6 *

Payroll Cycles

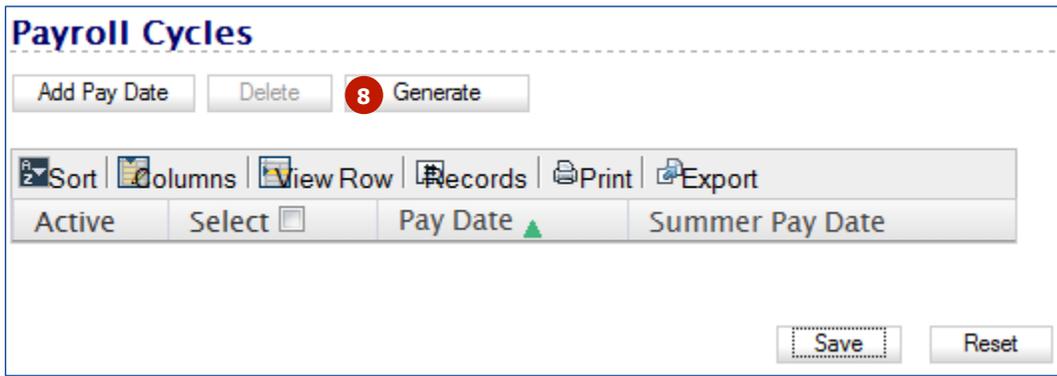
Add Pay Date Delete Generate

Sort | Columns | View Row | Records | Print | Export

Active Select Pay Date ▲ Summer Pay Date

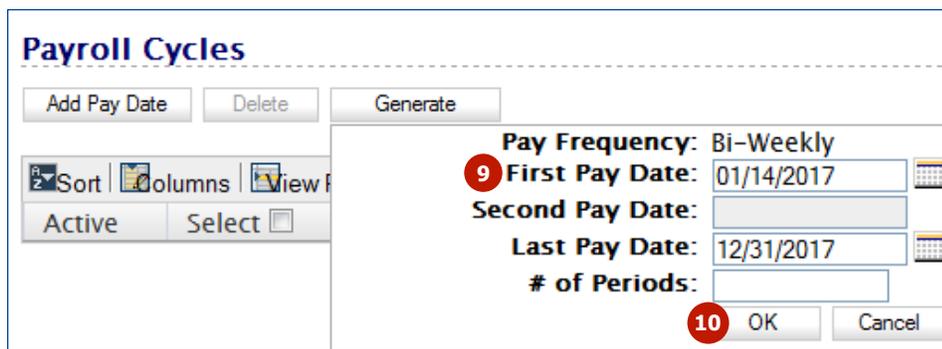
7 Save Reset

8. Click the **Generate** button



9. In the “First Pay Date” field enter the date of the first check to be issued in Jan 2017.

10. Click the **OK** button



If you are creating a semi-monthly calendar (20 or 24 semi-monthly) please enter the Second Pay Date information as well. If you are creating a bi-weekly or weekly calendar, leave this field blank.

You should now see the pay calendar for the entire 2017 year.

Payroll Cycles

Active	Select	Pay Date ▲	Summer Pay Date
<input checked="" type="radio"/>	<input type="checkbox"/>	01/14/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	01/28/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	02/11/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	02/25/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	03/11/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	03/25/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	04/08/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	04/22/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	05/06/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	05/20/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	06/03/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	06/17/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	07/01/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	07/15/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	07/29/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	08/12/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	08/26/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	09/09/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	09/23/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	10/07/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	10/21/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	11/04/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	11/18/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	12/02/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	12/16/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	12/30/2017	<input type="checkbox"/>

11. If you have employees that receive a lump sum payment at the end of June, please check the “Summer Pay Date” check box to the right of the pay dates that they will *not* receive a pay check during the summer.

Payroll Cycles

Add Pay Date Delete Generate

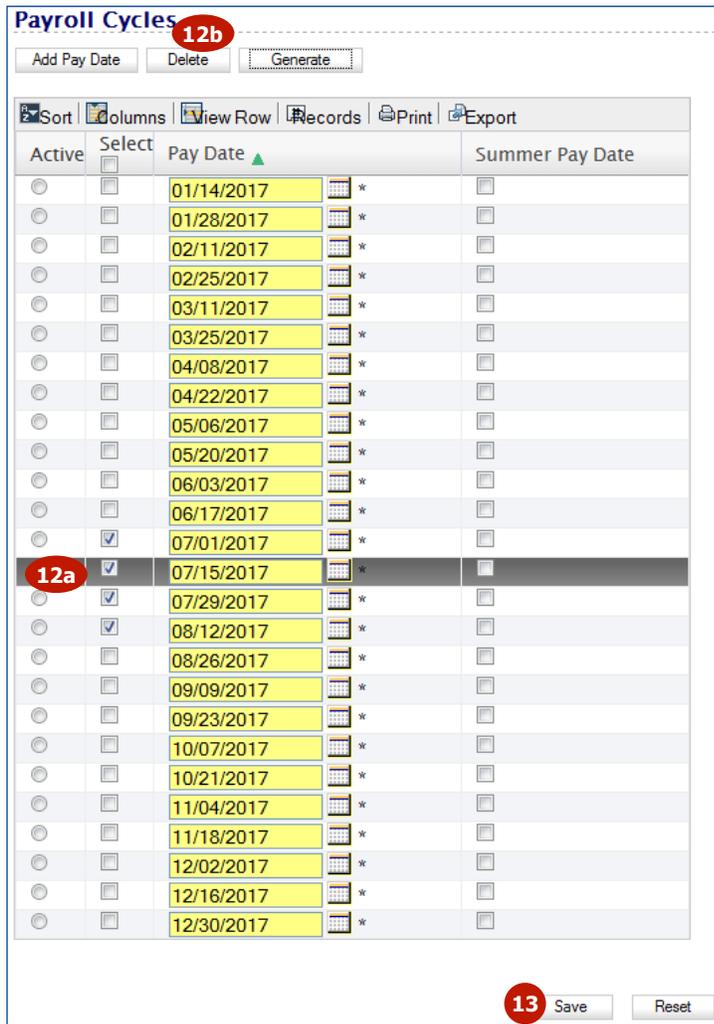
Sort Columns New Row Records Print Export

Active	Select	Pay Date ▲	Summer Pay Date
<input type="radio"/>	<input type="checkbox"/>	01/14/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	01/28/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	02/11/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	02/25/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	03/11/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	03/25/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	04/08/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	04/22/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	05/06/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	05/20/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	06/03/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	06/17/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	07/01/2017	<input checked="" type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	07/15/2017	<input checked="" type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	07/29/2017	<input checked="" type="checkbox"/>
<input checked="" type="radio"/>	<input type="checkbox"/>	08/12/2017	<input checked="" type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	08/26/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	09/09/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	09/23/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	10/07/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	10/21/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	11/04/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	11/18/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	12/02/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	12/16/2017	<input type="checkbox"/>
<input type="radio"/>	<input type="checkbox"/>	12/30/2017	<input type="checkbox"/>

11

Save Reset

12. If you are creating a **21 or 22** pay calendar, you will want to delete these dates from the calendar, instead of checking the Summer Pay Date boxes.
 - a. Click the Select boxes to the left of the summer dates where someone on a 21 or 22 pay cycles will not receive a check.
 - b. Click the **Delete** button above the calendar.



13. Click **Save**.

Notes:

- If you offer 26 pays, 21 pays and 52 pays, you will need to create a separate calendar for each one.
- After you have created the first calendar, choose the next Pay Frequency from the list **BEFORE** clicking **Add Calendar**. If you do not click the new Pay Frequency first, you will overwrite the calendar you just created.