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

MTRS
MASSACHUSETTS TEACHERS'
RETIREMENT SYSTEM

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.

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.
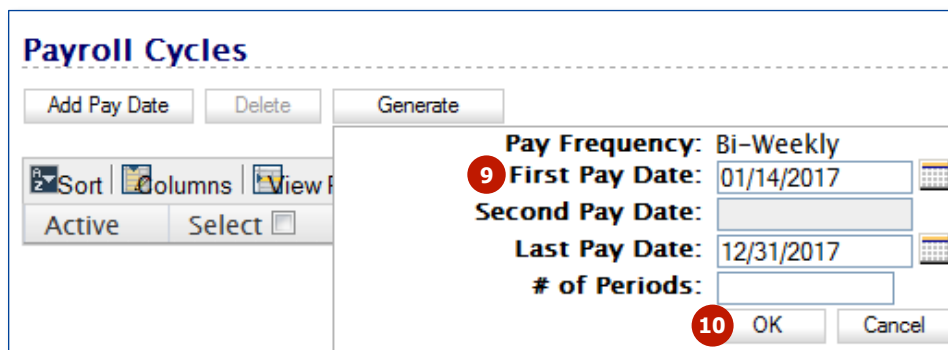
8.   Click the **Generate** button.
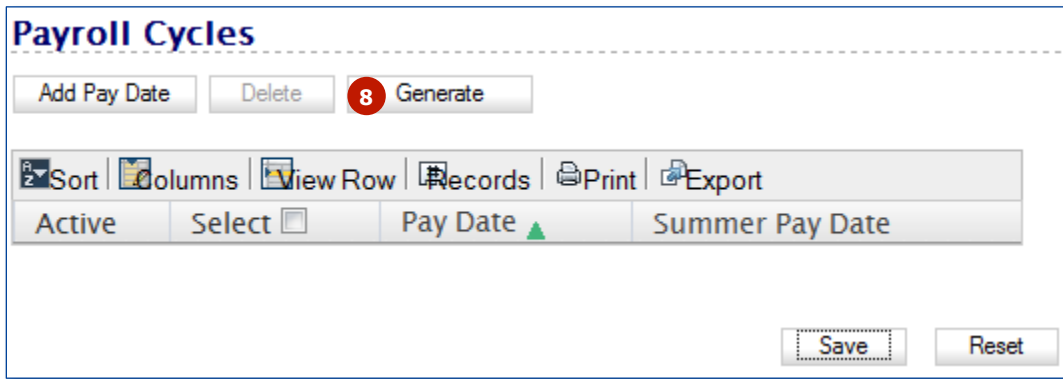
9.   In the "First Pay Date" field enter the date of the first check to be issued in Jan 2017.

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

Add Pay Date   Delete   Generate

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

Active	Select □	Pay Date ▲		Summer Pay Date
⦿	□	01/14/2017	▦ *	□
○	□	01/28/2017	▦ *	□
○	□	02/11/2017	▦ *	□
○	□	02/25/2017	▦ *	□
○	□	03/11/2017	▦ *	□
○	□	03/25/2017	▦ *	□
○	□	04/08/2017	▦ *	□
○	□	04/22/2017	▦ *	□
○	□	05/06/2017	▦ *	□
○	□	05/20/2017	▦ *	□
○	□	06/03/2017	▦ *	□
○	□	06/17/2017	▦ *	□
○	□	07/01/2017	▦ *	□
○	□	07/15/2017	▦ *	□
○	□	07/29/2017	▦ *	□
○	□	08/12/2017	▦ *	□
○	□	08/26/2017	▦ *	□
○	□	09/09/2017	▦ *	□
○	□	09/23/2017	▦ *	□
○	□	10/07/2017	▦ *	□
○	□	10/21/2017	▦ *	□
○	□	11/04/2017	▦ *	□
○	□	11/18/2017	▦ *	□
○	□	12/02/2017	▦ *	□
○	□	12/16/2017	▦ *	□
○	□	12/30/2017	▦ *	□

Save   Reset

11. If you have employees who 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 on which they will *not* receive a pay check during the summer.

Payroll Cycles

| Add Pay Date | Delete | Generate |

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

Active	Select	Pay Date ▲		Summer Pay Date
○	☐	01/05/2017	▦ *	☐
○	☐	01/19/2017	▦ *	☐
○	☐	02/02/2017	▦ *	☐
○	☐	02/16/2017	▦ *	☐
○	☐	03/02/2017	▦ *	☐
○	☐	03/16/2017	▦ *	☐
○	☐	03/30/2017	▦ *	☐
○	☐	04/13/2017	▦ *	☐
○	☐	04/27/2017	▦ *	☐
○	☐	05/11/2017	▦ *	☐
○	☐	05/25/2017	▦ *	☐
○	☐	06/08/2017	▦ *	☐
○	☐	06/22/2017	▦ *	☐
○	☐	07/06/2017	▦ *	☑
○	☐	07/20/2017	▦ *	☑
○	☐	08/03/2017	▦ *	☑
○	☐	08/17/2017	▦ *	☑
○	☐	08/31/2017	▦ *	☑
○	☐	09/14/2017	▦ *	☐
○	☐	09/28/2017	▦ *	☐
○	☐	10/12/2017	▦ *	☐
○	☐	10/26/2017	▦ *	☐
○	☐	11/09/2017	▦ *	☐
○	☐	11/24/2017	▦ *	☐
○	☐	12/07/2017	▦ *	☐
●	☐	12/21/2017	▦ *	☐

(11)

| Save | Reset |

12. If, however, you are creating a **21 or 22** pay calendar, you will need to **delete** the dates for which employees will not receive a paycheck.

   a. Click the Select boxes to the <u>left</u> of the summer dates for which someone on a 21 or 22 pay cycle 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.