How do I modify Pay Period dates in Schedula?

If you need to modify the dates of one of your pay periods (perhaps you weren't able to lock the matches in time before the end of the pay period), you can change the dates of that pay period directly through your Schedula account.

You can only do this for unprocessed pay periods, and the system will ensure that the new dates do not overlap with any other pay periods.

To change the dates of an unprocessed Pay Period:

1. In the left-hand menu, click **Schedula Settings** > **PAY PERIODS**
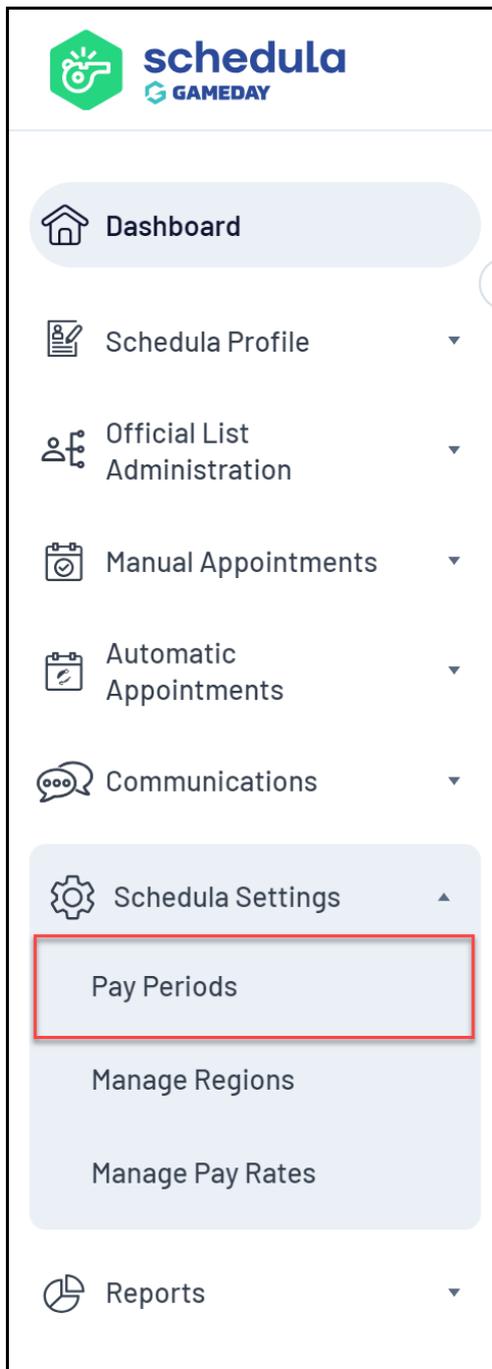
2. Select your **Organisation** and **Season**, then click **MANAGE PAY PERIODS**
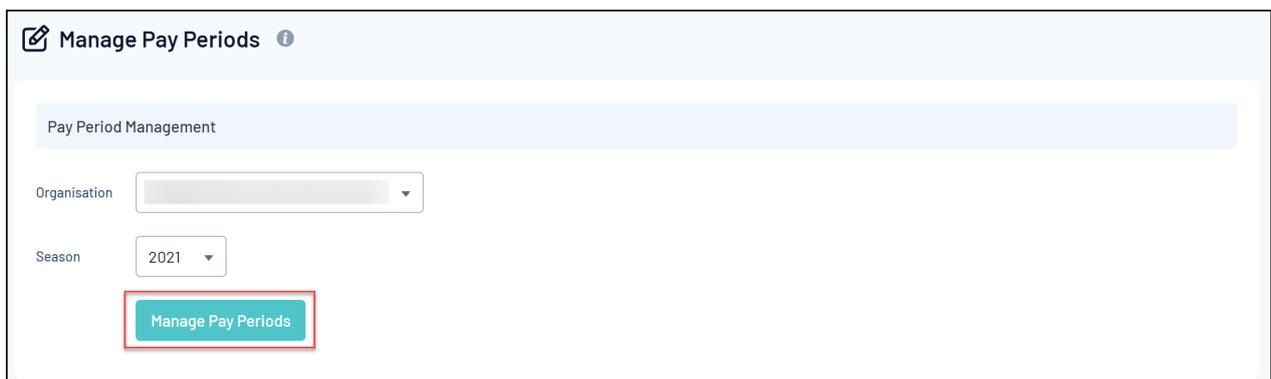
3. Click **CHANGE DATES** next to the relevant Pay Period

Pay Periods for Season

Pay Period	Modify Pay Period	Processed	Processed By	Processed Date	
22/03/2021 to 20/04/2021	Change Dates	Yes	Ref Admin	20/04/2021 4:20 PM	Delete
21/04/2021 to 28/04/2021	Change Dates	Yes	Ref Admin	28/04/2021 10:57 AM	Delete
29/04/2021 to 05/05/2021	Change Dates	Yes	Ref Admin	05/05/2021 3:17 PM	Delete
06/05/2021 to 12/05/2021	Change Dates	Yes	Ref Admin	12/05/2021 10:39 AM	Delete
13/05/2021 to 19/05/2021	Change Dates	Yes	Ref Admin	19/05/2021 4:14 PM	Delete
20/05/2021 to 26/05/2021	Change Dates	Yes	Ref Admin	26/05/2021 4:52 PM	Delete
27/05/2021 to 02/06/2021	Change Dates	Yes	Ref Admin	02/06/2021 3:29 PM	Delete
03/06/2021 to 09/06/2021	Change Dates	Yes	Ref Admin	09/06/2021 4:31 PM	Delete
18/06/2021 to 23/06/2021	Change Dates	Yes	Ref Admin	23/06/2021 10:53 AM	Delete
24/06/2021 to 30/06/2021	Change Dates	Yes	Ref Admin	30/06/2021 11:52 AM	Delete
01/07/2021 to 06/07/2021	Change Dates	Yes	Ref Admin	06/07/2021 5:41 PM	Delete
07/07/2021 to 22/07/2021	Change Dates	Yes	Ref Admin	22/07/2021 11:31 AM	Delete

4. Make the necessary adjustments, then click **SAVE & CLOSE**