



GAMEDAY

How do I add a new Pay Period in Schedula?

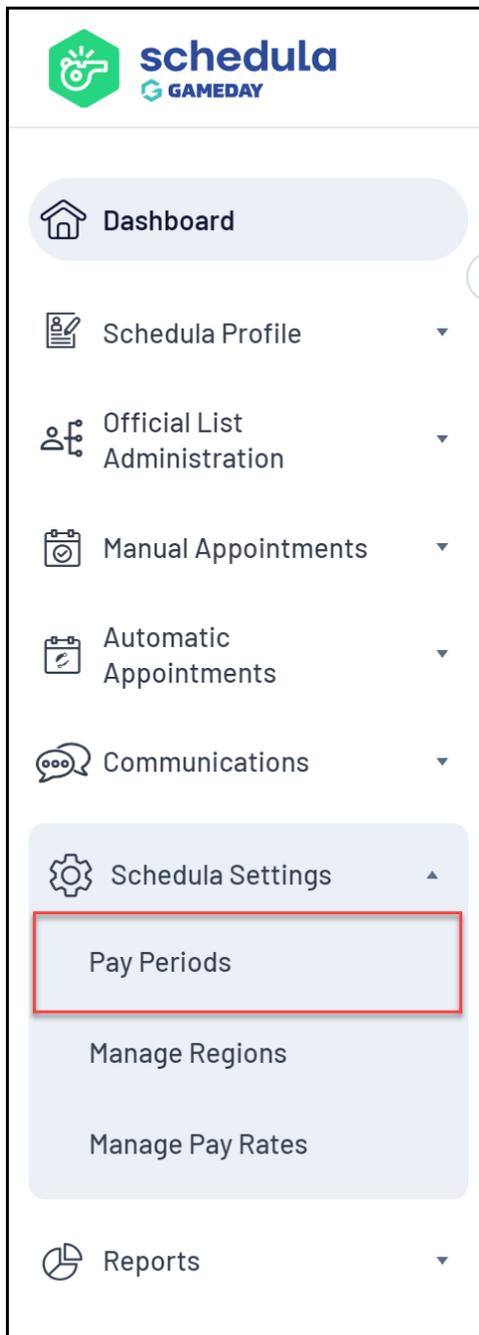
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As a Schedula administrator, you can define specific date ranges known as **Pay Periods**, which act as a custom payment cycle and tells the system which officials are due to be paid based on the matches to which they are appointed.

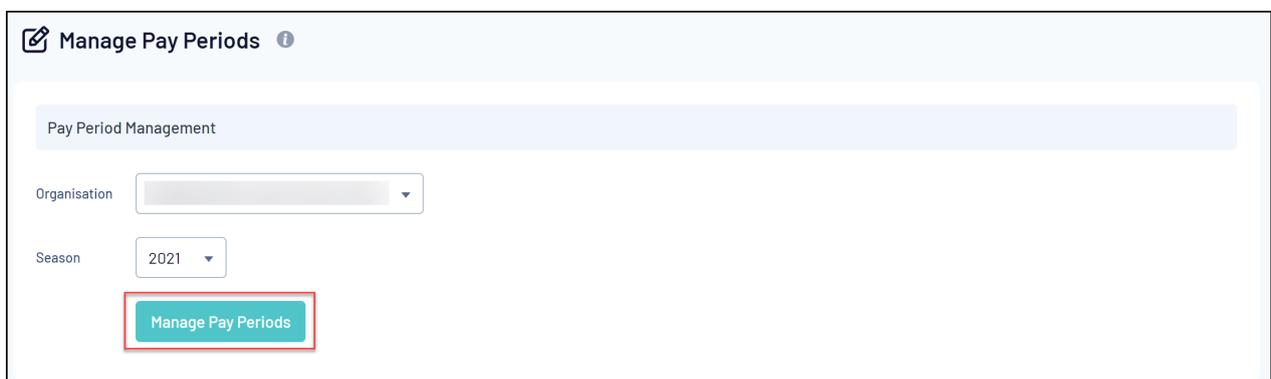
Note: Matches are included in Pay Periods if they are locked within that period, not if they are scheduled to occur within the Pay Period

To add a new Pay Period into your Schedula database:

1. In the left-hand menu, click **Schedula Settings > PAY PERIODS**



2. Select your **Organisation** and **Season**, then click **MANAGE PAY PERIODS**



3. Click **ADD NEW PAY PERIOD**

Manage Pay Periods i

Pay Period Management

Organisation

Season

[Manage Pay Periods](#)

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4. Enter the dates of the Pay Period, then click **SAVE & CLOSE**

Add Pay Period

Start Date 

End Date 

[Save & Close](#)

[Close](#)