



ASCENDER - ACA Reporting

Table of Contents

ASCENDER - ACA Reporting	i
ASCENDER - ACA Reporting	1

ASCENDER - ACA Reporting

Created:

Reviewed:

Revised:

The purpose of this document is to guide users through

This document assumes that you are familiar with the basic features of the ASCENDER Business System and have reviewed the [ASCENDER Business Overview guide](#).

Before You Begin

ACA Reporting Process

1. [Set up accrual table](#)

Set up accrual table

Log on to the next year payroll frequency (i.e., D, E, or F).

[Payroll](#) > [Payroll Processing](#) > [EOY Payroll Accruals](#) > [Accrual Table](#)

The screenshot shows the 'ACCUAL TABLE' section of the software. It includes a 'Next Year Frequency' section with radio buttons for 'D - Biweekly', 'E - Semimonthly', and 'F - Monthly', where 'F - Monthly' is selected. To the right is a 'Table Type' section with radio buttons for 'Hourly' and 'Daily', where 'Daily' is selected. Below these are buttons for 'Retrieve', 'Print', and 'Populate Table', with a black arrow pointing to the 'Populate Table' button. At the bottom, there is a table with columns 'Delete', 'Start Date', 'Estimated Days', and 'Job Code', and a 'Save' button.

Under **Next Year Frequency**, select one of the following payroll frequencies:

- **D - Biweekly**
- **E - Semimonthly**
- **F - Monthly**

Notes:

- If the user is not authorized to access a payroll frequency, it is disabled.
- Only one payroll frequency can be selected at a time.

Under **Table Type**, select one of the following to distinguish the records for hourly and daily employee jobs:

- **Hourly** (pay type 3 and/or 4 employees) - Select to display all existing hourly start dates, estimated hours, and job codes. If no data exists, none is displayed.
- **Daily** (pay type 1 and 2 employees) - Select to display all existing daily start dates, estimated days, and job codes. If no data exists, none is displayed.

Click **Populate Table**. The EOY Accrual Populate Hourly/Daily table pop-up window opens.

Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2026	0.00	<input type="checkbox"/>
<input type="checkbox"/>	07-13-2026	0.00	<input type="checkbox"/>
<input type="checkbox"/>	07-20-2026	0.00	<input type="checkbox"/>
<input type="checkbox"/>	08-10-2026	16.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-13-2026	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-24-2026	6.00	<input type="checkbox"/>

↓

Start dates for inactive jobs are included. Dates that have a year value that is the same or greater than the current computer date are displayed.

- Select August **Start Dates** (and July, if applicable, for employees returning early) for employees who will begin working in August but will not receive their first paycheck until September. Do not select **Delete**.
- Select **Start Dates** and **Delete** for those dates that represent employees who have already received payroll compensation on their new contracts.
- In the **Estimated Days** field, type the estimated hours/days that the employee will work in August.


Click **Execute** to display a list of all the job codes from the employee's job info record (Job Info tab) where the date in the **Begin Date** field matches the **Start Date**. The information is then displayed on the Accrual Table tab. If hours or days are not entered, the corresponding list of job codes is not extracted.

The start dates on the Accrual Table tab are from the **Begin Date** field on the Job Info tab or are the dates that are currently displayed on the Accrual table. The **Delete** flag is automatically selected if the start date from the accrual table does not match the employee's **Begin Date** field on the Job Info tab. This is a display-only page; new rows cannot be added and existing rows cannot be deleted.

- When the hourly table pay type is selected, the contract begin dates that currently exist for all pay type 3 or 4 jobs are displayed and selected.
- When the daily table pay type is selected, the contract begin dates that currently exist for all pay type 1 or 2 jobs are displayed and selected.
- If **Delete** is selected, this is a start date that only exists in the accrual table and does not have any associated job records. If you select **Delete**, the associated accrual table records are deleted.
 - If you continue processing, the start date is deleted from the daily table without inserting new records for the start date.
 - Clear the checkbox to retain these records in the daily table.
- In the **Estimated Hours** or **Estimated Days** field (depends on the table type selected), type the estimated hours or days for the start date.

Note: All previous entries for the start date in the Hourly or Daily accrual table are deleted prior to creating the new records. Therefore, any specific jobs with hours/days that differ from the entered values for the selected start date are replaced with the values entered on this page. If the estimated hours/days for a start date are zero and **Delete** is not selected, new entries are not inserted in the accrual table and the original entries for that same date are not deleted.

Click **+Add** to add a row.

Field	Description
Start Date	Type the start date for the job code. The same start date can be used for multiple job codes.
Estimated Hours/Days	(Depends on the selected table type.) Type the estimated hours or days to be used for the job code.
Job Code	Type a job code, or with the cursor in the field press F2. Click  to select from the Job Code lookup. This job code is added to the accrual table for the associated start date.

The screenshot shows a software interface for payroll processing. At the top, there is a green header with a home icon, the text 'Payroll Processing > EOY Payroll Accruals', and a 'Payroll' menu icon. Below the header is a navigation bar with several tabs: 'ACCRUAL TABLE' (which is selected), 'DECREMENT', 'RUN CALCULATIONS', 'ACCRUAL REPORTS', 'CREATE GENERAL JOURNAL', 'INTERFACE TO FINANCE', 'POST TO MASTER', and 'REVERS'. Below the navigation bar are two control panels. The first panel, 'Next Year Frequency', has three radio buttons: 'D - Biweekly', 'E - Semimonthly', and 'F - Monthly' (which is selected). The second panel, 'Table Type', has two radio buttons: 'Hourly' and 'Daily' (which is selected). To the right of these panels are three buttons: 'Retrieve', 'Print', and 'Populate Table'. A large black arrow points from the 'Retrieve' button down to a 'Save' button located below a table. The table has three columns: 'Start Date', 'Estimated Days', and 'Job Code'. It contains six rows of data, each with a trash icon to its left. The data in the table is as follows:

Delete	Start Date	Estimated Days	Job Code
	08-10-2026	16.00	0001 - TEACHER
	08-10-2026	16.00	0013 - HME REG ED TEACHER
	08-10-2026	16.00	0014 - HME SPED TEACHER
	08-10-2026	16.00	0016 - HME REG ED AIDE
	08-10-2026	16.00	0017 - HME LIBRARY
	08-10-2026	16.00	0038 - NCE REG AIDE

At the bottom of the table, there are navigation controls: 'First', a left arrow, '1 / 3', a right arrow, and 'Last'. There is also an 'Add' button with a plus sign.

Verify the job codes that are attached to the start dates and estimated days.

Click **Save** to update the start dates, estimated days, and job codes that are associated with those employees who work in August (and July, if applicable, for employees returning early) but will not receive their first paycheck until September. This information is populated on the Accrual Table tab.