



# augustaccrualprocesssetup\_schoolytd



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This page is used to access and maintain the payroll year-to-date totals for individual employees including accrual data and accrued days worked by job code. The page is divided into three data groups: Payroll Data, Accrued Data, and Workers' Comp Data. Although the fields are populated as payroll is processed, you can change school YTD records.

Under **Accrued Data**, all fields are display-only and display the total accrued amount for the specified school year. You can make adjustments to the accrual amounts by using the Zero School YTD Accruals utility, the Payroll Accrual Variance Extract utility, voiding a check, or issuing a check.

The **Accrued Data by Job** section consists of a grid and a free-form area. The grid shows multiple records. If the employee had any jobs that accrued, the accrual days calculated for each job are displayed. Click  to view the job details.