Generate accrual reports

Table of Contents

Generate and print the following reports to verify information:

EOY Accrual Table - Hourly Data - Verify the frequency, start date, estimated hours, and job code.

EOY Accrual Table - Daily Data - Verify the frequency, start date, estimated days, and job code.

EOY Accrual Information Alpha (A), Pay Campus (C), Primary Campus (P) -

If the employee accrues monthly, verify that the accrual code is accurate. If the employee does not accrue monthly, verify that an accrual code field is blank.

At the end of the report, verify the accuracy of employees who accrue monthly and do not accrue.

EOY Accrual Distribution by Account Code -

Verify that the fund and fiscal year are accurate.

Verify that an amount was calculated for the federal grant and care columns for federal funds. If there is not an amount listed, review and update the Human Resources > Tables > Salaries > Fund to Grant table.

EOY Accrual Distribution by Alpha

EOY Accrual Account Code Comparison