Set up accrual table

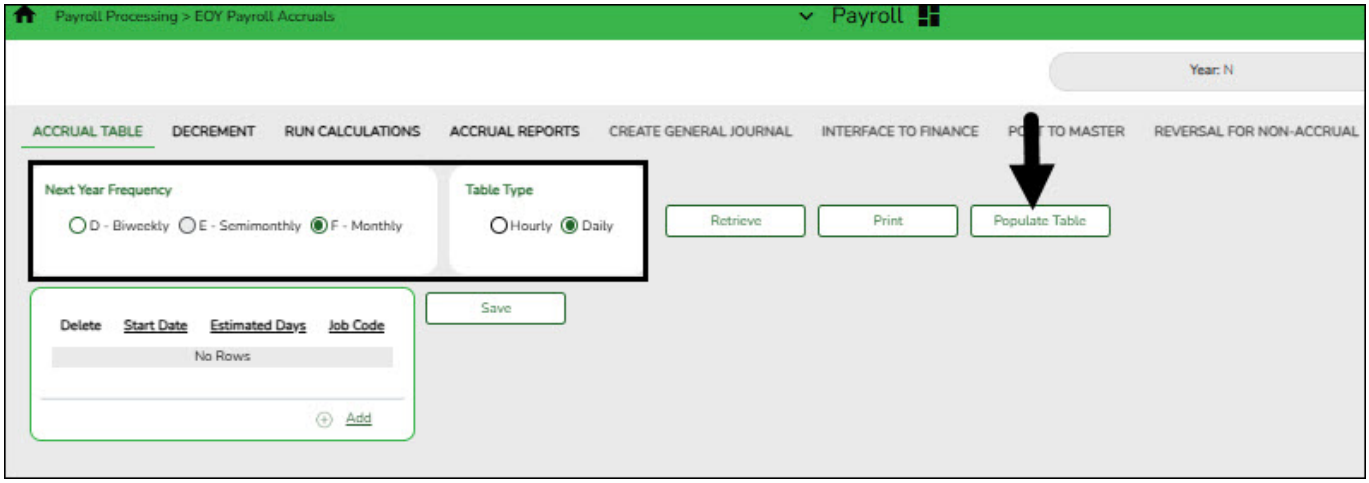
Table of Contents

Set up accrual table i

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

Human Resources > Payroll Processing > EOY Payroll Accruals > Accrual Table

Image



❑ 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.