

Set up accrual table

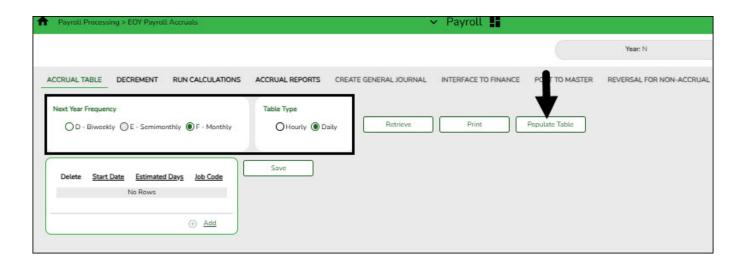
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Log on to the next year payroll frequency (i.e., D, E, or F).

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.