



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

The screenshot shows the 'Payroll Processing > EOY Payroll Accruals' interface. The 'ACCUAL TABLE' tab is active. The 'Next Year Frequency' section has three radio buttons: 'D - Biweekly', 'E - Semimonthly', and 'F - Monthly', with 'F - Monthly' selected. The 'Table Type' section has two radio buttons: 'Hourly' and 'Daily', with 'Daily' selected. To the right of these sections are three buttons: 'Retrieve', 'Print', and 'Populate Table'. A black arrow points to the 'Populate Table' button. Below these sections is a table with columns 'Delete', 'Start Date', 'Estimated Days', and 'Job Code'. The table is currently empty, showing 'No Rows'. There is also an 'Add' button at the bottom right of the table area.

☐ 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.