



## Set up accrual table



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

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Image

The screenshot shows the 'Payroll Processing > EOY Payroll Accruals' interface. At the top, there are navigation tabs: ACCRUAL TABLE, DECUREMENT, RUN CALCULATIONS, ACCRUAL REPORTS, CREATE GENERAL JOURNAL, INTERFACE TO FINANCE, POST TO MASTER, and REVERSAL FOR NON-ACCRUAL. The 'POST TO MASTER' tab is selected, and a black arrow points to the 'Populate Table' button. Below the tabs, there are two sections: 'Next Year Frequency' and 'Table Type'. The 'Next Year Frequency' section has three radio buttons: D - Biweekly, E - Semimonthly, and F - Monthly. The 'F - Monthly' radio button is selected. The 'Table Type' section has two radio buttons: Hourly and Daily. The 'Daily' radio button is selected. To the right of these sections are three buttons: Retrieve, Print, and Populate Table. Below these buttons is a 'Save' button. At the bottom, there is a table with columns: Delete, Start Date, Estimated Days, Job Code, and an Add button. The table currently shows 'No Rows'.

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.