



# augustaccruals\_step2a



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**Note:** If an 11-month employee is listed, with 2018 accruals zero them. If an 11-month employee is listed with 2019 accruals, do not clear them out.

- REVIEW and RECONCILE each employee's accrual balances from your SYTD detail report.
- VERIFY each employee was correctly paid.
- Use the [Human Resources > Utilities > Zero School YTD Accruals](#) tab to clear the accrual balances in the current pay file.
  - Perform the extract.
  - Print reports from Reports tab.
  - Post to Master and Interface to Finance from Post to Master/Interface to Finance tab.
  - Make a backup and save in the EOY Accruals folder

When the school YTD accruals are zero, any accrual amounts are sent back to the fund. If this is the case, consult with the business manager before interfacing.

Reprint the HRS3050 - School Year to Date Report to verify that the accruals were cleared. ALL Accrual fields should be zero. Save this as the last report prior to performing the EOY Payroll Accrual process.

SCREENSHOT