



(If applicable) Complete the accrual calendar

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This step generally applies only to 11-month employees, as it is not recommended to accrue 12-month employees.

Log on to the current year pay frequency.

[Payroll > Tables > Accrual Calendars > Accrual Calendar](#)

If applicable or if your LEA processes monthly accruals, verify the accrual calendar for employees with July contracts. This may be necessary if you accrue any employees working longer than 10 months, for example, you have an 11-month employee.

Enter the new pay dates and accrual days for all applicable accrual codes. The total number of days should equal the number of days employed for that group of employees.

The screenshot shows the 'Accrual Calendar' interface. At the top, there is a green navigation bar with 'Tables > Accrual Calendars' on the left and 'Payroll' on the right. Below this bar is a 'Save' button. The main content area is titled 'ACCRUAL CALENDAR' and contains 'Retrieve' and 'Print' buttons. There are two data tables. The left table has columns 'Delete', 'Details', 'Accrual Code', and 'Total Days Worked', with rows for codes 'A' (187.0) and 'B' (207.0). The right table has columns 'Delete', 'Pay Date', and 'Days Worked', with rows for dates from 08-31-2025 to 08-25-2026 and corresponding 'Days Worked' values. Both tables have 'Add' buttons at the bottom.

Delete	Details	Accrual Code	Total Days Worked
		A	187.0
		B	207.0

Delete	Pay Date	Days Worked
	08-31-2025	20.00
	09-25-2025	21.00
	10-24-2025	22.00
	11-25-2025	15.00
	12-19-2025	15.00
	01-23-2026	20.00
	02-25-2026	19.00
	03-25-2026	17.00
	04-24-2026	21.00
	05-25-2026	17.00
	06-25-2026	0.00
	07-24-2026	0.00
	08-25-2026	0.00

Continue adding pay dates and days worked for the remainder of the school year. The dates must equal the dates in your pay dates table. All pay dates should be entered even if zero days are accrued for that month. This information is LEA-specific.