



(If applicable) Complete the accrual calendar

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Log on to the current year pay frequency.

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

Complete the accrual calendar if applicable 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.

| 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.