



(If applicable) Complete the accrual calendar

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Log on to the current year pay frequency.

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

If applicable, complete 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' and 'Payroll'. Below this is a 'Save' button. The main content area is titled 'ACCRUAL CALENDAR' and includes 'Retrieve' and 'Print' buttons. There are two side-by-side tables. The left table has columns 'Delete', 'Details', 'Accrual Code', and 'Total Days Worked'. It shows two rows: 'A' with 187.0 days and 'B' with 207.0 days. The right table has columns 'Delete', 'Pay Date', and 'Days Worked'. It shows a list of dates from 08-31-2025 to 08-25-2026, each with a corresponding 'Days Worked' input field. Both tables have an 'Add' button 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.