



(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 and 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 displays 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 contains 'Retrieve' and 'Print' buttons. There are two tables side-by-side. The left table has columns for 'Delete', 'Details', 'Accrual Code', and 'Total Days Worked'. The right table has columns for 'Delete', 'Pay Date', and 'Days Worked'.

Delete	Details	Accrual Code	Total Days Worked
		A	187.0
		C	182.0
		D	202.0
		P	159.0
		T	197.0

Delete	Pay Date	Days Worked
	09-25-2024	33.00
	10-25-2024	22.00
	11-22-2024	16.00
	12-20-2024	15.00
	01-24-2025	19.00
	02-25-2025	19.00
	03-25-2025	16.00
	04-25-2025	21.00
	05-26-2025	21.00
	06-25-2025	5.00
	07-25-2025	0.00
	08-25-2025	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.