



(If applicable) Complete the accrual calendar

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Log on to the current year pay frequency.

Payroll > Tables > Accrual Calendars > Accrual Calendar

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 'Save' button. Below it, the 'ACCRUAL CALENDAR' section contains 'Retrieve' and 'Print' buttons. The interface is divided into two main panels. The left panel shows a table with the following data:

Delete	Details	Accrual Code	Total Days Worked
		A	187.0
		B	207.0

The right panel shows a table with the following data:

Delete	Pay Date	Days Worked
	09-25-2025	41.00
	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.

Note: For a standard 187-day calendar in a monthly pay frequency, there should be 13 entries including the date for the August Accrual process and the 12 pay dates including the months that may have zero workdays.