



**(If applicable) Complete the accrual calendar**



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## Log on to the current year pay frequency.

Human Resources > Tables > Workday Calendars > Accrual Calendar

August year-end LEAs - Complete this step if it is not completed.

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.

For August, start with your Accrual run date (08-31-2018) and enter the August workdays.

The screenshot shows the 'Accrual Calendar' interface. It features a 'Save' button at the top left. Below it are tabs for 'School Calendar', 'Accrual Calendar', 'Copy School Calendar', and 'Delete School Calendar'. Under the 'Accrual Calendar' tab, there are 'Retrieve' and 'Print' buttons. The main area contains two tables. The first table, 'Accrual Code', has columns for 'Delete', 'Details', 'Accrual Code', and 'Total Days Worked'. It shows two rows: one with 'A' and '187.0', and another with 'B' and '197.0'. The second table, 'Pay Date', has columns for 'Delete', 'Pay Date', and 'Days Worked'. It lists dates from 08-31-2018 to 08-20-2019 with corresponding 'Days Worked' values ranging from 14.00 to 0.00. Both tables have a '+ Add' button at the bottom right.

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, there should be 13 entries with zero days for June, July, and August 2019.