



(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 (08-31-2019) and enter the August workdays.

Tables > Workday Calendars

Save

School Calendar Accrual Calendar Copy School Calendar Delete School Calendar

Retrieve Print

Delete	Details	Accrual Code	Total Days Worked
		A	187.0
		B	199.0

Delete	Pay Date	Days Worked
	08-30-2019	14.00
	09-20-2019	20.00
	10-20-2019	22.00
	11-20-2019	19.00
	12-20-2019	16.00
	01-19-2020	18.00
	02-20-2020	20.00
	03-22-0202	16.00
	04-20-2020	21.00
	05-18-2020	20.00
	06-20-2020	0.00
	07-20-2020	0.00
	08-20-2020	0.00

+ Add

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 2020.