



(If applicable) Complete the accrual calendar

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Log on to the current year pay frequency.

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

August year-end LEAs - Complete this step if it is not already 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 (08-31-2020) and enter the August workdays.

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 2021.