



# Complete the accrual calendar



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## Complete the accrual calendar

**Log on to the current year pay frequency.**

Payroll > Tables > Accrual Calendars > Accrual Calendar

Review the pay dates and accrual days for all applicable accrual codes **only if applicable** for July contracts. This may be necessary if you accrue employees working longer than 10 months (e.g., 11-month employees). The total number of days should equal the number of days employed for that group of employees.

The screenshot displays the 'ACCURAL CALENDAR' interface. At the top, there is a 'Save' button. Below it, the title 'ACCURAL CALENDAR' is shown, followed by 'Retrieve' and 'Print' buttons. The interface is divided into two main sections. The left section contains a table with the following data:

Delete	Details	Accrual Code	Total Days Worked
		A	187.0
		B	207.0

The right section contains a table with the following data:

Delete	Pay Date	Days Worked
	08-31-2025	20.00
	09-25-2025	21.00
	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

Both tables have an 'Add' button at the bottom right.

- For August, start with your accrual run date (08-31-20XX) 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 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.