



ASCENDER GUIDES



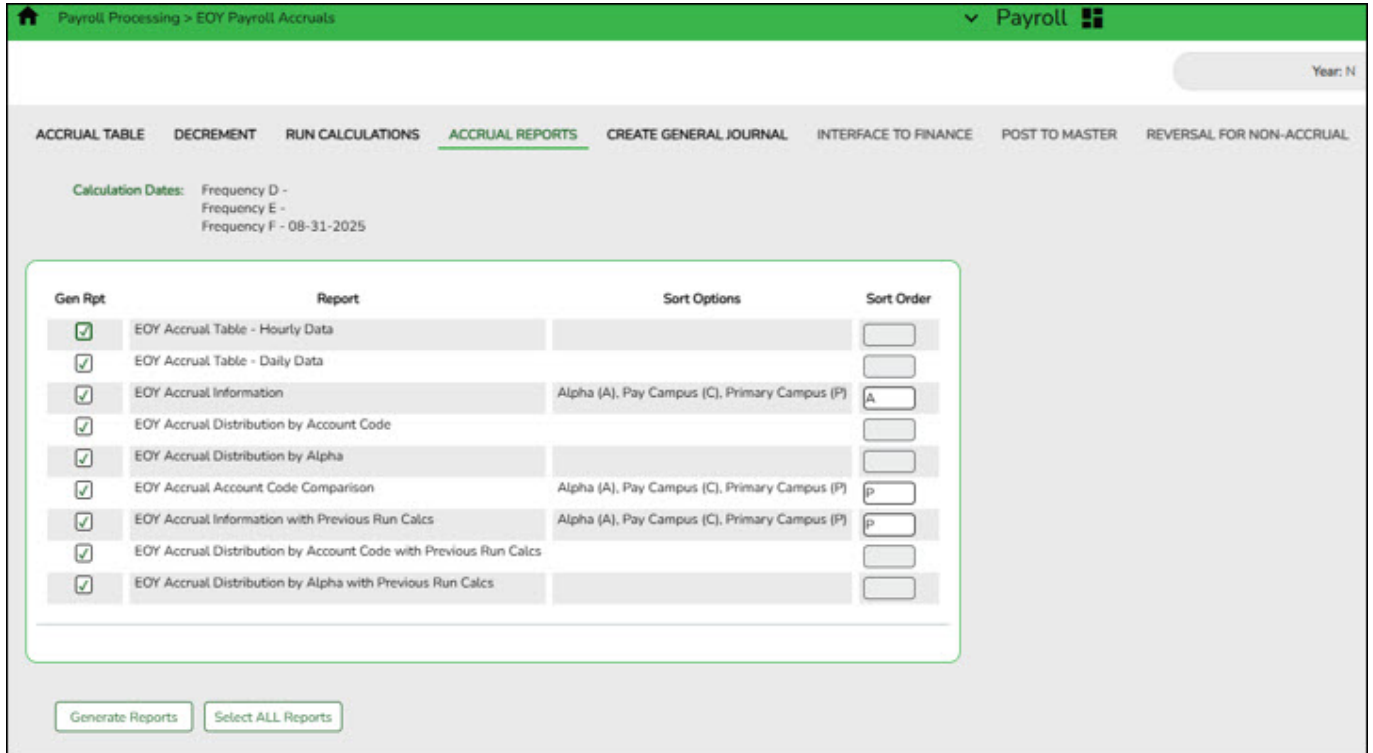
body

Table of Contents

body i

After running the accrual calculations, run the following reports to verify that all listed employees listed are accurate and should be included/excluded in the accrual process.

Image



If calculations are run for multiple frequencies using the same calculation date, the reports will include data from both frequencies. Reports will display the data in order of frequency. Errors must be corrected before continuing. Once corrections are made, run accrual calculations again to ensure that corrections were completed.

The EOY Payroll Accrual Reports include:

- **EOY Accrual Table - Hourly Data** - displays the frequency, start date for each hourly job code, the estimated hours worked in August for the job code, and the current hourly job code description.
- **EOY Accrual Table - Daily Data** - displays the frequency, start date for each daily job code, the estimated days worked in August for the job code, and the current daily job code description.
- **EOY Accrual Information** - displays the information of the August accrued pay by hourly/daily job codes.

[Sample report](#)

Date Run:		EOY Accrual Information								Program: HRS9920	
Cnty Dist:		ISD								Page: 22 of 22	
		Accrual Calculations									
Freq	Emp Nbr	Employee Name									
Job Cd	A/C	Start Date	Units	Rate	Type	Accrued Pay	FICA	Fed Grant	Fed Care	Emplr Care	
F	001832										
0076	B	08-11-2025	15.00	128.342	Daily	1,925.13	27.91	0.00	0.00	14.44	
F	001833										
0059	B	08-11-2025	15.00	274.332	Daily	4,114.98	59.67	0.00	0.00	30.86	
Totals for Frequency: F						1,822,967.77	25,673.10	8,165.53	1,237.22	13,569.42	
Employee Count Totals:						445					
Accrual Employee Count:						446					
Non-Accrual Employee Count:						0					
District Totals:						1,822,967.77	25,673.10	8,165.53	1,237.22	13,569.42	
District Accrual Totals:						1,822,967.77	25,673.10	8,165.53	1,237.22	13,569.42	
District Non-Accrual Totals:						0.00	0.00	0.00	0.00	0.00	
District Employee Count Totals:						445					

- If the employee accrues monthly, verify that the accrual code is accurate. If the employee does not accrue monthly, verify that an accrual code field is blank.
- At the end of the report, verify the accuracy of employees who accrue monthly and do not accrue.

- **EOY Accrual Distribution by Account Code** - displays the distribution of the August accrued pay by account codes.

[Sample report](#)

Date Run:		EOY Accrual Distribution						Program: HRS9940	
Cnty Dist:		ISD						Page: 32 of 32	
		Accrual Calculations							
Freq	Emp Nbr	Employee Name							
Jb Cd	Account Code	Accrued Pay	FICA	Fed Grant	Fed Care	Emplr Care			
F	001833								
0059	199-33-6119.00-101-511000	4,114.98	59.67	.00	.00	30.86			
Employee Totals:		4,114.98	59.67	.00	.00	30.86			
District Totals:		1,822,967.77	25,673.10	8,165.53	1,237.22	13,569.42			

- Verify that the fund and fiscal year are accurate.
- Verify that an amount was calculated for the **Federal Grant and Care** columns for federal funds. If there is not an amount listed, review and update the Human Resources > Tables > Salaries > Fund to Grant table.
- If you logged on to the current pay frequencies to review or update data, be sure to log back on to the next year pay frequency to continue.

- **EOY Accrual Distribution by Alpha** - displays the distribution of the August accrued pay alphabetically.

[Sample report.](#)

Date Run:		EOY Accrual Distribution				Program: HRS9940	
Cnty Dist:		ISD				Page: 32 of 32	
Accrual Calculations							
Freq	Emp Nbr	Employee Name					
Jb Cd	Account Code	Accrued Pay	FICA	Fed Grant	Fed Care	Emplr Care	
F	██████████						
0076	199-11-6129.00-001-511000	1,925.13	27.91	.00	.00	14.44	
	Employee Totals:	1,925.13	27.91	.00	.00	14.44	
F	██████████						
0059	199-33-6119.00-101-511000	4,114.98	59.67	.00	.00	30.86	
	Employee Totals:	4,114.98	59.67	.00	.00	30.86	
	District Totals:	1,822,967.77	25,673.10	8,165.53	1,237.22	13,569.42	
End of Report							

- **EOY Accrual Account Code Comparison** - compares the distribution of the August accrued pay by account codes and provides a listing of the employee master distribution records that are not changed to reflect the new fiscal year or the account code does not exist in Budget. Accounts listed on this report do not exist in the Finance. The account may need to be added to the Finance chart of accounts or corrected on the HR employee Distribution tab. This information must be corrected before continuing the process.


[Sample report.](#)

Date Run:		EOY Accrual Account Code Comparison				Program: HRS9950	
Cnty Dist:		ISD				Page: 1 of 1	
Account Codes that do not exist in the Finance General Ledger							
Primary Campus: 001 -							
Frequency	Account Code	Emp Nbr	Employee Name				
F	199-11-6119.00-001-511000	001503	██████████				
End of Report							

- **EOY Accrual Information with Previous Run Calcs** - displays the information of the recalculated accrued pay by hourly/daily job codes.
- **EOY Accrual Distribution by Account Code with Previous Run Calcs** - displays the distribution of the recalculated accrued pay by account codes.
- **EOY Accrual Distribution by Alpha with Previous Run Calcs** - displays the distribution of the recalculated accrued pay alphabetically.

Note: For all of the reports above except EOY Accrual Table - Hourly Data and EOY Accrual Table - Daily Data, the information is retrieved from the accrual calculations temporary work file that is used to generate all transactions that are posted to the Finance application. The information cannot be modified, but the district can adjust the information in an employee's record and rerun the calculations to change what is stored in the employee record in the temporary work file.

Run accrual reports:

Field	Description
GenRpt	Select to select the report(s) from the list, or click Select ALL Reports to select all reports.
Sort Order	Click  in each report to see available sort options. If the field is blank, no sort options are available.

Click **Generate Reports**. All selected reports are generated with the new information.

Verify the totals of each report. Correct all errors, clear the EOY accrual data only, run accrual calculations again, and generate reports to verify corrections.