



**accrualtable\_body3**




# Table of Contents

accrualtable\_body3 ..... i



To add a row, click **+Add**.

<b>Start Date</b>	Type the start date for the job code.  The same start date can be used for multiple job codes.
<b>Estimated Hours/Days</b>	(depends on the table type selected) Type the estimated hours or days to be used for the job code.
<b>Job Code</b>	Type a job code, or with the cursor in the field press F2. Click  to select from the job code lookup. This job code will be added to the Accrual table for the associated start date.

Click **Save** to update the start dates, estimated days, and job codes that are associated with those employees who work in August but will not get paid until September. This information is populated on the accrual table.