

(Optional) Update accrual calendars

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Payroll > Tables > Accrual Calendars > Accrual Calendar

This step is used for LEAs that perform monthly accruals.

Create accrual calendars to accommodate the varied number of days employees work at the LEA. The calendar is used on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab to calculate the **Accrual Rate** when the calendar code is entered in the **Accrual Info** section.

Verify that the calendar code reflects the actual number of days the employee will work for the new school year; otherwise, the salary amount that should accrue over the school year will be incorrect.

- You can use the school calendar created in the previous step to get the actual workdays by month.
- If you have not set up a budget for the 2023-2024 school year, you can only enter pay dates through the 2023 calendar year. If the Budget is set up for the 2023-2024 school year, you can enter 2024 pay dates in these fields.

Note: This table can be updated after the move to current. All pay dates should be entered even if zero days are accrued (e.g., summer months).