



accrualtable

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This tab is used to help you begin the process of calculating the salaries that must be accumulated for August and expensed in the current fiscal year. TEA requires that “expenditures should be recorded and reported in the period in which they are incurred. Therefore, unpaid salaries and related benefits that have been earned but not yet paid should be recorded as accrued expenditures.” See [Calculating Payroll Accruals](#) for additional information.

- For those jobs that are pay type 1 or 2, set them up on the Daily table. The system matches a job code with a start date listed on an employee's contract information tab for next year and calculates the estimated days for accrual amounts using the next year payroll periods.
- For those jobs that are pay type 3, set them up on the Hourly table. The system matches a job code with a start date listed on an employee's contract information tab for next year and calculates the estimated hours for accrual amounts using the next year payroll periods.
- The system also handles pay type 4 (substitutes) if the district needs to accrue days for a substitute beginning in August. The start date and job code must match the Accrued Hours table, but the units need to reflect days rather than hours for this table entry if the substitute's pay rate is a daily amount.

It is important that you set up accurate accrual tables for both hourly and daily employees before the system can run successful accrual calculations. You can select that date and enter the number of hours or days so the system can extract the list of corresponding job codes. You can also manually add a line to the Accrual table, enter a start date and the number of hours or days, and then select a job code.

Set up accrual tables:

☐ Under **Next Year Frequency**, select one of the following payroll frequencies:

- **D - Biweekly**
- **E - Semimonthly**
- **F - Monthly**

Notes:

- If the user is not authorized to access a payroll frequency, it is disabled.
- Only one payroll frequency can be selected at a time.

☐ Under **Table Type**, select one of the following to distinguish the records for hourly and daily employee jobs:


- **Hourly** (pay type 3 and/or 4 employees) - Select to display all existing hourly start dates,

estimated hours, and job codes. If no data exists, none is displayed.

- **Daily** (pay type 1 and 2 employees) - Select to display all existing daily start dates, estimated days, and job codes. If no data exists, none is displayed.








☐ Click **Populate Table**. The EOY Accrual Populate Hourly/Daily table pop-up window opens.

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

Start Date	Type the start date for the job code. The same start date can be used for multiple job codes.
Estimated Hours/Days	(depends on the table type selected) Type the estimated hours or days to be used for the job code.
Job Code	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 save the changes.

Other functions and features:

Retrieve	Retrieve data. The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Print the EOY Accrual Table report. Review the report using the following buttons: Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report. The report can be viewed and saved in various file formats. Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click X to close the report window. Some reports may have a Close Report , Exit , or Cancel button instead.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .