

Accrual Table - HRS5500

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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.

Start dates for inactive jobs are included. Dates that have a year value that is the same or greater than the current computer date are displayed.

- Select August **Start Dates** (and July, if applicable, for employees returning early) for employees who will begin working in August but will not receive their first paycheck until September. Do not select **Delete**.
- Select **Start Dates** and **Delete** for those dates that represent employees who have already received payroll compensation on their new contracts.
- In the **Estimated Days** field, type the estimated hours/days that the employee will work in August.

❑ Click **Execute** to display a list of all the job codes from the employee's job info record (Job Info tab) where the date in the **Begin Date** field matches the **Start Date**. The information is then displayed on the Accrual Table tab. If hours or days are not entered, the corresponding list of job codes is not extracted.

The start dates on the Accrual Table tab are from the **Begin Date** field on the Job Info tab or are the dates that are currently displayed on the Accrual table. The **Delete** flag is automatically selected if the start date from the accrual table does not match the employee's **Begin Date** field on the Job Info tab. This is a display-only page; new rows cannot be added and existing rows cannot be deleted.

- When the hourly table pay type is selected, the contract begin dates that currently exist for all pay type 3 or 4 jobs are displayed and selected.
- When the daily table pay type is selected, the contract begin dates that currently exist for all pay type 1 or 2 jobs are displayed and selected.
- If **Delete** is selected, this is a start date that only exists in the accrual table and does not have any associated job records. If you select **Delete**, the associated accrual table records are deleted.
    - If you continue processing, the start date is deleted from the daily table without inserting new records for the start date.
    - Clear the checkbox to retain these records in the daily table.
- In the **Estimated Hours** or **Estimated Days** field (depends on the table type selected), type the estimated hours or days for the start date.

Note: All previous entries for the start date in the Hourly or Daily accrual table are deleted prior to creating the new records. Therefore, any specific jobs with hours/days that differ from the entered values for the selected start date are replaced with the values entered on this page. If the estimated hours/days for a start date are zero and **Delete** is not selected, new entries are not inserted in the accrual table and the original entries for that same date are not deleted.

❑ Click **+Add** to add a row.

Field	Description
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 selected table type.) 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 is added to the accrual table for the associated start date.

Verify the job codes that are attached to the start dates and estimated days.

❑ Click **Save** to update the start dates, estimated days, and job codes that are associated with those employees who work in August (and July, if applicable, for employees returning early) but will not receive their first paycheck until September. This information is populated on the Accrual Table tab.

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 First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last 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**.