End-of-Year Payroll Accrual Checklist

The End-of-Year Payroll Accrual Checklist is used to assist you in creating, calculating, verifying, and posting accrued pay for those employees that work in one fiscal year but do not get paid until the next fiscal year. More detailed information regarding end-of-year payroll accruals and associated calculations can be found in Help. You should carefully review the Help for each tab before continuing with the next step. How accruals are calculated are in Help Contents section under Calculating Accruals > Calculating Payroll Accruals.
It is highly recommended that you process the export when **Export** is displayed for a process.

- [ ] 1. Change Payroll Frequency

   Verify that you are in the current payroll frequency that is associated with your next year frequency.

- [ ] 2. Print the following Human Resources report to verify that all accrual amounts are cleared for each employee unless you are accruing for those employees whose contract days begin in July or August. If necessary, you can use the Human Resources > Utilities > Zero School YTD Accruals page.

   Human Resources > Reports > Year To Date Reports > HRS3050 - School Year To Date Report

- [ ] 3. Human Resources > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables

   Select **Clear EOY Accrual Data Only**, and then click **Execute** to clear any accrual calculations performed for the previous year.

   Note: Failure to select this field prior to clicking **Execute** will cause all next year payroll to be cleared.

- [ ] 4. Change Payroll Frequency

   Log on to the next year payroll frequency that is associated with your current year frequency.

- [ ] 5. Human Resources > Tables > Tax/Deductions > TRS Rates

   Complete the fields for the year.

- [ ] 6. Use the following resources to verify payroll information in next year payroll files.

   - Human Resources > Utilities > Pre-Edit Payroll Data
   - Human Resources > Reports > Payroll Information Reports > HRS6050 - Contract Balance Variance Report
   - End-of-Year Payroll Accruals - Recommended Reports

- [ ] 7. Human Resources > Payroll Processing > EOY Payroll Accruals > Accrual Table

   - Under **Table Type**, select **Hourly Table** for pay type 3 and 4 employees.
   - Under **Table Type**, select **Daily Table** for pay type 1 and 2 employees.
   - Click **Populate Table** to enter your data. The information is displayed on the tab.

- [ ] 8. Human Resources > Payroll Processing > Decrement

   Select **Funds/Yr List** to select the federal funds that should not have the fiscal year decremented in this process.

- [ ] 9. Human Resources > Payroll Processing > EOY Payroll Accruals > Run Calculations

   - Verify the **Calculation Date** field.

- Select **Exclude Non-Standard Employees** or **Exclude Substitutes**.
- Select the employees to be included in the process and move employees to the right side of the page.
- Click **Run**.
- If there are errors, review the error report. Errors must be corrected before continuing. When all corrections have been made to the employee records, run the accrual calculations again.

☐   10. Human Resources > Payroll Processing > EOY Payroll Accruals > Accrual Reports

 It is important to print and carefully review the accrual reports to verify the accuracy of the data that ultimately is posted to Finance. Each time corrections are made to the employee records or to the Accrual Table, the calculations should be performed again and the reports printed and reviewed. These reports can also be accessed from the Human Resources > Reports > HR Reports > EOY Accrual Reports menu.

- HRS9900 - EOY Accrual Table - Hourly Data
- HRS9910 - EOY Accrual Table - Daily Data
- HRS9920 - EOY Accrual Information
- HRS9930 - EOY Accrual Distribution by Account Code or HRS9940 - EOY Accrual Distribution by Name - The daily employees are displayed first, and then the hourly employees are displayed. If no accrual code is present, these employees are included in the reversal of non-accrual employees (hourly plus any daily without accrual codes).
- HRS9950 - EOY Accrual Account Code Comparison - The report provides a listing of those master distribution accounts that do not match the account codes in Finance.

Caution: Do not continue if there are any employees missing from the reports, employees are on the reports and should not be, or if the calculation date, days, or hours are incorrect.

☐   11. Human Resources > Payroll Processing > EOY Payroll Accruals > Create General Journal

    Note: This is a display-only grid of previous pay runs that have not been interfaced to Finance.

    Verify the accuracy of the data before continuing.

- It is highly recommended, if multiple date rows display once all tables are completed and all information is verified, that you select **Clear EOY Accrual Data Only** on the Clear Next Year Tables tab from the Next Year, Copy CYR Tables to NYR menu. This will clear all calculations on the Create General Journal tab; however, the accrual table information will remain. Rerun calculations and thoroughly review reports for accuracy before continuing.

    Note: If more than one row exists on the Create General Journal tab for the same pay frequency, different calculation dates and a different group of employees are calculated. If calculations were performed on one group, and then the same group (with additions/deletions or changes) was recalculated, the original calculation is replaced with the new calculation. The key is if subsequent calculations contain the same employees as the previous calculations, they are replaced with the new calculations.
- Carefully review the Create General Journal online Help for guidance on selecting the file ID and clearing fund.
- If no changes are necessary, print the general journal, and then click **Save as Pending**.
- If changes are necessary, be sure to add or extract the new job or start date from the Accrual Table and return to step 7 to continue the process.

☐   12. Human Resources > Payroll Processing > EOY Payroll Accruals > Interface to Finance

Note: Even though the interface file has been created and is displayed, accrual recalculations can still be performed, if needed. If recalculations are performed for the same date, the new interface file is displayed on the Create General Journal tab and the previous interface file is no longer displayed on the Interface to Finance tab.

- Discontinue processing in Finance when performing this function.

- Click **Preview Report** if you want to preview and/or print the EOY Accrual General Journal Transaction report.

- Click **Interface** if you want to interface the general journal transactions to Finance without previewing the general journal.

STOP!

Do not click the Post to Master tab at this time. After the Finance Fiscal Year checklist is completed, select the First Payroll of School Year Checklist to continue the process.