



# Convert Payroll Frequency 5 (Bi-Monthly) to 6 (Monthly)



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# ASCENDER - Convert Payroll Frequency 5 (Bi-Monthly) to 6 (Monthly)

**Created:**

**Reviewed:**

**Revised:**

The purpose of this document is to guide you through the steps to convert a Payroll schedule from frequency 5 (Bi-Monthly) to 6 (Monthly). **It is recommended** that this conversion is processed during the month in which teachers receive their first paycheck (typically September). Therefore, all active employees should be in the current year payroll. During this process, employees' payroll information, job/contract information, payroll distributions, bank deposit information, extra duty pay information, deductions, and leave information will be converted.

This document assumes that you are familiar with the basic features of the ASCENDER Business System and have reviewed the [ASCENDER Business Overview guide](#).



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

## Before You Begin

### IMPORTANT:



- To avoid data issues, only the individual who is performing this process should be logged on to the Payroll and Personnel applications; no one else should be logged on during the process.
- **DO NOT** update payroll information (i.e. Hours/Pay Transmittals, Employee Leave, etc.) for the first pay date that will be processed in the new payroll frequency 6 until you are prompted to do so in this process.

Prior to running this process, verify the following as applicable:

- The most recent payroll runs and adjustments are posted and interfaced to Finance. This includes supplemental payroll runs.
- TRS processing and employer reporting are complete. Non-OASDI, Child Nutrition, etc. interfaced to Finance.
- TRS On Behalf
- EOY Finance

## Convert Payroll Frequency 5 (Bi-Monthly) to 6 (Monthly)

1. [Copy TRS calendar to current year.](#)

### Set up accrual table

**Log on to the next year payroll frequency (i.e., D, E, or F).**

[Payroll](#) > [Payroll Processing](#) > [EOY Payroll Accruals](#) > [Accrual Table](#)

- 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.

Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2024	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-01-2024	22.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-14-2024	13.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-21-2024	8.00	<input type="checkbox"/>

↓

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 selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation 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
<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 selected table type.) 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 is added to the accrual table for the associated start date.

The screenshot shows the 'ACCRUAL TABLE' section of the payroll processing software. At the top, there are navigation tabs: ACCRUAL TABLE, DECUREMENT, RUN CALCULATIONS, ACCRUAL REPORTS, CREATE GENERAL JOURNAL, INTERFACE TO FINANCE, and POST TO MASTER. Below the tabs, there are two selection groups: 'Next Year Frequency' with radio buttons for D - Biweekly, E - Semimonthly, and F - Monthly (selected); and 'Table Type' with radio buttons for Hourly and Daily (selected). To the right are buttons for 'Retrieve', 'Print', and 'Populate Table'. Below these is a 'Save' button, which is highlighted by a black arrow pointing downwards. The main area contains a table with columns: Delete, Start Date, Estimated Days, and Job Code. The table has 8 rows, all with a start date of 08-01-2024 and an estimated value of 22.00. The job codes are: 0013 - 13 MONTH TEACHER, 0116 - CURRICULUM DIRECTOR, 0142 - LSSP, 0143 - DIAGNOSTICIAN, 0300 - SECONDARY SCHOOL COUNSELOR, 0310 - ELEMENTARTY COUNSELOR, and 0421 - ATTENDANCE CLERK. A red box highlights the table, and a black arrow points to the 'Save' button.

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 but will not get paid until September. This information is populated on the accrual table.



## 2. Copy September start employees to current year.

**Set up accrual table****Log on to the next year payroll frequency (i.e., D, E, or F).**

Payroll &gt; Payroll Processing &gt; EOY Payroll Accruals &gt; Accrual Table

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.

Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2024	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-01-2024	22.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-14-2024	13.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-21-2024	8.00	<input type="checkbox"/>

↓

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 selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation 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
<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 selected table type.) 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 is added to the accrual table for the associated start date.

The screenshot shows the 'Payroll Processing > EOY Payroll Accruals' interface. The 'ACCRUAL TABLE' tab is active. Below the navigation tabs, there are controls for 'Next Year Frequency' (D - Biweekly, E - Semimonthly, F - Monthly) and 'Table Type' (Hourly, Daily). Buttons for 'Retrieve', 'Print', 'Populate Table', and 'Save' are visible. The 'ACCRUAL TABLE' contains the following data:

Delete	Start Date	Estimated Days	Job Code
	08-01-2024	22.00	0013 - 13 MONTH TEACHER
	08-01-2024	22.00	0116 - CURRICULUM DIRECTOR
	08-01-2024	22.00	0142 - LSSP
	08-01-2024	22.00	0143 - DIAGNOSTICIAN
	08-01-2024	22.00	0300 - SECONDARY SCHOOL COUNSELOR
	08-01-2024	22.00	0310 - ELEMENTARTY COUNSELOR
	08-01-2024	22.00	0421 - ATTENDANCE CLERK

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 but will not get paid until September. This information is populated on the accrual table.

3. Delete workday calendars from inactive employees job info record.

## Set up accrual table

**Log on to the next year payroll frequency (i.e., D, E, or F).**

Payroll > Payroll Processing > EOY Payroll Accruals > Accrual Table

- 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.

Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2024	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-01-2024	22.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-14-2024	13.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-21-2024	8.00	<input type="checkbox"/>

↓

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 selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation 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.

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- 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
<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 selected table type.) 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 is added to the accrual table for the associated start date.

The screenshot shows the 'ACCRUAL TABLE' section of the payroll processing software. At the top, there are navigation tabs: ACCRUAL TABLE, DECUREMENT, RUN CALCULATIONS, ACCRUAL REPORTS, CREATE GENERAL JOURNAL, INTERFACE TO FINANCE, and POST TO MASTER. Below the tabs, there are two selection groups: 'Next Year Frequency' with radio buttons for D - Biweekly, E - Semimonthly, and F - Monthly (selected); and 'Table Type' with radio buttons for Hourly and Daily (selected). To the right are buttons for 'Retrieve', 'Print', and 'Populate Table'. Below these is a 'Save' button, which is highlighted with a black arrow. The main area contains a table with columns: Delete, Start Date, Estimated Days, and Job Code. The table has 7 rows of data, all with a start date of 08-01-2024 and an estimated value of 22.00. The job codes are: 0013 - 13 MONTH TEACHER, 0116 - CURRICULUM DIRECTOR, 0142 - LSSP, 0143 - DIAGNOSTICIAN, 0300 - SECONDARY SCHOOL COUNSELOR, 0310 - ELEMENTARTY COUNSELOR, and 0421 - ATTENDANCE CLERK.

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 but will not get paid until September. This information is populated on the accrual table.

4. Delete accrual calendar codes from inactive employees job info record.

## Set up accrual table

**Log on to the next year payroll frequency (i.e., D, E, or F).**

Payroll > Payroll Processing > EOY Payroll Accruals > Accrual Table

- 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.

Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2024	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-01-2024	22.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-14-2024	13.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-21-2024	8.00	<input type="checkbox"/>

↓

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 selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation 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




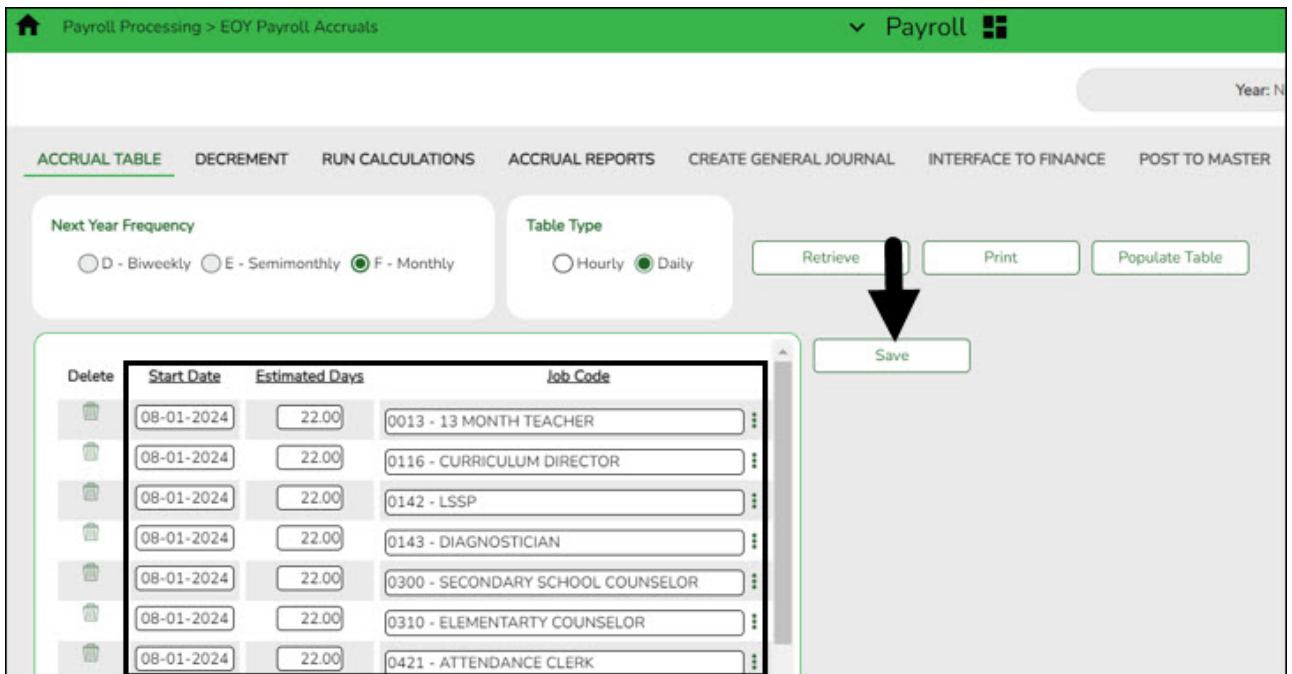
inserting new records for the start date.

- 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
<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 selected table type.) 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 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 but will not get paid until September. This information is populated on the accrual table.

5. [Print recommended Payroll and Personnel tables and reports.](#)

## Set up accrual table

**Log on to the next year payroll frequency (i.e., D, E, or F).**

[Payroll > Payroll Processing > EOY Payroll Accruals > Accrual Table](#)

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

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

### Notes:

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- **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.

Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2024	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-01-2024	22.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-14-2024	13.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-21-2024	8.00	<input type="checkbox"/>

↓

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 selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation until September (do not select **Delete**).
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- 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.

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- 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.
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- 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
<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 selected table type.) 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 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 but will not get paid until September. This information is populated on the accrual table.

## 6. Generate reports and tables prior to conversion.

**Set up accrual table****Log on to the next year payroll frequency (i.e., D, E, or F).**

Payroll &gt; Payroll Processing &gt; EOY Payroll Accruals &gt; Accrual Table

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.
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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.

Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2024	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-01-2024	22.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-14-2024	13.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-21-2024	8.00	<input type="checkbox"/>

↓

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 selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation 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
<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 selected table type.) 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 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 but will not get paid until September. This information is populated on the accrual table.

## 7. Enable payroll frequency 6.

**Set up accrual table****Log on to the next year payroll frequency (i.e., D, E, or F).**

Payroll &gt; Payroll Processing &gt; EOY Payroll Accruals &gt; Accrual Table

The screenshot shows the 'Accrual Table' configuration screen. The 'Next Year Frequency' section is highlighted with a black box and contains three radio button options: 'D - Biweekly', 'E - Semimonthly', and 'F - Monthly'. The 'F - Monthly' option is selected. The 'Table Type' section also has two radio button options: 'Hourly' and 'Daily', with 'Daily' selected. To the right of these sections are three buttons: 'Retrieve', 'Print', and 'Populate Table'. A large black arrow points down to the 'Populate Table' button. Below the configuration sections is a table with columns for 'Delete', 'Start Date', 'Estimated Days', and 'Job Code'. The table currently displays 'No Rows'. A 'Save' button is located below the table.

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.



Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2024	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-01-2024	22.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-14-2024	13.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-21-2024	8.00	<input type="checkbox"/>

↓

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 selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation 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
<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 selected table type.) 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 is added to the accrual table for the associated start date.

The screenshot shows the 'ACCRUAL TABLE' section of the payroll processing software. At the top, there are navigation tabs: ACCRUAL TABLE, DECUREMENT, RUN CALCULATIONS, ACCRUAL REPORTS, CREATE GENERAL JOURNAL, INTERFACE TO FINANCE, and POST TO MASTER. Below the tabs, there are two selection groups: 'Next Year Frequency' with radio buttons for D - Biweekly, E - Semimonthly, and F - Monthly (selected); and 'Table Type' with radio buttons for Hourly and Daily (selected). To the right of these are buttons for 'Retrieve', 'Print', and 'Populate Table'. Below these is a 'Save' button, which is highlighted with a large black downward-pointing arrow. The main area contains a table with columns: Delete, Start Date, Estimated Days, and Job Code. The table lists several rows of data, all with a start date of 08-01-2024 and an estimated value of 22.00. The job codes include 0013 - 13 MONTH TEACHER, 0116 - CURRICULUM DIRECTOR, 0142 - LSSP, 0143 - DIAGNOSTICIAN, 0300 - SECONDARY SCHOOL COUNSELOR, 0310 - ELEMENTARTY COUNSELOR, and 0421 - ATTENDANCE CLERK.

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 but will not get paid until September. This information is populated on the accrual table.

## 8. Update Security permissions

**Set up accrual table**

**Log on to the next year payroll frequency (i.e., D, E, or F).**

Payroll > Payroll Processing > EOY Payroll Accruals > Accrual Table

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.

Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2024	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-01-2024	22.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-14-2024	13.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-21-2024	8.00	<input type="checkbox"/>

↓

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 selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation 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
<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 selected table type.) 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 is added to the accrual table for the associated start date.

The screenshot shows the 'Payroll Processing > EOY Payroll Accruals' interface. The 'ACCRUAL TABLE' tab is active. Below the navigation tabs, there are controls for 'Next Year Frequency' (D - Biweekly, E - Semimonthly, F - Monthly) and 'Table Type' (Hourly, Daily). Buttons for 'Retrieve', 'Print', 'Populate Table', and 'Save' are visible. The main table has columns for 'Delete', 'Start Date', 'Estimated Days', and 'Job Code'. The table contains several rows of data for the start date 08-01-2024 and estimated days of 22.00, with various job codes listed.

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 but will not get paid until September. This information is populated on the accrual table.

## 9. Update district HR options in payroll frequency 6.

**Set up accrual table****Log on to the next year payroll frequency (i.e., D, E, or F).**

Payroll &gt; Payroll Processing &gt; EOY Payroll Accruals &gt; Accrual Table

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.

Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2024	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-01-2024	22.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-14-2024	13.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-21-2024	8.00	<input type="checkbox"/>

↓

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 selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation 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

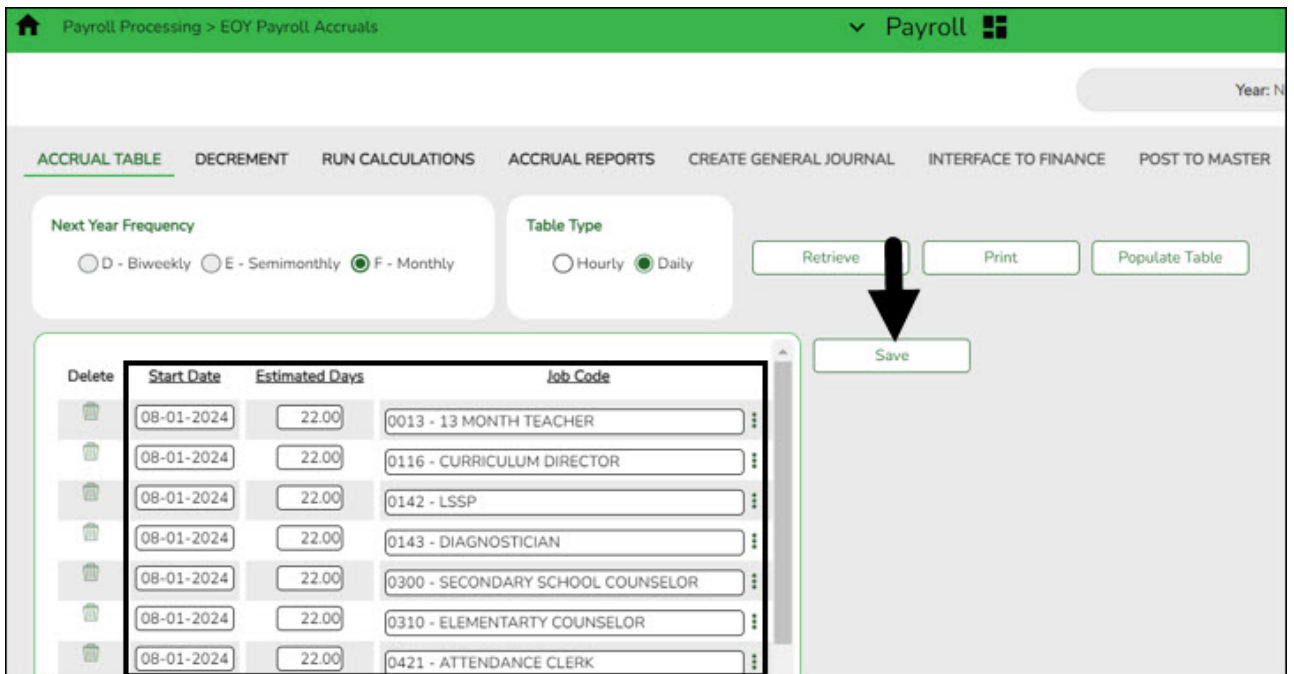
inserting new records for the start date.

- 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
<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 selected table type.) 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 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 but will not get paid until September. This information is populated on the accrual table.



## 10. Create pay dates table in payroll frequency 6.

**Set up accrual table****Log on to the next year payroll frequency (i.e., D, E, or F).**

Payroll &gt; Payroll Processing &gt; EOY Payroll Accruals &gt; Accrual Table

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.

Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2024	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-01-2024	22.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-14-2024	13.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-21-2024	8.00	<input type="checkbox"/>

↓

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 selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation 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

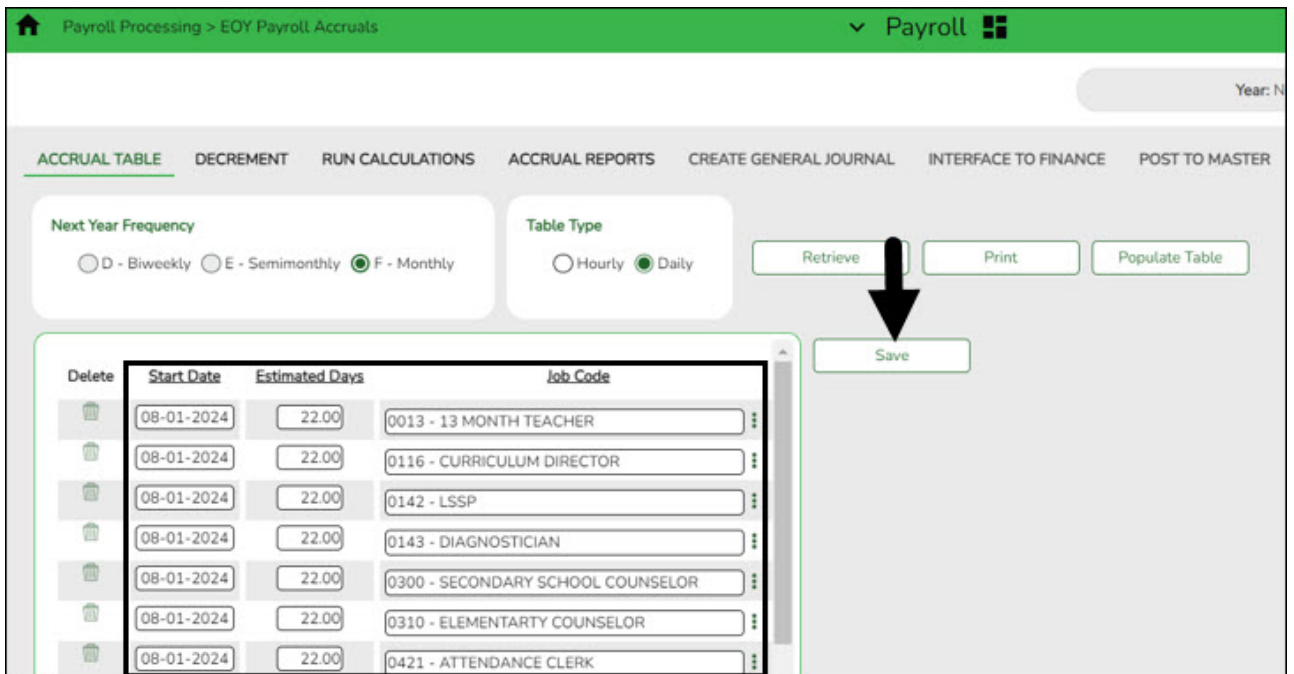
inserting new records for the start date.

- 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
<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 selected table type.) 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 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 but will not get paid until September. This information is populated on the accrual table.

## 11. Update accrual calendar table in payroll frequency 6.

**Set up accrual table****Log on to the next year payroll frequency (i.e., D, E, or F).**

Payroll &gt; Payroll Processing &gt; EOY Payroll Accruals &gt; Accrual Table

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.

Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2024	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-01-2024	22.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-14-2024	13.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-21-2024	8.00	<input type="checkbox"/>

↓

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 selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation 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
<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 selected table type.) 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 is added to the accrual table for the associated start date.

The screenshot shows the 'Payroll Processing > EOY Payroll Accruals' interface. The 'ACCRUAL TABLE' tab is active. Below the navigation tabs, there are controls for 'Next Year Frequency' (D - Biweekly, E - Semimonthly, F - Monthly) and 'Table Type' (Hourly, Daily). Buttons for 'Retrieve', 'Print', 'Populate Table', and 'Save' are visible. The main table has columns for 'Delete', 'Start Date', 'Estimated Days', and 'Job Code'. The table contains several rows of data, with a red box highlighting the table area and a black arrow pointing to the 'Save' button.

Delete	Start Date	Estimated Days	Job Code
	08-01-2024	22.00	0013 - 13 MONTH TEACHER
	08-01-2024	22.00	0116 - CURRICULUM DIRECTOR
	08-01-2024	22.00	0142 - LSSP
	08-01-2024	22.00	0143 - DIAGNOSTICIAN
	08-01-2024	22.00	0300 - SECONDARY SCHOOL COUNSELOR
	08-01-2024	22.00	0310 - ELEMENTARTY COUNSELOR
	08-01-2024	22.00	0421 - ATTENDANCE CLERK

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 but will not get paid until September. This information is populated on the accrual table.

## 12. Copy workday calendars to payroll frequency 6.

**Set up accrual table****Log on to the next year payroll frequency (i.e., D, E, or F).**

Payroll &gt; Payroll Processing &gt; EOY Payroll Accruals &gt; Accrual Table

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.

Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2024	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-01-2024	22.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-14-2024	13.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-21-2024	8.00	<input type="checkbox"/>

↓

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 selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation 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




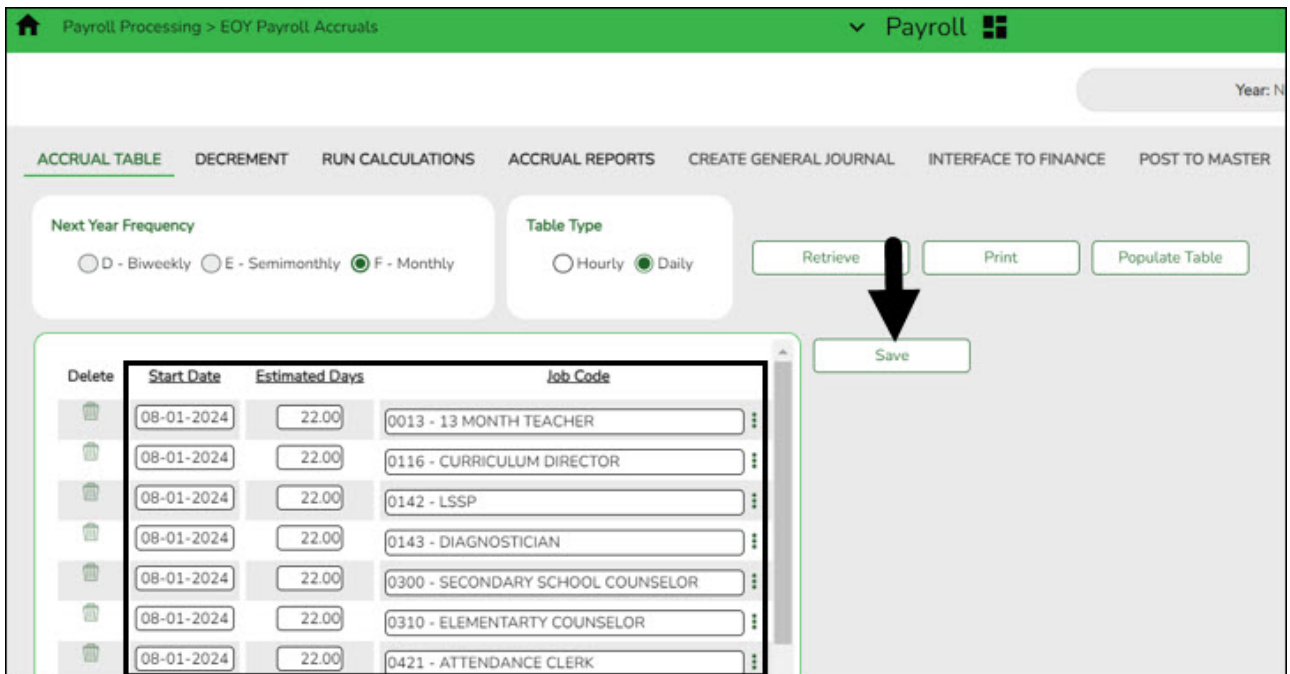
inserting new records for the start date.

- 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
<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 selected table type.) 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 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 but will not get paid until September. This information is populated on the accrual table.

## 13. Conversion

**Set up accrual table**

**Log on to the next year payroll frequency (i.e., D, E, or F).**

Payroll > Payroll Processing > EOY Payroll Accruals > Accrual Table

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.

Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2024	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-01-2024	22.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-14-2024	13.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-21-2024	8.00	<input type="checkbox"/>

↓

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 selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation 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
<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 selected table type.) 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 is added to the accrual table for the associated start date.

The screenshot shows the 'Payroll Processing > EOY Payroll Accruals' interface. At the top, there are navigation tabs: ACCURAL TABLE (selected), DECUREMENT, RUN CALCULATIONS, ACCRUAL REPORTS, CREATE GENERAL JOURNAL, INTERFACE TO FINANCE, and POST TO MASTER. Below the tabs, there are two selection groups: 'Next Year Frequency' with radio buttons for D - Biweekly, E - Semimonthly, and F - Monthly (selected); and 'Table Type' with radio buttons for Hourly and Daily (selected). To the right are buttons for Retrieve, Print, and Populate Table. Below these is a 'Save' button, which is pointed to by a large black arrow. The main area contains a table with columns: Delete, Start Date, Estimated Days, and Job Code. The table lists several rows with a start date of 08-01-2024 and an estimated value of 22.00, each associated with a different job code.

Delete	Start Date	Estimated Days	Job Code
	08-01-2024	22.00	0013 - 13 MONTH TEACHER
	08-01-2024	22.00	0116 - CURRICULUM DIRECTOR
	08-01-2024	22.00	0142 - LSSP
	08-01-2024	22.00	0143 - DIAGNOSTICIAN
	08-01-2024	22.00	0300 - SECONDARY SCHOOL COUNSELOR
	08-01-2024	22.00	0310 - ELEMENTARTY COUNSELOR
	08-01-2024	22.00	0421 - ATTENDANCE CLERK

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 but will not get paid until September. This information is populated on the accrual table.

## 14. Update District EP Options in payroll frequency 6.

**Set up accrual table****Log on to the next year payroll frequency (i.e., D, E, or F).**

Payroll &gt; Payroll Processing &gt; EOY Payroll Accruals &gt; Accrual Table

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.

Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2024	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-01-2024	22.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-14-2024	13.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-21-2024	8.00	<input type="checkbox"/>

↓

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 selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation 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
<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 selected table type.) 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 is added to the accrual table for the associated start date.

The screenshot shows the 'Payroll Processing > EOY Payroll Accruals' interface. At the top, there are navigation tabs: ACCRUAL TABLE (selected), DECUREMENT, RUN CALCULATIONS, ACCRUAL REPORTS, CREATE GENERAL JOURNAL, INTERFACE TO FINANCE, and POST TO MASTER. Below the tabs, there are two selection groups: 'Next Year Frequency' with radio buttons for D - Biweekly, E - Semimonthly, and F - Monthly (selected); and 'Table Type' with radio buttons for Hourly and Daily (selected). To the right are buttons for Retrieve, Print, and Populate Table. Below these is a 'Save' button, which is pointed to by a large black arrow. The main area contains a table with columns: Delete, Start Date, Estimated Days, and Job Code. The table lists several rows of data for the start date 08-01-2024 and estimated days of 22.00, with various job codes such as '0013 - 13 MONTH TEACHER', '0116 - CURRICULUM DIRECTOR', '0142 - LSSP', '0143 - DIAGNOSTICIAN', '0300 - SECONDARY SCHOOL COUNSELOR', '0310 - ELEMENTARTY COUNSELOR', and '0421 - ATTENDANCE CLERK'. Each row has a trash icon in the 'Delete' column and a vertical ellipsis in the 'Job Code' column.

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 but will not get paid until September. This information is populated on the accrual table.

## 15. Verify Payroll Tables in payroll frequency 6.

**Set up accrual table****Log on to the next year payroll frequency (i.e., D, E, or F).**

Payroll &gt; Payroll Processing &gt; EOY Payroll Accruals &gt; Accrual Table

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.



Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2024	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-01-2024	22.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-14-2024	13.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-21-2024	8.00	<input type="checkbox"/>

↓

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 selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation 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
<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 selected table type.) 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 is added to the accrual table for the associated start date.

The screenshot shows the 'EOY Payroll Accruals' screen. At the top, there are navigation tabs: ACCRUAL TABLE (selected), DECUREMENT, RUN CALCULATIONS, ACCRUAL REPORTS, CREATE GENERAL JOURNAL, INTERFACE TO FINANCE, and POST TO MASTER. Below the tabs, there are two groups of radio buttons: 'Next Year Frequency' with options D - Biweekly, E - Semimonthly, and F - Monthly (selected); and 'Table Type' with options Hourly and Daily (selected). To the right of these are buttons for 'Retrieve', 'Print', and 'Populate Table'. Below these is a 'Save' button, which is pointed to by a large black arrow. The main area contains a table with columns: Delete, Start Date, Estimated Days, and Job Code. The table has 7 rows, all with a start date of 08-01-2024 and estimated days of 22.00. The job codes are: 0013 - 13 MONTH TEACHER, 0116 - CURRICULUM DIRECTOR, 0142 - LSSP, 0143 - DIAGNOSTICIAN, 0300 - SECONDARY SCHOOL COUNSELOR, 0310 - ELEMENTARTY COUNSELOR, and 0421 - ATTENDANCE CLERK.

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 but will not get paid until September. This information is populated on the accrual table.

## 16. Verify personnel tables.

**Set up accrual table****Log on to the next year payroll frequency (i.e., D, E, or F).**

Payroll &gt; Payroll Processing &gt; EOY Payroll Accruals &gt; Accrual Table

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.

Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2024	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-01-2024	22.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-14-2024	13.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-21-2024	8.00	<input type="checkbox"/>

↓

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 selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation 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

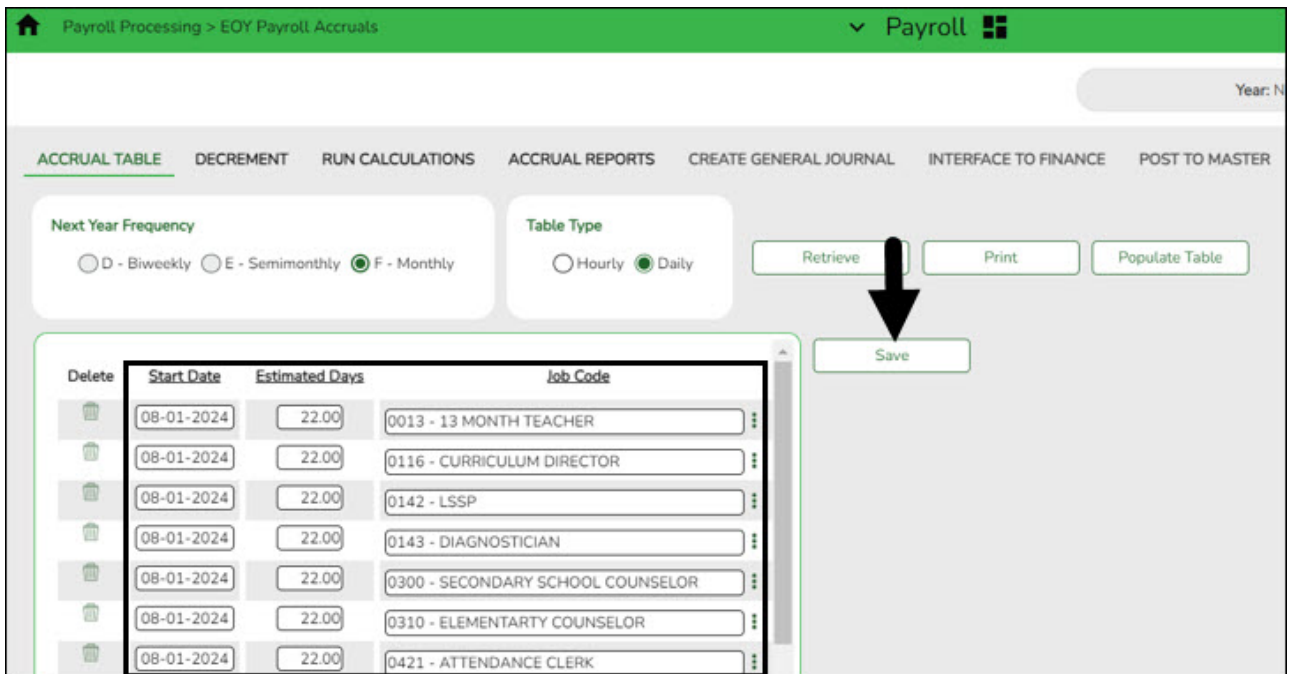
inserting new records for the start date.

- 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
<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 selected table type.) 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 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 but will not get paid until September. This information is populated on the accrual table.

## 17. Delete workday calendars for payroll frequency 5.

**Set up accrual table****Log on to the next year payroll frequency (i.e., D, E, or F).**

Payroll &gt; Payroll Processing &gt; EOY Payroll Accruals &gt; Accrual Table

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.

Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2024	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-01-2024	22.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-14-2024	13.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-21-2024	8.00	<input type="checkbox"/>

↓

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 selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation 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
<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 selected table type.) 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 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 but will not get paid until September. This information is populated on the accrual table.



## 18. Other helpful information.

**Set up accrual table****Log on to the next year payroll frequency (i.e., D, E, or F).**

Payroll &gt; Payroll Processing &gt; EOY Payroll Accruals &gt; Accrual Table

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.

Frequency: F - Monthly

	<u>Start Date</u>	<u>Estimated Days</u>	<u>Delete</u>
<input type="checkbox"/>	07-01-2024	0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-01-2024	22.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-14-2024	13.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	08-21-2024	8.00	<input type="checkbox"/>

↓

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 selected.

- Select August **Start Dates** that include employees who will begin work in August but will not receive their first payroll compensation 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

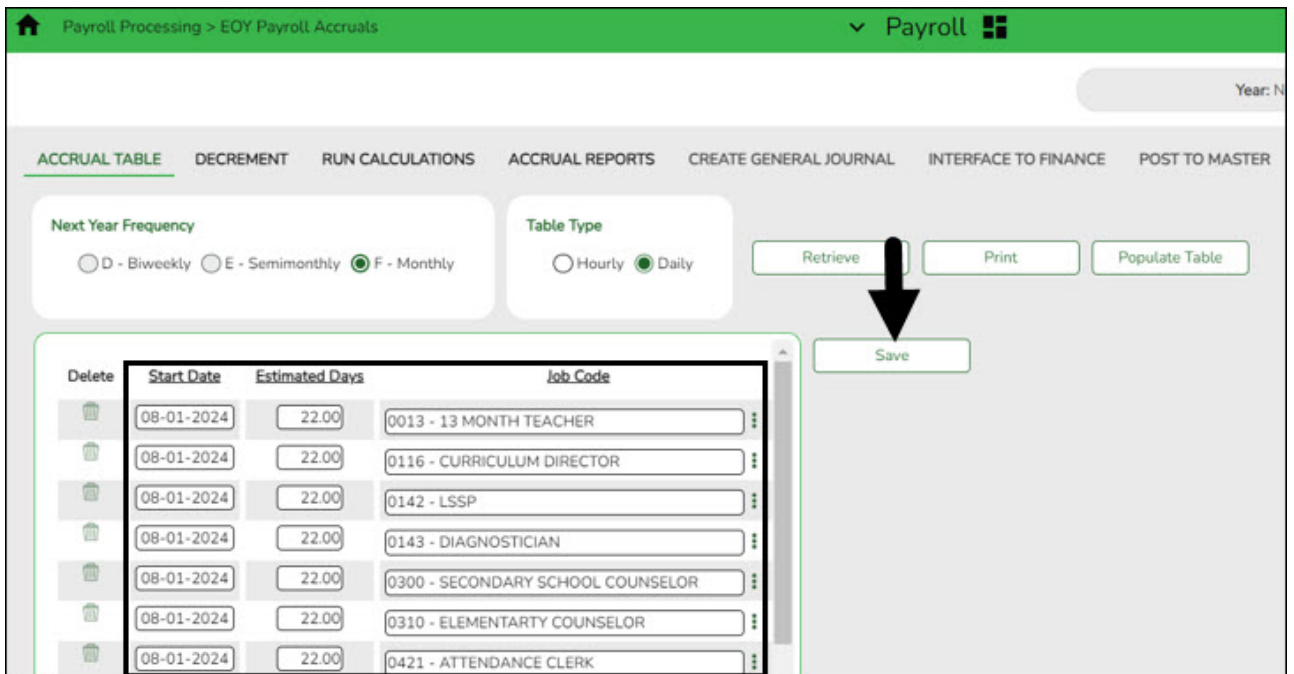
inserting new records for the start date.

- 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
<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 selected table type.) 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 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 but will not get paid until September. This information is populated on the accrual table.

Copy TRS Calendar to Current Year Copy September Start Employees to Current Year Delete Workday Calendars from Inactive Employees Job Info Record Delete Accrual Calendar Codes from Inactive Employees Job Info Record Print Recommended Payroll and Personnel Tables and Reports Generate Reports and Tables Prior to Conversion Enable Payroll Frequency 6 Update Security Permissions Update district HR options in Payroll Frequency 6 Create Pay Dates Table in Payroll Frequency 6 Update Accrual Calendar Table in Payroll Frequency 6 Copy Workday Calendars to Payroll Frequency 6 Conversion Update District EP Options in Payroll Frequency 6 Verify Payroll Tables in Payroll Frequency 6 Verify Personnel Tables Delete Workday Calendars for Payroll Frequency 5 Other Helpful Information



## Back Cover