



Generate accrual reports

Table of Contents

Verify that all employees listed on the below reports are accurate and should be included/excluded in the accrual calculations.

Generate and print the following reports to verify information:

EOY Accrual Table - Hourly Data - Verify the frequency, start date, estimated hours, and job code.

EOY Accrual Table - Daily Data - Verify the frequency, start date, estimated days, and job code.

EOY Accrual Information Alpha (A), Pay Campus (C), Primary Campus (P) -

If the employee accrues monthly, verify that the accrual code is accurate. If the employee does not accrue monthly, verify that an accrual code field is blank.

At the end of the report, verify the accuracy of employees who accrue monthly and do not accrue.

EOY Accrual Distribution by Account Code -

Verify that the fund and fiscal year are accurate.

Verify that an amount was calculated for the federal grant and care columns for federal funds. If there is not an amount listed, review and update the [Human Resources > Tables > Salaries > Fund to Grant](#) table. If you logged on to the current pay frequencies, be sure to log back on to the next year pay frequency to continue.

EOY Accrual Distribution by Alpha - This report contains the same information as the EOY Accrual Distribution by Account Code but is sorted alphabetically.

EOY Accrual Account Code Comparison

Accounts listed on this report do not exist in the Finance. The account may need to be added in the Finance chart of accounts or corrected on the HR employee distribution tab. This information must be corrected before continuing the process.



Back Cover