



## **Verify next year payroll information**



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# Verify the accrual code, accrual rate, daily rate, and contract begin date

**Log on to the NYR payroll frequency.**

[Payroll > Reports > User Created Reports](#)

These fields are maintained on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.

Verify the accrual code, accrual rate, daily rate, and contract begin date for each employee.

- Verify that each employee that should accrue monthly has an accrual code. Verify that each employee with an accrual code has an accrual rate.
- Verify that the accrual rate matches the daily rate.
- Verify if each accrual code has a consistent number of days employed.
- If you have two employees with the same contract begin date and one needs to accrue and the other does not, you can add a temporary term date and reason on the Employment Info tab to prevent the one who does not need to accrue from being included in the accrual calculation process. After the accrual process is completed, be sure to remove the temporary term date.
- If the employee does not accrue monthly, verify that their begin contract date and new daily rate are accurate for the new year.
- If the employee does not accrue monthly, verify that the employee **does not** have an accrual code or accrual rate.



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