



## **Verify next year payroll information**



# Table of Contents

**Verify the accrual code, accrual rate, daily rate, and contract begin date ..... 1**



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

Log on to the CYR payroll frequency.

Payroll > Reports > User Created Reports

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

Maintenance > Staff Job/Pay Data Payroll

Save

Employee: 000006 : ACHIMON, AARON JAY Retrieve Directory

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0178 - WWV REG ED TEACHER	<input checked="" type="checkbox"/>	100%	Contracted employee

Rows: 1 of 1 Add

Primary Campus: 107 ASCENDER 107 Elementary  
Dept:

**Contract Info**

Pay Type: 1 Contracted employee Pay Grade: 10T Pay Step: 22 Sched: Max Days: 187 Hrs Per Day: 0.000 Incr Pay Step:

Total: 61,800.00 Balance: 61,800.00 # of Annual Pymts: 12 Remaining Pymts: 12 Concept: Use annual salary table

# of Months in Contract: 10 State Min Days: 187 Valid basic days in contract Base Annual: 61,800.00 Calculate

**Daily Rate:** 330.481 = Contract Total: 61,800.00 / # of Days Empld: 187 # Days Off: 0.0 Vacant Job:

Pay Rate: 5,150.00 = Contract Total: 61,800.00 / # Annual Pymts: 12 Payoff Date: 08-25-2026 Wkly Hrs Sched: 0

Reg Hrs Worked: 0.00 OVTM Elig:  OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status:  EEOC: 05 Elem classrm teach

**State Info**

State Step: 20 Yrs in Career Ladder: TRS Year:  TRS Member Pos: 02 Teacher, Librarian Wholly Sep Amt: 0.00

State Min Salary: 54,540.00 = Foundation Daily Rate: 29,165.8 X % Assigned: 100% X # of days Empld: 187 Retiree Exception:

**Calendar/Local Info**

Calendar Cd: 09 - 187 DAYS : **Begin Date:** 08-11-2025 End Date: 05-29-2026 **# of Days Empld:** 187 Exclude Days for TEA:

Years Job Exp:  Local Contract Days: 197

**Workers' Comp Info**

WC Code: A PROFESSIONALS 0.000058 WC Ann Pymts: 10 WC Remain: 10

**Accrual Info**

Code: B : Accrual Rate: 330.481 = Total: 61,800.00 / # of Days Empld: 187

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, make a note to serve as a reminder that the applicable employee should be excluded from calculations during the August Accrual process.
- 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.



## Back Cover