

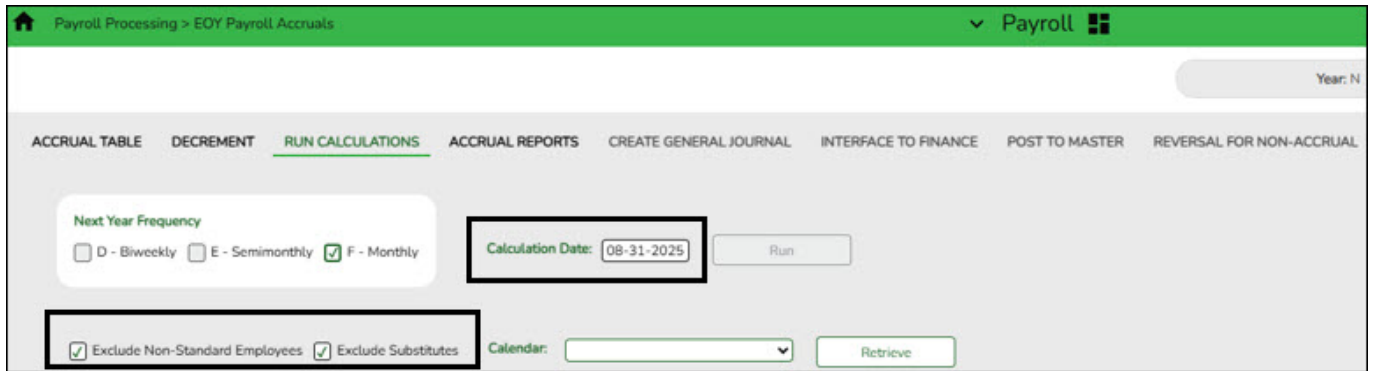


Run calculations

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Log on to the NYR payroll frequency.

Human Resources > Payroll Processing > EOY Payroll Accruals > Run Calculations



All applicable pay frequencies should be included in the calculation run.

It is recommended to change the calculation date to the date used to post the payroll accrual records (August 31, 2018) and to create/interface the Finance general journal.

Click **Retrieve** to display a list of applicable employees.

Calculation Date	<p>This field is populated with the current system date, but it can be changed. This date is used as the pay date for the YTD payroll records. This date is also used to create the Finance general journal number and the month reported in the general journal description.</p> <p>The pay date used must be within the current calendar year. If different pay dates are used with different groups of employees, then each pay date is displayed on the Create General Journal tab. If different pay dates are used and all the same employees are included in the last pay date (all employees that were in the previous pay dates are included in this pay date), only the most recent pay date is displayed. If multiple dates are displayed and you no longer want them, select the Clear EOY Accrual Data Only field on the Next Year > Clear Next Year Tables tab. All calculations are deleted, and the accrual table information is retained.</p>
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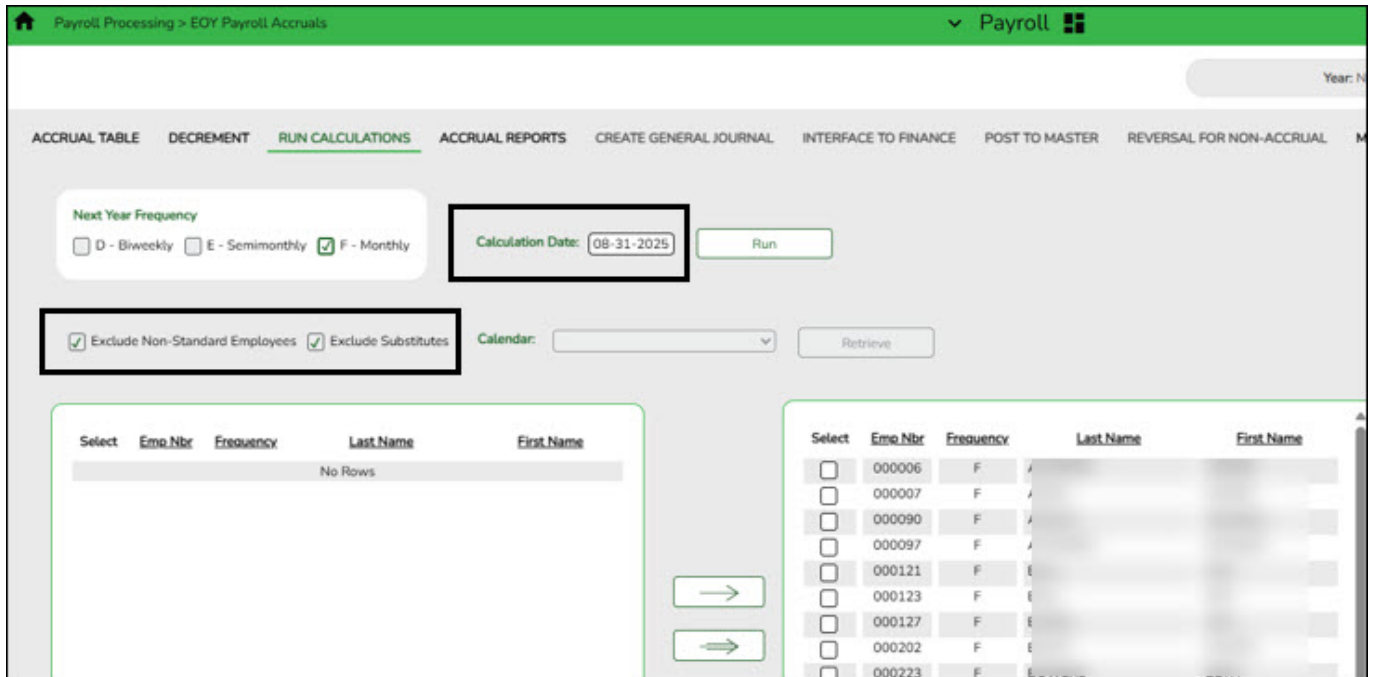
Select the following options:

Exclude Non-Standard Employees	<p>Select to exclude all nonstandard employees who have received the first payment of their new contract. Nonstandard employees are those employees with 11-, 12- (July/August starts), and 13-month contracts with the TRS Year field selected on the Payroll > Maintenance > Staff Job/Pay > Job Info tab.</p> <p>If not selected, all nonstandard employees who meet the specified criteria (e.g., contract begin date) are included in the accrual calculation.</p> <p>An LEA must determine if the nonstandard employee has received the first payment of their new contract in order to properly include/exclude the employee from the accrual calculations.</p> <p>This field is disabled when employees are selected and moved to the grid on the right.</p>
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Exclude Substitutes	Select to exclude all substitutes (pay type 4). Clear this field to include all substitutes in the accrual calculation. This field is disabled when employees are selected and moved to the grid on the right.
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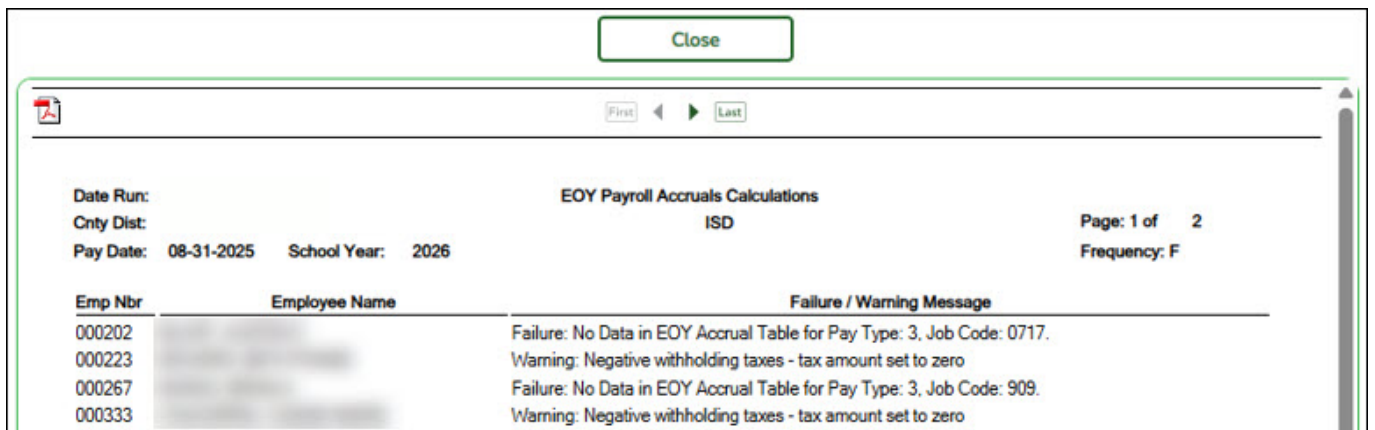
The applicable employees are displayed.

Use the arrow buttons to move ALL employees from the left side to the right side of the page. If necessary, you can select and move individual employees back to the left side of the page to exclude them from the process.



The **Run** button is enabled when employees are moved from the left side to the right side of the page.

Click **Run**. The accrual calculations are performed. If calculation errors are encountered, the EOY Accruals Calculations Errors report is displayed. Print and review this report. Employees listed on this report are excluded from the accrual calculations.



Verify that the employees on this list should be excluded. If the employees should not be excluded:

- Correct the employee record in the next year payroll frequency.
- Log on to the next year payroll frequency and return to step 1.

TIPS:

- When you return to the first two tabs, retrieve your saved data to enable and return to the Run Calculations tab.
- If employees were moved to right side of the page because of a begin date matching the accrual table or they accrued last year, and you are aware that they do not accrue, move the employees back to the left side of the page before continuing the process.

Click **Close** to close the report.



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