



## Set up accrual table



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

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

Image

The screenshot shows the 'EOY Payroll Accruals' interface. At the top, there is a navigation bar with 'Payroll Processing > EOY Payroll Accruals' and a 'Payroll' dropdown. Below this is a sub-menu with options: 'ACCRUAL TABLE', 'DECREMENT', 'RUN CALCULATIONS', 'ACCRUAL REPORTS', 'CREATE GENERAL JOURNAL', 'INTERFACE TO FINANCE', 'POST TO MASTER', and 'REVERSAL FOR NON-ACCRUAL'. The 'ACCRUAL TABLE' option is selected. The main area contains two sections: 'Next Year Frequency' and 'Table Type'. In 'Next Year Frequency', there are three radio buttons: 'D - Biweekly', 'E - Semimonthly', and 'F - Monthly'. The 'F - Monthly' option is selected. In 'Table Type', there are two radio buttons: 'Hourly' and 'Daily'. The 'Daily' option is selected. To the right of these sections are three buttons: 'Retrieve', 'Print', and 'Populate Table'. A black arrow points to the 'Populate Table' button. Below these sections is a table with columns 'Delete', 'Start Date', 'Estimated Days', and 'Job Code'. The table currently shows 'No Rows' and an 'Add' button at the bottom right.

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.



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