



**(If applicable) Complete the accrual calendar**



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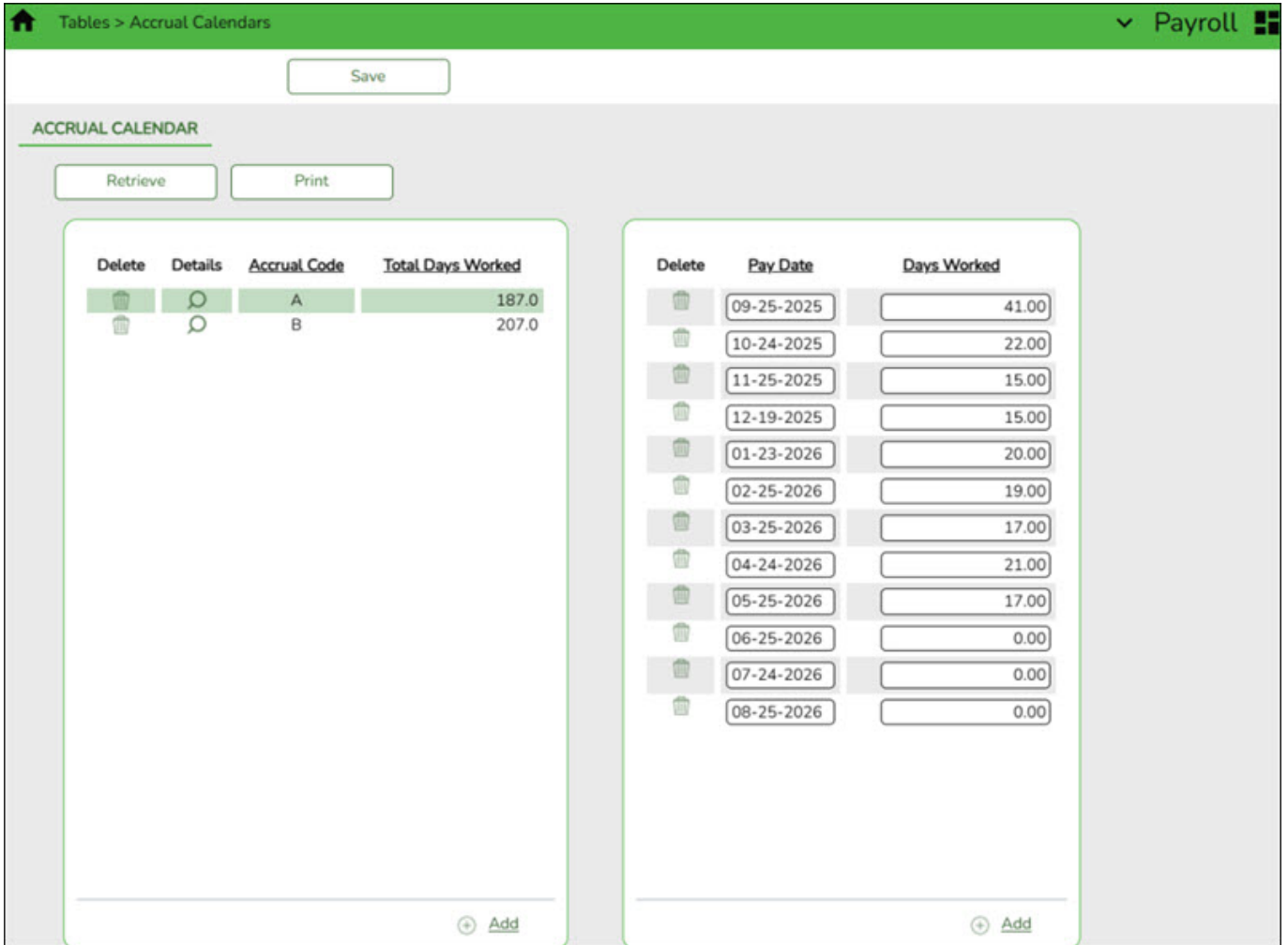


### (If applicable) Complete the accrual calendar

Log on to the current year pay frequency.

Payroll > Tables > Accrual Calendars > Accrual Calendar

Enter the new pay dates and accrual days for all applicable accrual codes. The total number of days should equal the number of days employed for that group of employees.



- Continue adding pay dates and days worked for the remainder of the school year. The dates must equal the dates in your pay dates table. All pay dates should be entered even if zero days are accrued for that month. This information is LEA-specific.

**Note:** For a standard 187-day calendar in a monthly pay frequency, there should be 13 entries including the date for the August Accrual process and the 12 pay dates including the months that may have zero workdays.



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