

(Optional) Update accrual calendars

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Update accrual calendars

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Create accrual calendars to accommodate the varied number of days employees work at the LEA. The calendar is used on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab to calculate the **Accrual Rate** when the calendar code is entered in the **Accrual Info** section.

Verify that the calendar code reflects the actual number of days the employee will work for the new school year; otherwise, the salary amount that should accrue over the school year will be incorrect.

- You can use the school calendar created in the previous step to get the actual workdays by month.
- If you have not set up a budget for the 2023-2024 school year, you can only enter pay dates through the 2023 calendar year. If the Budget is set up for the 2023-2024 school year, you can enter 2024 pay dates in these fields.

Note: This table can be updated after the move to current. All pay dates should be entered even if zero days are accrued (e.g., summer months).


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