

accrualcalendar

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This tab is used to enter the number of days to be used in accruing salaries for each pay period for the year. Each employee whose salary is being accrued is assigned a one-character accrual code (e.g., A-Z). For each accrual code, you enter the number of days worked for each pay date used by your district. You must update the Accrual Calendar tab before running the first payroll of the year. During the payroll process, it is recommended that you check your accrual calendar to make sure that the pay date you are using in the Run Payroll tab corresponds with a pay date listed in the accrual calendar you are using. If the user selects a pay date where the accrual code pay date is different, errors will occur when processing the payroll.

Set up an accrual calendar:

Under the **Accrual Code** and **Total Days Worked**, click **+Add** to add a row.

Field	Description
Accrual Code	Type the one-character accrual code (e.g., A-Z, 0-9).
Total Days Worked	The total days worked are automatically populated after all of the pay and days worked are entered for the accrual code.

Click **Save**.

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.


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