

Run Calculations - HRS5500

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

This tab uses the employee's pay information and the estimated hours or estimated days on the Accrual table to calculate the pay for each employee that is to be expensed in the current year but paid in the next school year. First, the system computes the salary by taking either the next year accrual daily rate or the hourly rate, depending on the person's pay type, and multiplying it by either the number of days or the number of hours worked set up in the Accrual table. Next, the year-to-date amounts for associated benefits, such as FICA, Unemployment, and Federal Grant are calculated by multiplying the pay by the appropriate percentages.

Since the calculations are based on the next year personnel records, the district should verify that next year information is correct. For daily rate jobs (pay type 1 or 2), it is especially important that the next year contract begin date, distribution account code, accrual code, and accrual rate are accurate for all jobs. For hourly rate jobs (pay type 3), it is important that the contract begin date, job code, account code, and pay rate are accurate for all jobs.

The accrual calculations process stores the information derived from these calculations in a temporary work file that is used to generate all transactions that are posted to the Finance application. Once these temporary work file records are created, the district cannot modify the records. However, the district can adjust the information in an employee's record and rerun the calculations to change what is stored in the temporary work file for that employee. The EOY Accrual Information and the EOY Accrual Distribution Reports show the calculation results.

If an employee is paid out of multiple distribution account codes, the salary amount is adjusted to reflect what percentage of the salary is paid for out of that account code. For example, if one distribution account code pays 30% of a person's salary, the amount recorded for the salary for that account code is 30% of the calculated salary for that person.

Note: The system normally subtracts one from the fiscal year in the employee’s master distribution account codes to properly expense the amounts. In order to accommodate the federal funds, the fiscal year should not be adjusted to properly expense the amounts. Use the Decrement tab to define the funds to not be decremented.

Run accrual calculations:

❑ Under **Next Year Frequency**, select from 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.
- Multiple payroll frequencies can be run at the same time.

Field	Description
Calculation Date	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. 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.

The applicable employees are displayed after one of the following option(s) is selected.

Exclude Non-Standard Employees	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. If not selected, all nonstandard employees who meet the specified criteria (e.g., contract begin date) are included in the accrual calculation. 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. This field is disabled when employees are selected and moved to the grid on the right.
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.
Calendar	Select an item and click **Retrieve** to limit the list of employees displayed on the left side. Calendar information is based on the calendars defined in next year pay frequencies. This field is disabled when employees are selected and moved to the grid on the right. Employees reported with a calendar selection are based on the primary job calendar selection.

All applicable employees are displayed on the left side of the page. Use the following buttons to move employees from the left side to the right side of the page.

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

Note: Inactive employees are displayed; however, employees with a termination date on the Maintenance > Staff Job/Pay > Employment Info tab are not displayed.

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 run.

If calculation errors occur, an EOY Accruals Calculations Errors report is displayed. For accurate calculation of EOY Accruals, errors should be corrected before continuing. When all corrections have been made to the employee records, run the accrual calculations again to ensure that errors were corrected and to have the accruals correctly calculated.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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