

Accrual Calendar - HRS2700

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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 LEA. 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.

Accrual calendars are not created in the Next Year Payroll process; however, the table is used to apply an accrual code to employees on the Job Info tab. It may be necessary to add a new code to the table in the Next Year Payroll process. Pay Dates and Days Worked should not be entered in Next Year Payroll. Accrual calendars are not moved from Next Year Payroll to Current Year Payroll. The accrual calendars are updated in the Current Year pay frequency prior to running a payroll for the new school year.

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**.

❑ Under the **Pay Date** and **Days Worked**:

❑ Click **+Add** to add a row.

Pay Date	Type the first pay date to associate with this accrual code in the MMDDYYYY format. The date used should also exist in the Pay Date table.
Days Worked	Type the number of days scheduled to be worked for this pay date (e.g., 20.5, 21). With the cursor in the last **Days Worked** column, press TAB and the **Total Days Worked** column for this accrual code is populated with the total number of days worked for the year.

❑ Click **Save**.

Notes:

- If the code is used in employee payroll records, a message box is displayed indicating that the code cannot be deleted.
- You do not have to delete the entire calendar; you can type over the existing date with the new date and type over the existing number of days with the new number of days. The number of days still must total the accrued days.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Click to print calendar data. The following Workday Calendar selections are displayed: In the drop down, select a calendar code to be included. **Specific School Calendar** - prints only the tab page currently open. **All School Calendars** - prints all the school calendars. **Accrual Calendar** - prints only the accrual calendar. **Print Colors** - prints calendars on a color printer. Select an option and click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**. An accrual code can be deleted if it has not been used in the employee payroll records. A message is displayed asking if you want to delete the row. Click **Yes** to delete the row. Click **No** to not delete the row.


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