Payroll Fiscal Year End

PR Accruals
Compensated Absence Report (NEW for 2025)

AASBO SEPTEMBER 2025
Nicole Robinson, SHRM-CP
Cullman City Schools

Disclaimer:
PowerPoint is used for illustrations and training only. Each district should run the reports as they see fit for their district.

Payroll Accruals

- Reports how much a district owes employees for work days that haven't been paid prior to the beginning of the fiscal year.
  - Example: 9 month teachers began in August but don't receive payment till September

- Accruals MUST be run before changing any deductions for the new fiscal year.
  - DO NOT NEED TO CHANGE PEEHIP

- Accruals are based on the previous fiscal year GL
  - Example: Running on October 3 would be fiscal year 2026 but accruals need to be run with the 2025 GLs.

- Two step process to update accrual days for accrual report
  1. Update Employee Type Maintenance
  2. Update Employee Records

Calculate Accrual Days

FISCAL YEAR 2023

PAYROLL ACCRUAL DAYS

BEGAN	CONTRACT DAYS	Average Days/12M	DAYS WORKED JULY	DAYS WORKED AUGUST	DAYS WORKED SEPTEMBER	DAYS PAID JULY	DAYS PAID AUGUST	DAYS PAID SEPTEMBER	TOTAL DAYS WORKED	TOTAL DAYS PAID	Accrual	
3-Aug	180	15.00	0	19	20	0	0	15	39	15	24	180
	BD											BD
1-Aug	183	15.25	0	20	20	0	0	15.25	40	15.25	24.75	183
	CNP WORKERS											CNP WORKERS
31-Jul	185	15.42	1	21	20	0	0	15.42	42	15.42	26.58	185
	CNP MGRS											CNP MGRS
2-Aug	185	15.42	0	20	20	0	0	15.42	40	15.42	24.58	185
	AIDSE											AIDSE
1-Aug	185	15.42	0	23	20			15.42	43	15.42	27.58	185
	LPN,NU											LPN,NU
2-Aug	187	15.58	0	22	20	0	0	15.58	42	15.58	26.42	187
	HA87, HA7, HP											HA87, HA7, HP
	189	15.75	0	22	20			15.75				189
26-Jul	193	16.08	3	22	20	0	0	16.08	45	16.08	28.92	193
	CAREER TECH											CAREER TECH
24-Jul	198	16.50	6	23	20	0	0	16.5	49	16.5	32.5	198
	NURSE SUPER											NURSE SUPER
24-Jul	202	16.83	6	23	20	0	16.83	16.83	49	33.66	15.34	202
	Career Coach											Career Coach
19-Jul	208	17.33	9	23	20	0	17.33	17.33	52	34.66	17.34	208
	tchrs, bkkprs											tchrs, bkkprs
13-Jul	218	18.17	13	23	20	0	18.17	18.17	56	36.34	19.66	218
	teachers											teachers
1-Jul	240	20.00	19	23	20	20	20	20	62	60	2	240

Changes every year

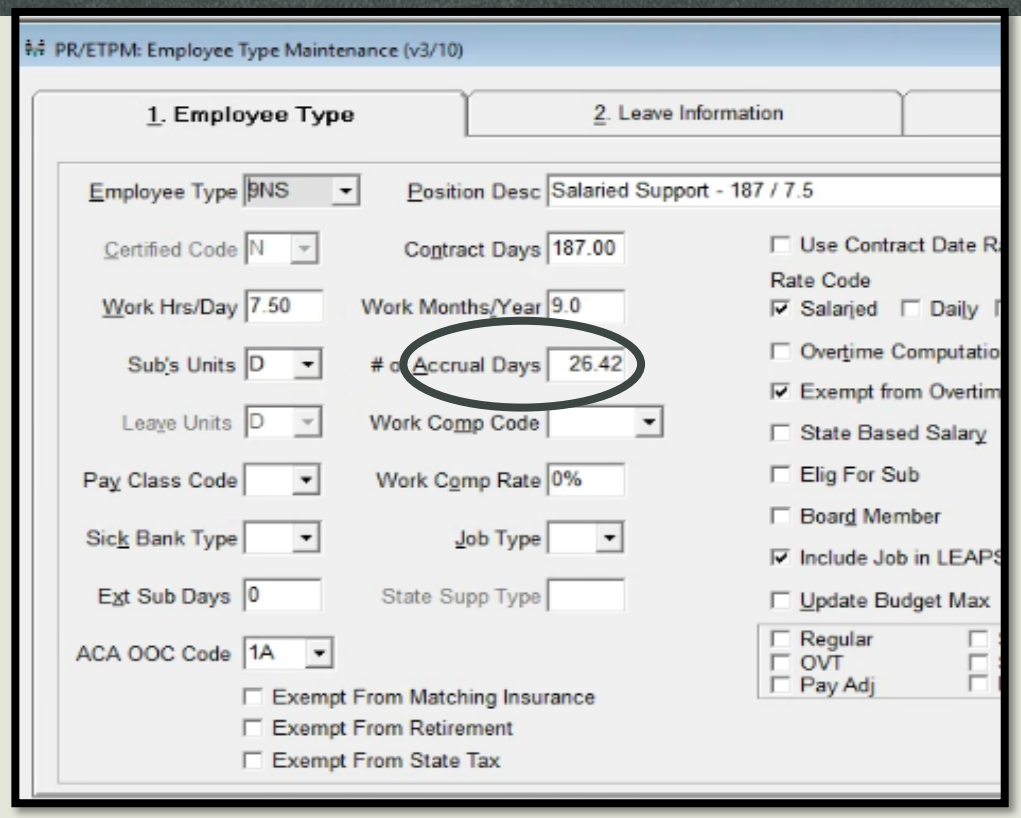
Average days paid: # of contract days / 12 months

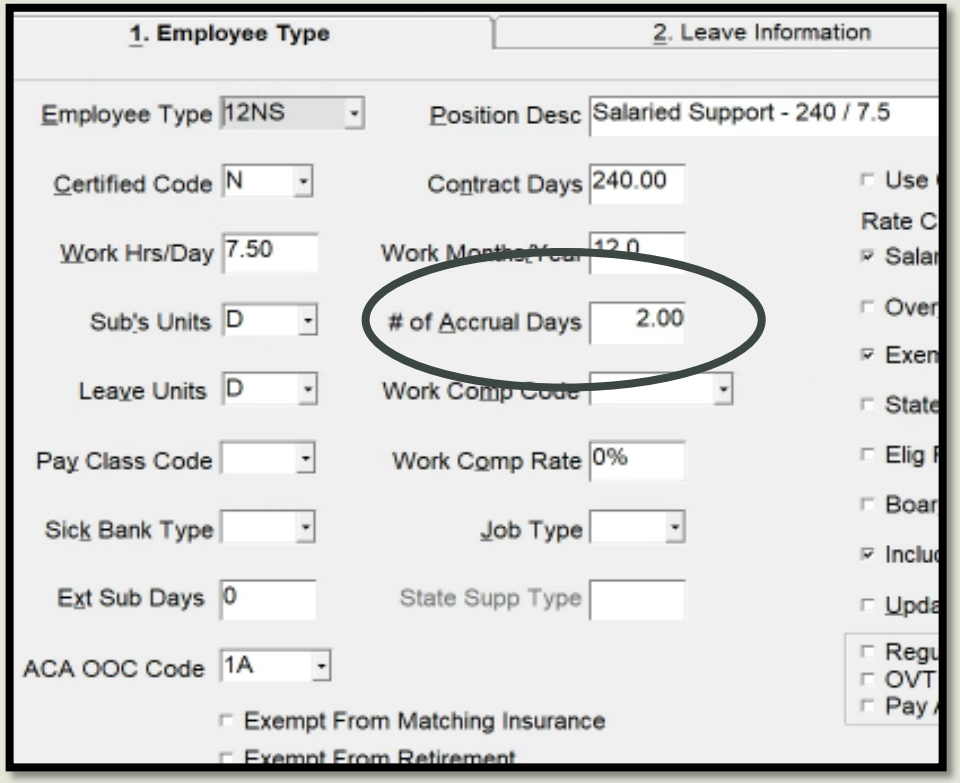
Days worked based on calendar days of that contract

Days paid are average days paid each month

The subtraction of the days paid from the total days worked = Accrual Days

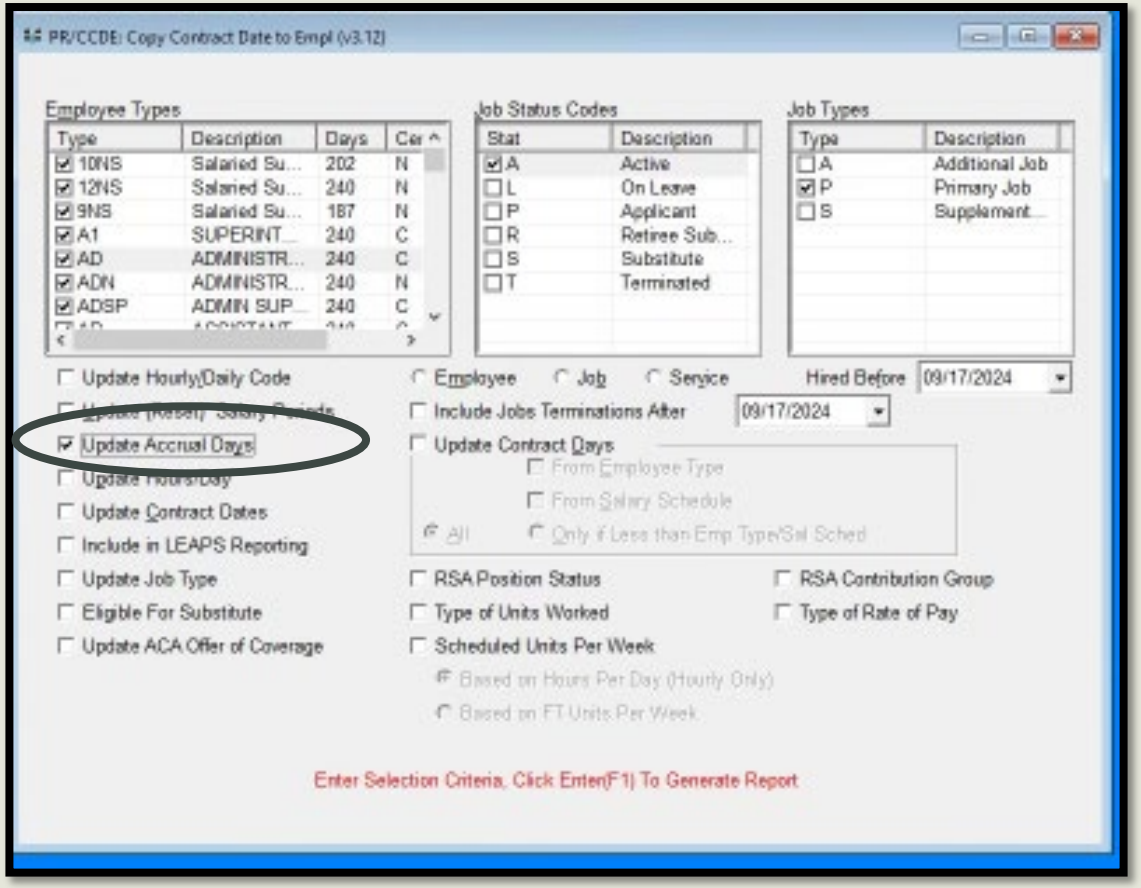
Employee Type Maintenance





Step 1 is to change each employee type Accrual Days on the Employee Type Maintenance transaction under PR Steup

Mass Change Employee Jobs



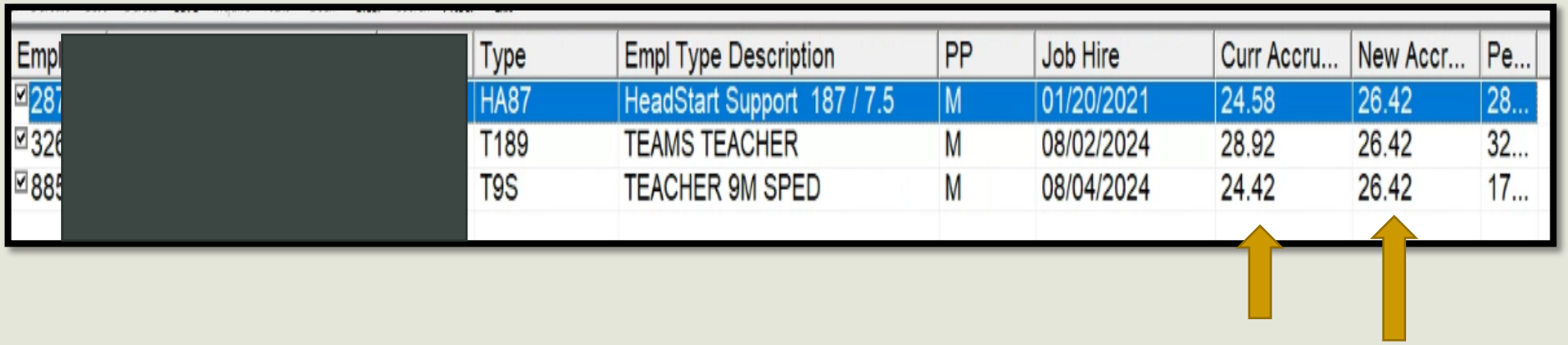
Second step is mass change the accrual days on the employee's pay record screen.

PR/CCDE – mass change employee jobs
located under Employee Maintenance folder

Select employee types (all can be selected and only those with accrual days will be affected)

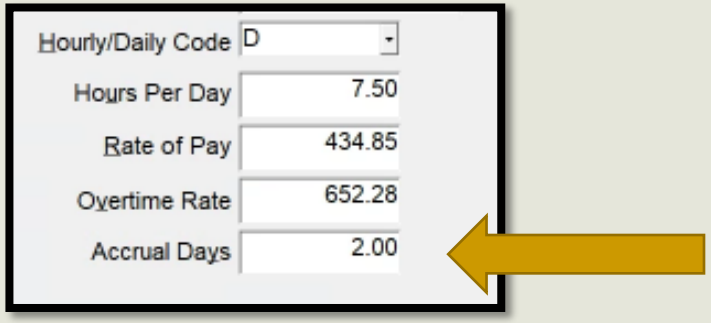
Job Status and Job Types

Select the Update Accrual Days button



Empl [redacted]	Type	Empl Type Description	PP	Job Hire	Curr Accru...	New Accr...	Pe...
287	HA87	HeadStart Support 187 / 7.5	M	01/20/2021	24.58	26.42	28...
326	T189	TEAMS TEACHER	M	08/02/2024	28.92	26.42	32...
885	T9S	TEACHER 9M SPED	M	08/04/2024	24.42	26.42	17...

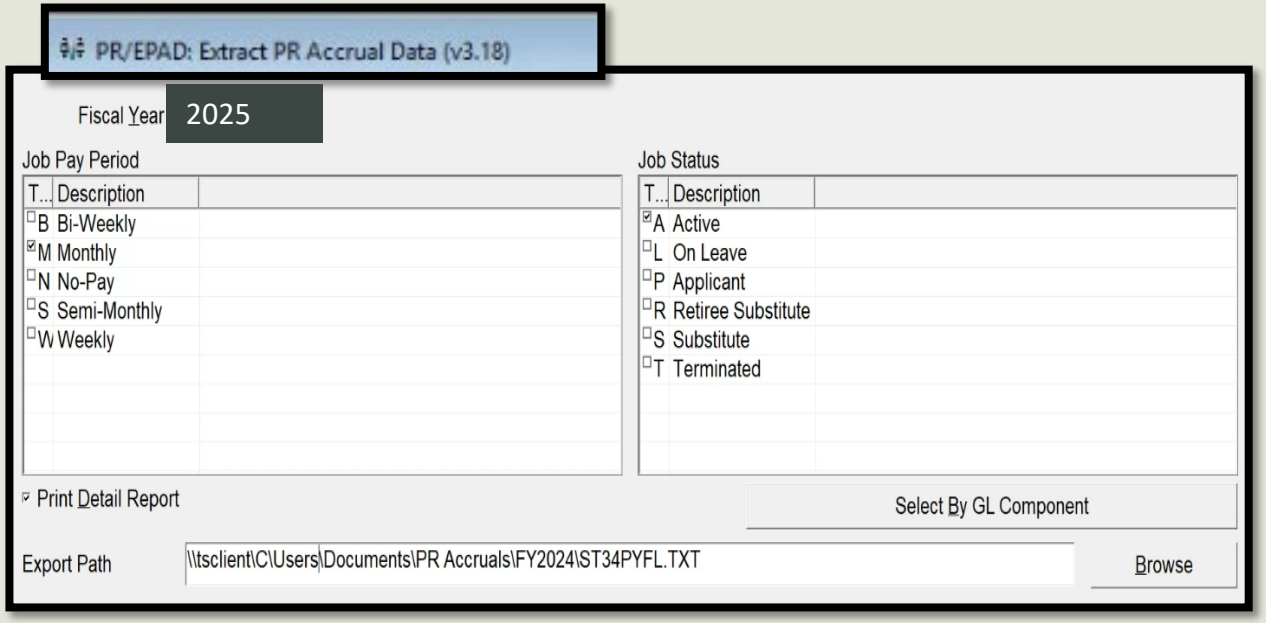
- Excel list view will give list of employees affected and report the current accrual and the change to the new accrual.
- Deselect employees that should not be updated
- Press Save when list view looks correct.
- If list of employees does not look correct, exit out and make the changes necessary. Then runt he Mass Change transaction again.



After save is selected, the Accrual Days on the employee's pay record screen will reflect the new accrual days based on their employee type

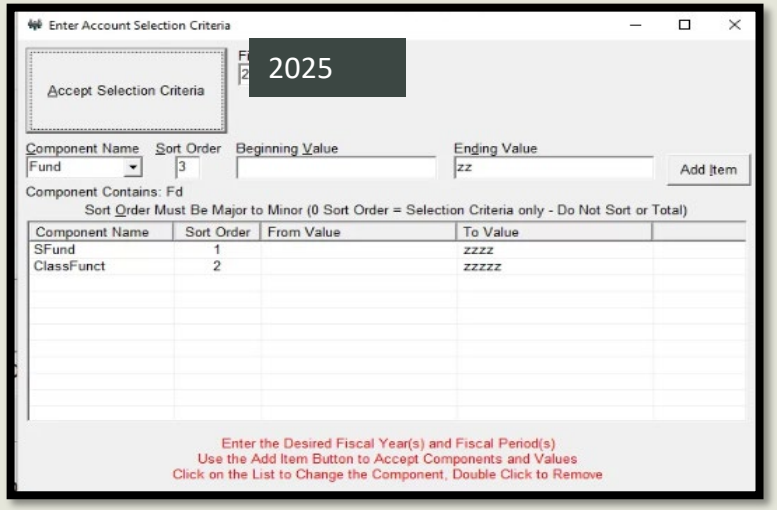
PR Accrual Date

Miscellaneous Procedures, Miscellaneous PR Maint, Extract PR Accrual Data (PR/EPAD)



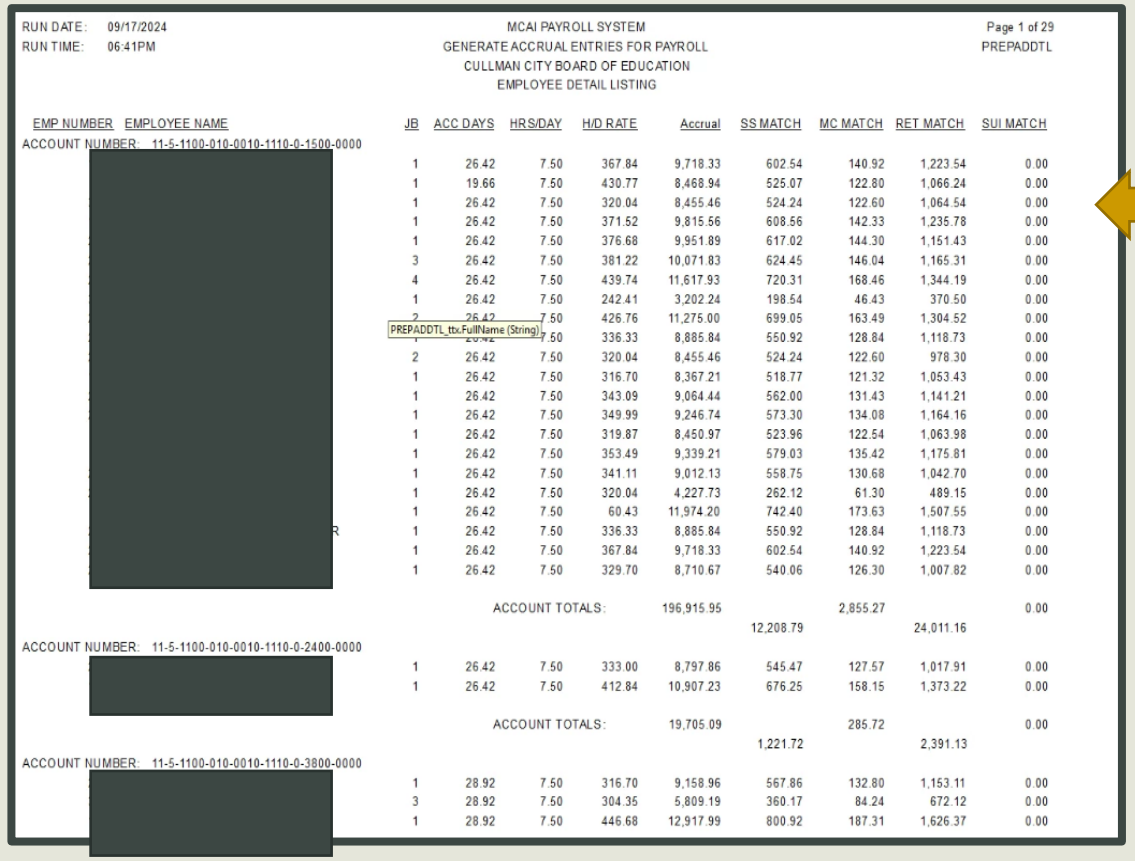
Reporting 2024 GL numbers

Standard reporting components are Sfund and ClassFunct



Browse to save reports on your computer

TWO REPORTS AND TWO FILES ARE GENERATED

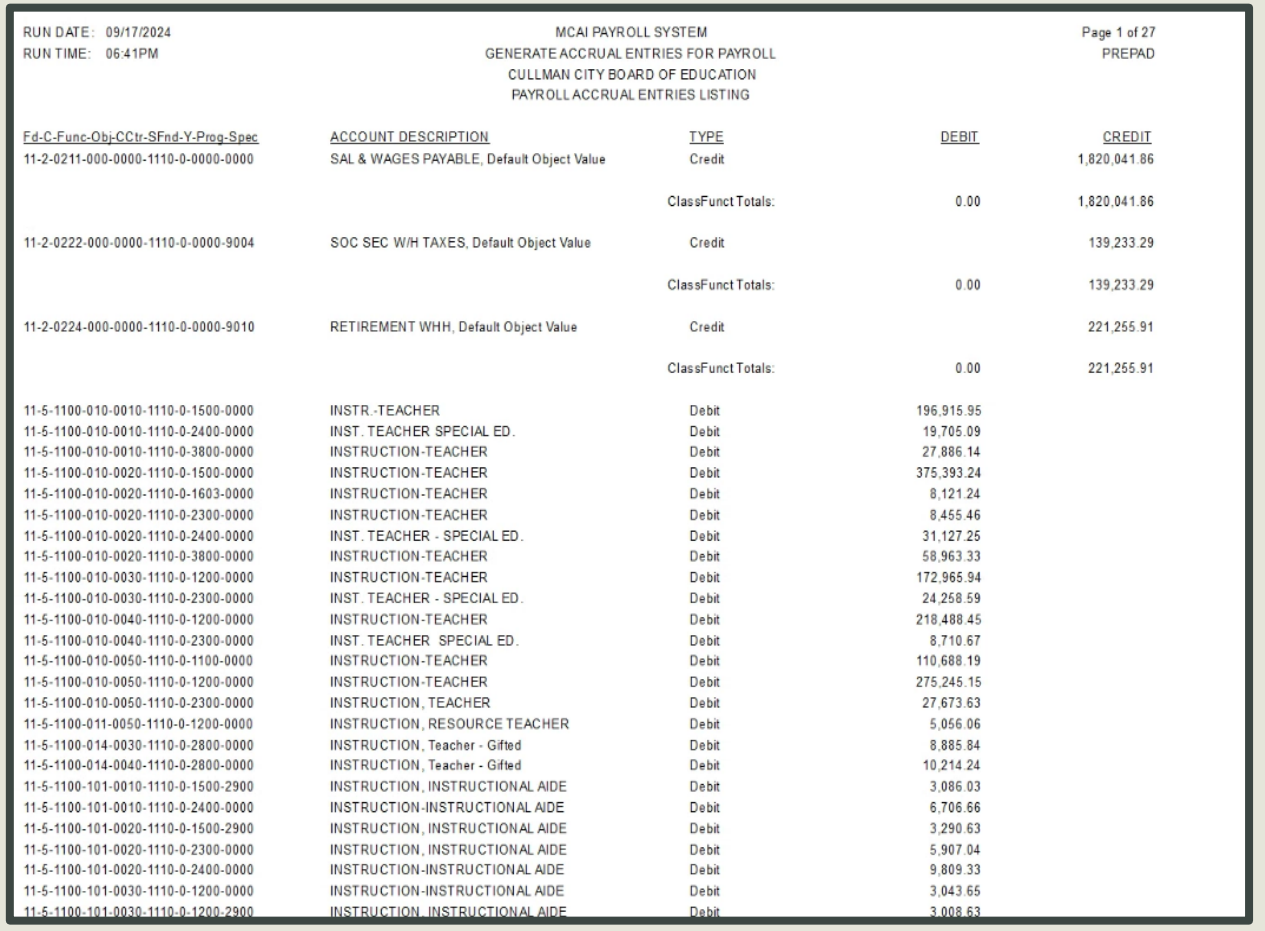


RUN DATE: 09/17/2024 MCAI PAYROLL SYSTEM Page 1 of 29
RUN TIME: 06:41PM GENERATE ACCRUAL ENTRIES FOR PAYROLL PREPADDTL
CULLMAN CITY BOARD OF EDUCATION
EMPLOYEE DETAIL LISTING

EMP NUMBER	EMPLOYEE NAME	JB	ACC DAYS	HRS/DAY	H/D RATE	Accrual	SS MATCH	MC MATCH	RET MATCH	SUI MATCH
ACCOUNT NUMBER: 11-5-1100-010-0010-1110-0-1500-0000										
	[redacted]	1	26.42	7.50	367.84	9,718.33	602.54	140.92	1,223.54	0.00
		1	19.66	7.50	430.77	8,468.94	525.07	122.80	1,066.24	0.00
		1	26.42	7.50	320.04	8,455.46	524.24	122.60	1,064.54	0.00
		1	26.42	7.50	371.52	9,815.56	608.56	142.33	1,235.78	0.00
		1	26.42	7.50	376.68	9,951.89	617.02	144.30	1,151.43	0.00
		3	26.42	7.50	381.22	10,071.83	624.45	146.04	1,165.31	0.00
		4	26.42	7.50	439.74	11,617.93	720.31	168.46	1,344.19	0.00
		1	26.42	7.50	242.41	3,202.24	198.54	46.43	370.50	0.00
		2	26.42	7.50	426.76	11,275.00	699.05	163.49	1,304.52	0.00
				7.50	336.33	8,885.84	550.92	128.84	1,118.73	0.00
		2	26.42	7.50	320.04	8,455.46	524.24	122.60	978.30	0.00
		1	26.42	7.50	316.70	8,367.21	518.77	121.32	1,053.43	0.00
		1	26.42	7.50	343.09	9,064.44	562.00	131.43	1,141.21	0.00
		1	26.42	7.50	349.99	9,246.74	573.30	134.08	1,164.16	0.00
		1	26.42	7.50	319.87	8,450.97	523.96	122.54	1,063.98	0.00
		1	26.42	7.50	353.49	9,339.21	579.03	135.42	1,175.81	0.00
		1	26.42	7.50	341.11	9,012.13	558.75	130.68	1,042.70	0.00
		1	26.42	7.50	320.04	4,227.73	262.12	61.30	489.15	0.00
		1	26.42	7.50	60.43	11,974.20	742.40	173.63	1,507.55	0.00
		1	26.42	7.50	336.33	8,885.84	550.92	128.84	1,118.73	0.00
		1	26.42	7.50	367.84	9,718.33	602.54	140.92	1,223.54	0.00
		1	26.42	7.50	329.70	8,710.67	540.06	126.30	1,007.82	0.00
				ACCOUNT TOTALS:		196,915.95		2,855.27		0.00
							12,208.79		24,011.16	
ACCOUNT NUMBER: 11-5-1100-010-0010-1110-0-2400-0000										
	[redacted]	1	26.42	7.50	333.00	8,797.86	545.47	127.57	1,017.91	0.00
		1	26.42	7.50	412.84	10,907.23	676.25	158.15	1,373.22	0.00
				ACCOUNT TOTALS:		19,705.09		285.72		0.00
							1,221.72		2,391.13	
ACCOUNT NUMBER: 11-5-1100-010-0010-1110-0-3800-0000										
	[redacted]	1	28.92	7.50	316.70	9,158.96	567.86	132.80	1,153.11	0.00
		3	28.92	7.50	304.35	5,809.19	360.17	84.24	672.12	0.00
		1	28.92	7.50	446.68	12,917.99	800.92	187.31	1,626.37	0.00

Employee Detail Listing which details each employee and their total cost

GL Entries listing with totals of each ledger number



RUN DATE: 09/17/2024 MCAI PAYROLL SYSTEM Page 1 of 27
RUN TIME: 06:41PM GENERATE ACCRUAL ENTRIES FOR PAYROLL PREPAD
CULLMAN CITY BOARD OF EDUCATION
PAYROLL ACCRUAL ENTRIES LISTING

Fd-C-Func-Obj-CCtr-SFnd-Y-Prog-Spec	ACCOUNT DESCRIPTION	TYPE	DEBIT	CREDIT
11-2-0211-000-0000-1110-0-0000-0000	SAL & WAGES PAYABLE, Default Object Value	Credit		1,820,041.86
		ClassFunct Totals:	0.00	1,820,041.86
11-2-0222-000-0000-1110-0-0000-9004	SOC SEC W/H TAXES, Default Object Value	Credit		139,233.29
		ClassFunct Totals:	0.00	139,233.29
11-2-0224-000-0000-1110-0-0000-9010	RETIREMENT WHH, Default Object Value	Credit		221,255.91
		ClassFunct Totals:	0.00	221,255.91
11-5-1100-010-0010-1110-0-1500-0000	INSTR.-TEACHER	Debit	196,915.95	
11-5-1100-010-0010-1110-0-2400-0000	INST. TEACHER SPECIAL ED.	Debit	19,705.09	
11-5-1100-010-0010-1110-0-3800-0000	INSTRUCTION-TEACHER	Debit	27,886.14	
11-5-1100-010-0020-1110-0-1500-0000	INSTRUCTION-TEACHER	Debit	375,393.24	
11-5-1100-010-0020-1110-0-1603-0000	INSTRUCTION-TEACHER	Debit	8,121.24	
11-5-1100-010-0020-1110-0-2300-0000	INSTRUCTION-TEACHER	Debit	8,455.46	
11-5-1100-010-0020-1110-0-2400-0000	INST. TEACHER - SPECIAL ED.	Debit	31,127.25	
11-5-1100-010-0020-1110-0-3800-0000	INSTRUCTION-TEACHER	Debit	58,963.33	
11-5-1100-010-0030-1110-0-1200-0000	INSTRUCTION-TEACHER	Debit	172,965.94	
11-5-1100-010-0030-1110-0-2300-0000	INST. TEACHER - SPECIAL ED.	Debit	24,258.59	
11-5-1100-010-0040-1110-0-1200-0000	INSTRUCTION-TEACHER	Debit	218,488.45	
11-5-1100-010-0040-1110-0-2300-0000	INST. TEACHER SPECIAL ED.	Debit	8,710.67	
11-5-1100-010-0050-1110-0-1100-0000	INSTRUCTION-TEACHER	Debit	110,688.19	
11-5-1100-010-0050-1110-0-1200-0000	INSTRUCTION-TEACHER	Debit	275,245.15	
11-5-1100-010-0050-1110-0-2300-0000	INSTRUCTION, TEACHER	Debit	27,673.63	
11-5-1100-011-0050-1110-0-1200-0000	INSTRUCTION, RESOURCE TEACHER	Debit	5,056.06	
11-5-1100-014-0030-1110-0-2800-0000	INSTRUCTION, Teacher - Gifted	Debit	8,885.84	
11-5-1100-014-0040-1110-0-2800-0000	INSTRUCTION, Teacher - Gifted	Debit	10,214.24	
11-5-1100-101-0010-1110-0-1500-2900	INSTRUCTION, INSTRUCTIONAL AIDE	Debit	3,086.03	
11-5-1100-101-0010-1110-0-2400-0000	INSTRUCTION-INSTRUCTIONAL AIDE	Debit	6,706.66	
11-5-1100-101-0020-1110-0-1500-2900	INSTRUCTION, INSTRUCTIONAL AIDE	Debit	3,290.63	
11-5-1100-101-0020-1110-0-2300-0000	INSTRUCTION, INSTRUCTIONAL AIDE	Debit	5,907.04	
11-5-1100-101-0020-1110-0-2400-0000	INSTRUCTION-INSTRUCTIONAL AIDE	Debit	9,809.33	
11-5-1100-101-0030-1110-0-1200-0000	INSTRUCTION-INSTRUCTIONAL AIDE	Debit	3,043.65	
11-5-1100-101-0030-1110-0-1200-2900	INSTRUCTION, INSTRUCTIONAL AIDE	Debit	3,008.63	

Employee detail totals should balance with the general ledger entries report

EMPLOYEE TOTALS:	2,465,349.84	152,851.82	35,747.50	299,123.28	0.00

Employee Detail: $2953072.44

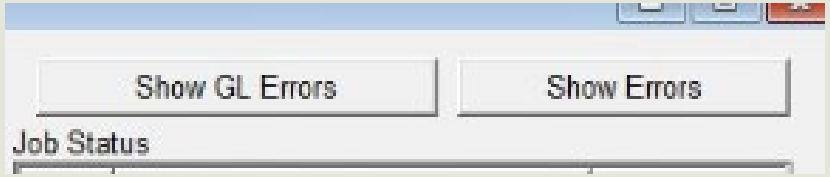
BALANCED

GRAND TOTALS:	2,953,072.44	2,953,072.44

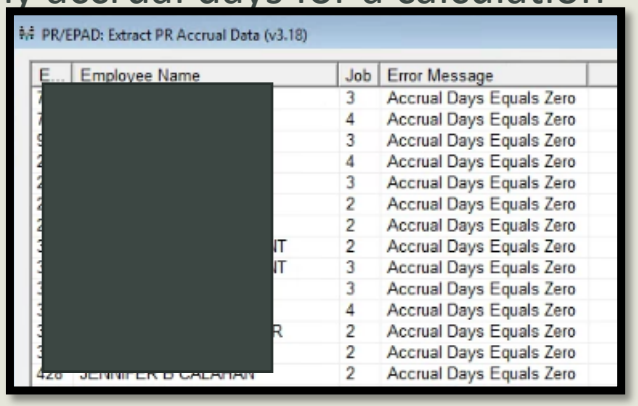
GL Detail: $2953072.44

If they don't balance, there may GL errors. Click the GL errors box back on the transaction to verify.

If the two reports balance, there will be no GL errors

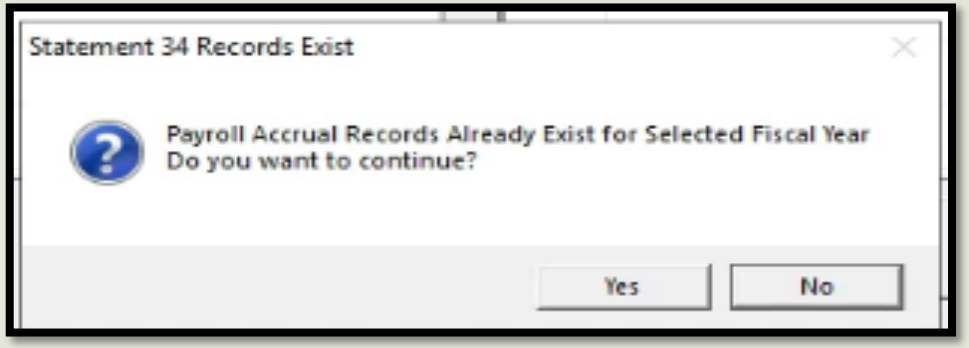


The Show Errors box will report any employee who did not show up on the report. Usually this is because they did not have any accrual days for a calculation



Rerunning PR Accrual

If the PR Accrual has already been run for the fiscal year on the transaction, the following question appears:



Answer NO if you want to view the reports or generate the files that were previously ran. In other words, it's looking at the data that was already processed previously. There is no recalculation of data.

Answer YES if you want to delete the previously processed data and have the transaction recalculate the accruals with the current information. **CAREFUL!** If the deductions have already been updated for the new fiscal year, or salaries were recalculated, then this data will be incorrect based on the previous fiscal year data.

Compensated Absences Report

Reports the employer's total liability of leave compensation

- Can be run 2 different ways
  - Probability calculation:
    - Not used in Alabama
    - Based on years of service and probability of termination.
    - Uses Default Substitute Rate for calculation (certified)
    - Uses minimum wage for calculation (non-certified)
  - Days Calculation
    - Based on maximum number of paid leave days and experience
    - Uses daily rate of pay for calculation (certified and non-certified)

SEPTEMBER PAYROLL MUST BE UPDATED

Found under Payroll, Fiscal YE Procedures, Compensated Absences Report (PR/CABR)

GASB Update – GASB 101

- What is a compensated absence?
  - Leave for which employees may receive one or more
    - (a) cash payments when the leave is used for time off;
    - (b) other cash payments, such as payment for unused leave upon termination of employment; or
    - (c) noncash settlements, such as conversion to defined benefit post employment benefits.
  - Payment or settlement could occur during employment or upon termination of employment (end of employee's active service). Compensated absences generally do not have set payment schedules. Examples include: vacation/annual leave, sick leave, paid time off (PTO), holidays, parental leave, bereavement leave and certain types of sabbatical leave.

ALABAMA DEPARTMENT OF EXAMINERS OF PUBLIC ACCOUNTS

NEW REPORTING FOR GASB 101

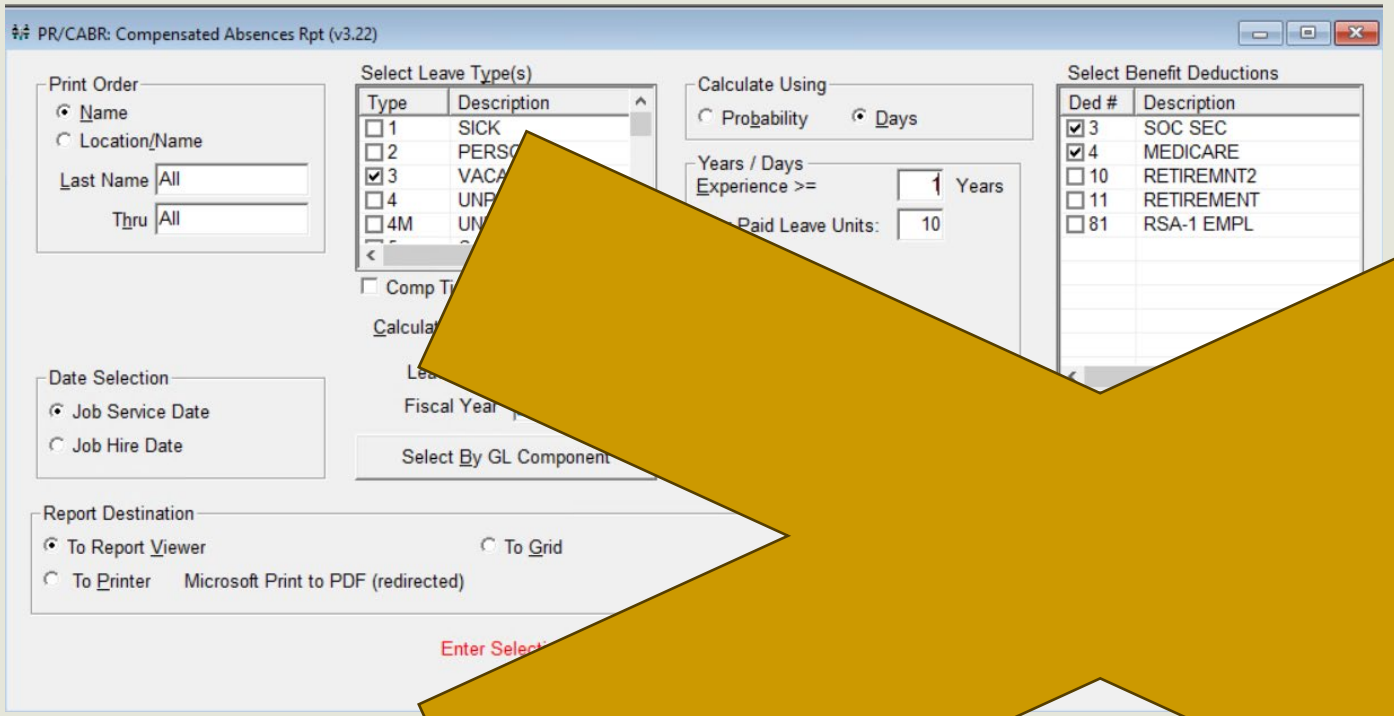
For more details on the new GASB 101 reporting, please see Nikki Morrison's PowerPoint from Sept 2025 AASBO

GASB Update – GASB 101

- **Liability should be recognized in financial statements for leave that has not been used and leave that has been used but not yet paid or settled.**
  - Leave that has not been used should be recognized if
    - (a) leave is attributable to services already rendered,
    - (b) leave accumulates,
    - (c) leave is *more likely than not (*)* to be used for time or otherwise paid in cash or settled through noncash means.
- (*) – more likely than not defined as likelihood of more than 50%
- **Leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be recognized as a liability for compensated absences. ** (See GASB 101 B25)
- ***Parental, military and jury duty leave should not be recognized as liabilities until the leave commences.

Days Calculation

CALCULATING PAYMENT OVER MAXIMUM DAYS IS NO LONGER VALID WITH NEW GASB 101



- District defines max paid leave on the transaction (no parameters to review)
- D… …es experience level to receive …n
- … …ooks at GL on employee's distribution …n
- Have the ability to select by component level for … due
- … …e will need to be calculated … …sed on Maximum Paid Leave Units

SEPTEMBER PAYR… …PDATED PRIOR TO RUNNING THE REP…

Days Calculation

- **Liability should be recognized in financial statements for leave that has not been used and leave that has been used but not yet paid or settled.**
  - Leave that has not been used should be recognized if
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- (*) – more likely than not defined as likelihood of more than 50%

NEW FOR 2025 – ALL DISTRICTS ARE AFFECTED BY THIS CHANGE

- **Liability should be recognized in financial statements for leave that has not been used and leave that has been used but not yet paid or settled.**

Leave that accrues, can be used throughout the year, can be paid out, and/or is based on services already rendered must be reported!

SICK - PERSONAL – VACATION – SICK BANK – COMP TIME

Anyone negative in the sick bank will reduce the liability and be included in the total of leave selected in transaction

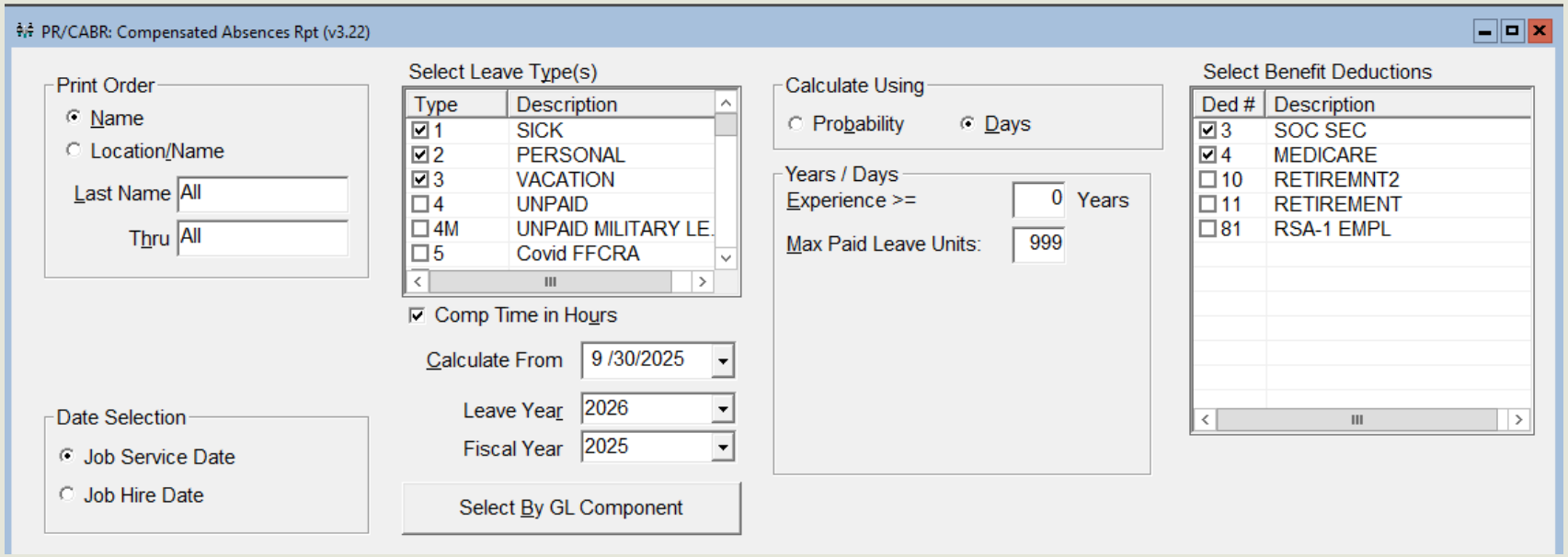
Review your policies for all types of leave that may be reported!!

- ***Parental, military and jury duty leave should not be recognized as liabilities until the leave commences.

If you have someone on PPL, Military, or Jury Duty at 9/30, then the remaining leave must be reported on Comp. Abs. Report.

However, if you have someone going on any of those later in the year, that leave DOES NOT have to be reported.

*******CONSULT YOUR AUDITOR IF FURTHER GUIDANCE IS NEEDED*******



- Select all leave types that meet the GASB 101 criteria (Include Sick Bank!)

- Leave year 2026; Fiscal year 2025
- Calculate using DAYS

- Experience = 0
- Max Paid Leave Units = 999 (Accounts for all leave types added together multiplied by employee's rate of pay)

- Benefit Deductions should be Social Security and Medicare (Retirement liabilities are already being addressed elsewhere)

- Select by GL Component defaults to Function; can select by other component(s)

EMP TYPE	CERT TYPE	SERV DATE	YEARS EXPER	ACCUM LEAVE	MAX DAYS LEAVE	Prob PCT	PAY RATE	EMPLYR LIAB %	ESTIM PAY DUE
T9	C	2025-08-04	0	16.00	[illegible]		283.74	7.65	4,887.14
C10	C	2025-07-29	0	5.00	999.00		[illegible]	7.65	1,401.17
AP	C	2025-07-01	0	110.00	999.00		367.97	[illegible]	43,573.17
L1	N	2022-08-11	3	10.50	999.00		207.68	7.65	2,347.40
CU	N	2019-06-17	6	104.50	999.00		186.96	7.65	21,031.92
L9	N	2008-09-16	17	81.00	999.00		163.48	7.65	14,254.45
TA75	N	2002-08-12	23	60.00	999.00		151.43	7.65	9,780.54
TA75	N	2022-02-16	3	4.00	999.00		125.55	7.65	540.62
CU	N	2021-03-01	4	50.00	999.00		186.96	7.65	10,063.12
TA75	N	2025-08-06	0	6.00	999.00		120.90	7.65	[illegible]
TA75	N	2024-03-04	1	9.00	999.00		122.40	7.65	
L9	N	2003-08-11	22	232.00	999.00		163.48	7.65	
TA75	N	2025-09-15	0	6.00	999.00		120.90	7.65	
TA75	N	2024-08-28	1	1.56	999.00		122.40	7.65	
TA75	N	1993-08-19	32	106.50	999.00		151.43	7.65	
PR	N	2005-03-22	20	395.50	999.00		555.53	7.65	
TA75	N	2021-08-05	4	31.50	999.00		127.13	7.65	
NU	N	2015-08-06	10	115.00	999.00		309.68	7.65	
TA75	N	2024-08-02	1	6.00	999.00		122.40	7.65	
C075	N	2016-10-24	9	91.00	999.00		220.35	7.65	
C0	N	2024-07-29	1	10.50	999.00		175.36	7.65	
TA75	N	2022-11-16	3	23.00	999.00		125.55	7.65	

Certified and non-certified are calculated the same by using the employee's daily rate of pay as calculation for payment.

Accumulated Leave equals the total of **all** leave selected

Func	Total
1100	5,006,223.86
2120	159,651.08
2140	126,518.54
2150	1,835.58
2180	53,186.59
2190	232,705.24
2210	21,804.55
2220	70,619.39
2310	1,191,702.12
3200	242,237.47
3900	75,825.97
4210	281,072.51
6210	127,160.58
6220	76,800.10
6310	268,585.39
6410	30,660.76
6540	56,941.42
9140	135,774.45
9200	6,984.38
TOTAL:	8,166,289.98

End of report gives a total by GL component selected

Amount	Error/Reason if known
	Leave Type SB has a balance of -6.00. (Hours per day is 7.5)
	Leave Type SB has a balance of -1.50. (Hours per day is 7.5)
	Leave Type SB has a balance of -8.00. (Hours per day is 7.5)
	Leave Type SB has a balance of -3.00. (Hours per day is 7.5)
	Leave Type SB has a balance of -7.00. (Hours per day is 7.5)
	Leave Type SB has a balance of -1.00. (Hours per day is 7.5)
	Leave Type SB has a balance of -10.00. (Hours per day is 7.5)
	Leave Type SB has a balance of -6.75. (Hours per day is 7.5)
	Leave Type SB has a balance of -9.00. (Hours per day is 7.5)
	Leave Type SB has a balance of -6.00. (Hours per day is 7.5)
	Leave Type SB has a balance of -10.00. (Hours per day is 7.5)
	Leave Type SB has a balance of -10.00. (Hours per day is 7.5)
	Leave Type SB has a balance of -2.00. (Hours per day is 7.5)

For your records, when you close the report, there is a listing of those employees who are negative in the bank

- Liability for leave should be measured using employee's rate of pay as of the date of the financial statements. If any leave if more likely than not to be paid at a rate different from employee's pay rate at time payment is made, entity should measure that portion of the liability using that different rate (i.e., leave paid upon termination at one-half employee's pay rate).

If you have a leave type that uses a different rate other than employee's rate of pay, recommend running report with that leave separately and converting report to excel to change pay rate

Systems may estimate how much leave is likely to be converted to retirement credit and determine if that will affect amount of liability reported.
This may be discussed with your auditor for proper documentation.

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