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End-of-Year (EOY) Payroll Verification

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ASCENDER - End-of-Year (EOY) Payroll Verification

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Revised: 06/07/2024

The purpose of this document is to guide you through important end-of-year payroll verifications. Review each step and address it as needed. The verification steps listed in this document should be completed prior to performing the August Accruals process. If the August Accruals process is applicable to your LEA, proceed to the August Accruals guide after verifying this data.

If a step does not apply to your LEA or specific situation, proceed to the next step.

This document assumes that you are familiar with the basic features of the ASCENDER Business System and have reviewed the ASCENDER Business Overview guide.

Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

Before You Begin

Review the following information and/or complete the following steps before you begin the End-of-Year (EOY) Payroll Verification process.

❑ Review the EOY Processing Flowchart.

EOY Payroll Verification Process

Please note that for this process, all actions will be completed within the current fiscal year (e.g., 4) or school year (e.g., 2023-2024 = 2024).

1. Verify payroll is complete.

Verify payroll is complete

Log on to the current year payroll frequency for each frequency used.

- Ensure that the current school year payroll (final August payroll and August supplemental) is processed and interfaced to Finance prior to performing the August accrual process.
- Do not use the same date for the August payroll and the August accrual posting. **It is recommended** to use 8-31-20XX for the accrual posting date.
- For August TRS-related tasks, review the August TRS Reporting Process document.
- Print, post, and interface all deduction liability checks.
- Post and interface all transfer transactions on the **Payroll > Utilities > Transfer Transaction Processing** page.
- Ensure that the termination dates and reasons are updated on the Personnel > Maintenance > Employment Info tab for all employees who are no longer with the LEA.
- For applicable employees, be sure to update responsibility records and auxiliary roles with an end date.

CAUTION: If not yet completed, extract teacher service records for all employees.

Note: If service records were not extracted before moving 11- and 12-month employees from NYR payroll to CYR, it may be necessary to manually update data such as contract begin and end dates, etc.

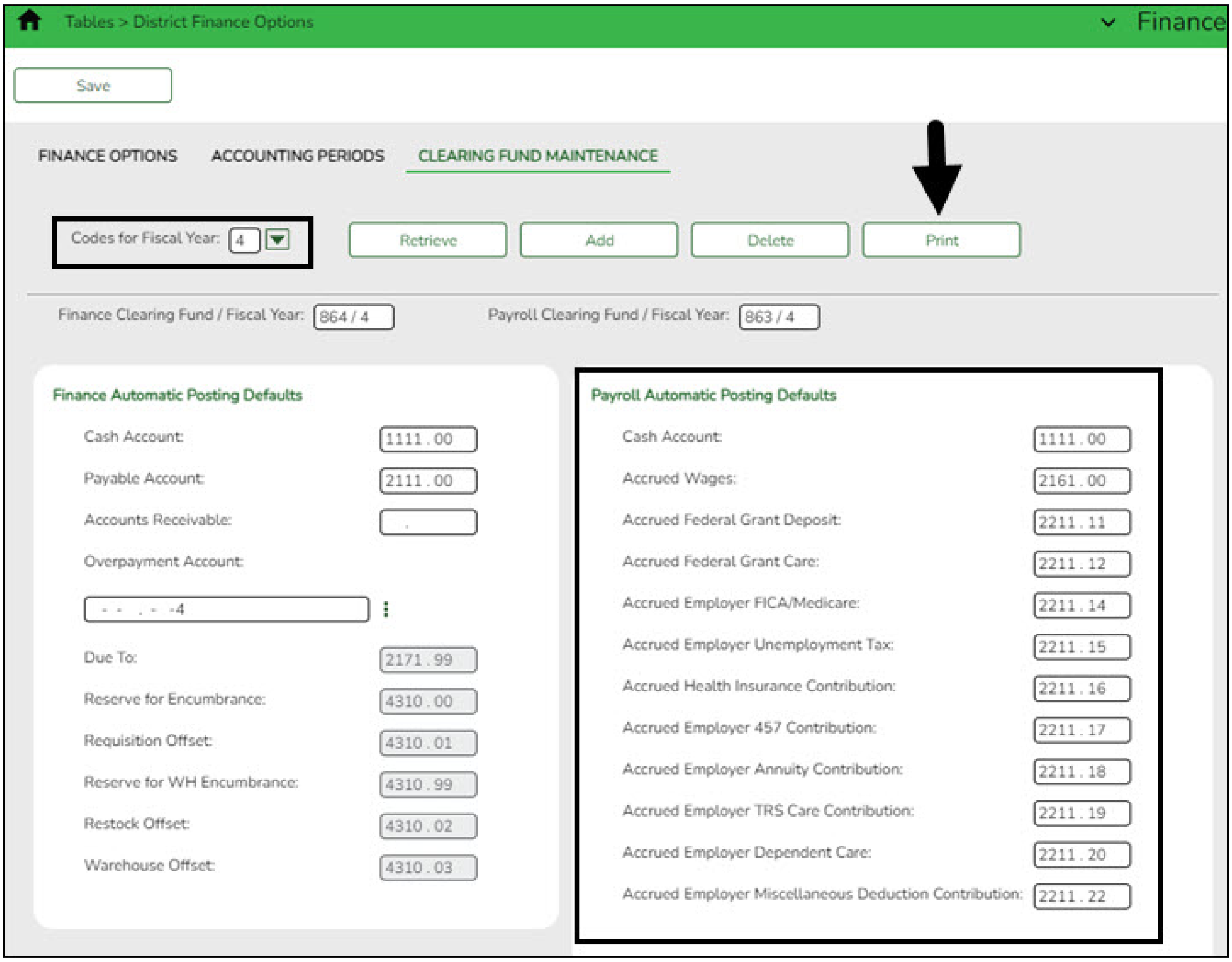
2. (For LEAs that accrue monthly) Balance accruals in Finance and Payroll.

(For LEAs that accrue monthly) Balance accruals in Finance and Payroll

If your LEA accrues monthly, complete the following steps to verify the accurate posting of monthly accruals in both Finance and Payroll. It is critical that both areas agree to ensure accurate reporting of federal funds.

It is recommended that you balance accruals during the end-of-month Finance process to quickly identify and rectify errors.

Finance > Tables > District Finance Options > Clearing Fund Maintenance


Tables > District Finance Options
Finance
Save
FINANCE OPTIONS
ACCOUNTING PERIODS
CLEARING FUND MAINTENANCE
Retrieve
Add
Delete
Print

Codes for Fiscal Year: 4

Finance Clearing Fund / Fiscal Year: 864 / 4

Payroll Clearing Fund / Fiscal Year: 863 / 4

Finance Automatic Posting Defaults

Cash Account: 1111 . 00
Payable Account: 2111 . 00
Accounts Receivable: .
Overpayment Account: - - . - -4
Due To: 2171 . 99
Reserve for Encumbrance: 4310 . 00
Requisition Offset: 4310 . 01
Reserve for WH Encumbrance: 4310 . 99
Restock Offset: 4310 . 02
Warehouse Offset: 4310 . 03

Payroll Automatic Posting Defaults

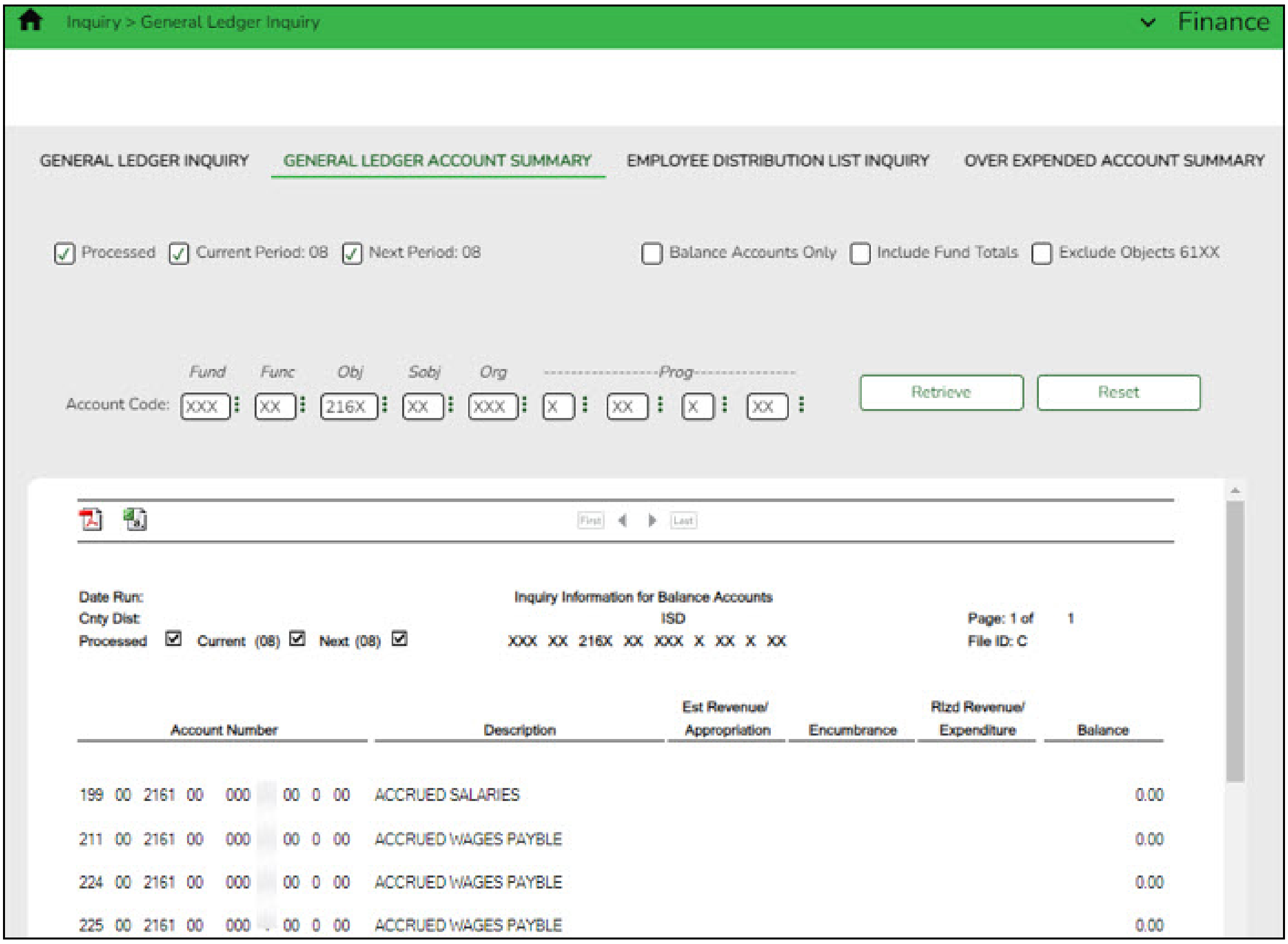
Cash Account: 1111 . 00
Accrued Wages: 2161 . 00
Accrued Federal Grant Deposit: 2211 . 11
Accrued Federal Grant Care: 2211 . 12
Accrued Employer FICA/Medicare: 2211 . 14
Accrued Employer Unemployment Tax: 2211 . 15
Accrued Health Insurance Contribution: 2211 . 16
Accrued Employer 457 Contribution: 2211 . 17
Accrued Employer Annuity Contribution: 2211 . 18
Accrued Employer TRS Care Contribution: 2211 . 19
Accrued Employer Dependent Care: 2211 . 20
Accrued Employer Miscellaneous Deduction Contribution: 2211 . 22

Note: Object codes at your LEA may differ as this is a sample screenshot.

❏ Click **Print** to print the table. You can reference this information each month as the table is rarely updated during the year.

Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary

Run and print an inquiry for object code 216X (accrued wages).


Inquiry > General Ledger Inquiry
Finance
GENERAL LEDGER INQUIRY
GENERAL LEDGER ACCOUNT SUMMARY
EMPLOYEE DISTRIBUTION LIST INQUIRY
OVER EXPENDED ACCOUNT SUMMARY
Retrieve
Reset
First
Last

☑ Processed ☑ Current Period: 08 ☑ Next Period: 08 ☐ Balance Accounts Only ☐ Include Fund Totals ☐ Exclude Objects 61XX

Account Code: Fund XXX, Func XX, Obj 216X, Sobj XX, Org XXX, Prog X XX X XX

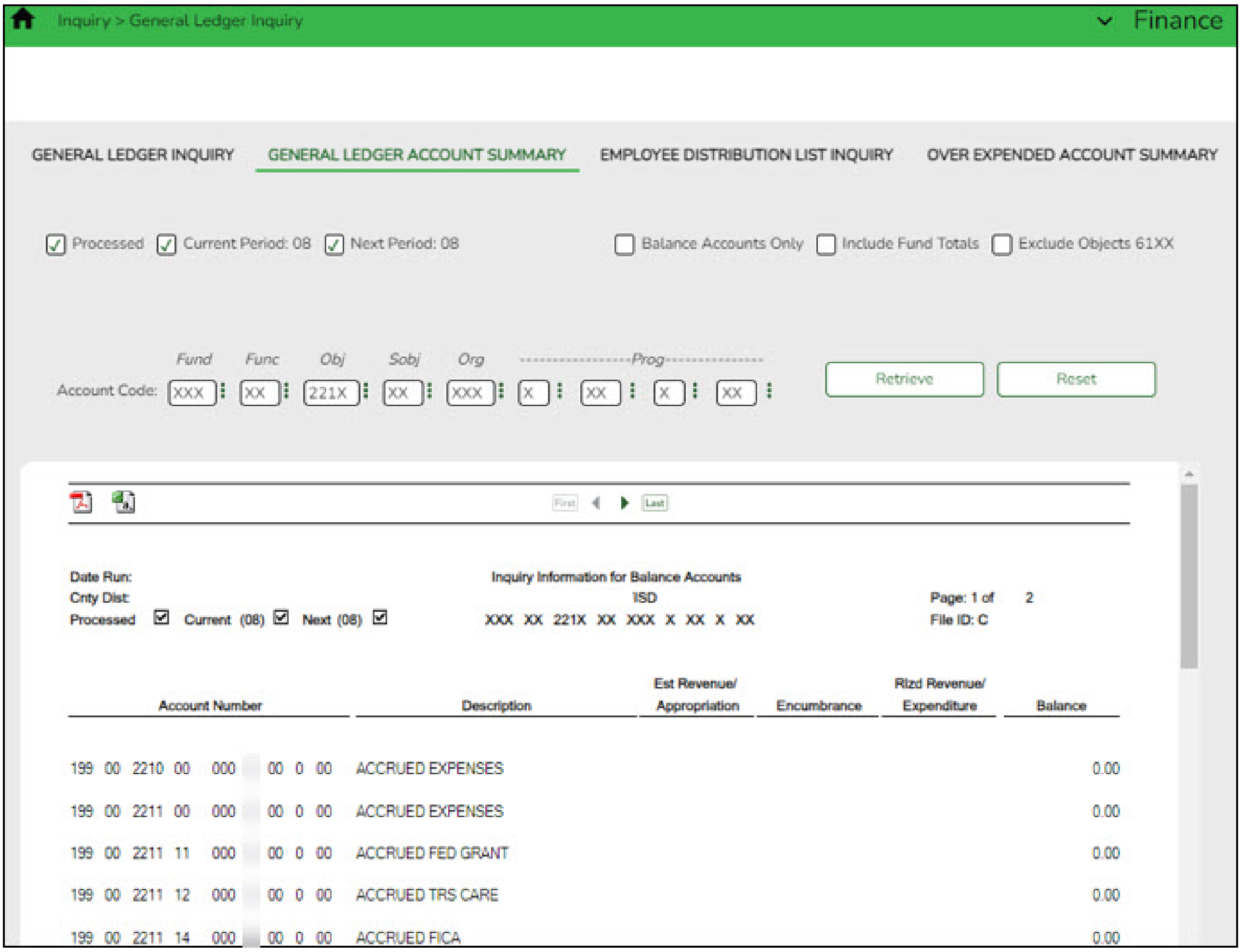
Date Run:
Cnty Dist:
Processed ☑ Current (08) ☑ Next (08) ☑

Inquiry Information for Balance Accounts
ISD
XXX XX 216X XX XXX X XX X XX

Page: 1 of 1
File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ Expenditure	Balance
199 00 2161 00 000 [redacted] 00 0 00	ACCRUED SALARIES				0.00
211 00 2161 00 000 [redacted] 00 0 00	ACCRUED WAGES PAYBLE				0.00
224 00 2161 00 000 [redacted] 00 0 00	ACCRUED WAGES PAYBLE				0.00
225 00 2161 00 000 [redacted] 00 0 00	ACCRUED WAGES PAYBLE				0.00

Run and print an inquiry for object code 221X and each sub-object listed in the Clearing Fund Maintenance table (printed above (accrued benefits)). **It is recommended** that you print each sub-object separately to simplify the balancing process. The screenshot shows multiple sub-objects to save space.


Inquiry > General Ledger Inquiry
Finance
GENERAL LEDGER INQUIRY
GENERAL LEDGER ACCOUNT SUMMARY
EMPLOYEE DISTRIBUTION LIST INQUIRY
OVER EXPENDED ACCOUNT SUMMARY
Retrieve
Reset
First
Last

☑ Processed ☑ Current Period: 08 ☑ Next Period: 08 ☐ Balance Accounts Only ☐ Include Fund Totals ☐ Exclude Objects 61XX

	Fund	Func	Obj	Sobj	Org	Prog			
Account Code:	XXX	XX	221X	XX	XXX	X	XX	X	XX

Date Run:
Cnty Dist:
Processed ☑ Current (08) ☑ Next (08) ☑

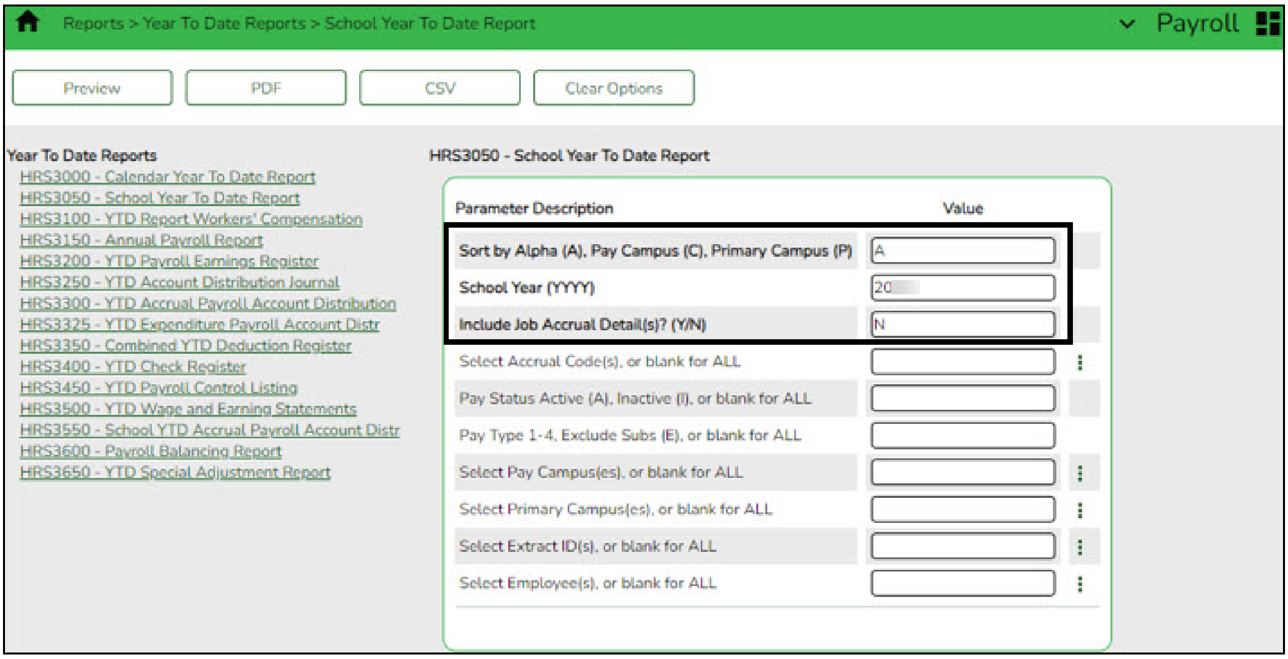
Inquiry Information for Balance Accounts
ISD
XXX XX 221X XX XXX X XX X XX

Page: 1 of 2
File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ Expenditure	Balance
199 00 2210 00 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 00 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 11 000 00 0 00	ACCRUED FED GRANT				0.00
199 00 2211 12 000 00 0 00	ACCRUED TRS CARE				0.00
199 00 2211 14 000 00 0 00	ACCRUED FICA				0.00

Payroll > Reports > Year To Date Reports > HRS3050 - School Year To Date Report

Generate the report with the following parameters:



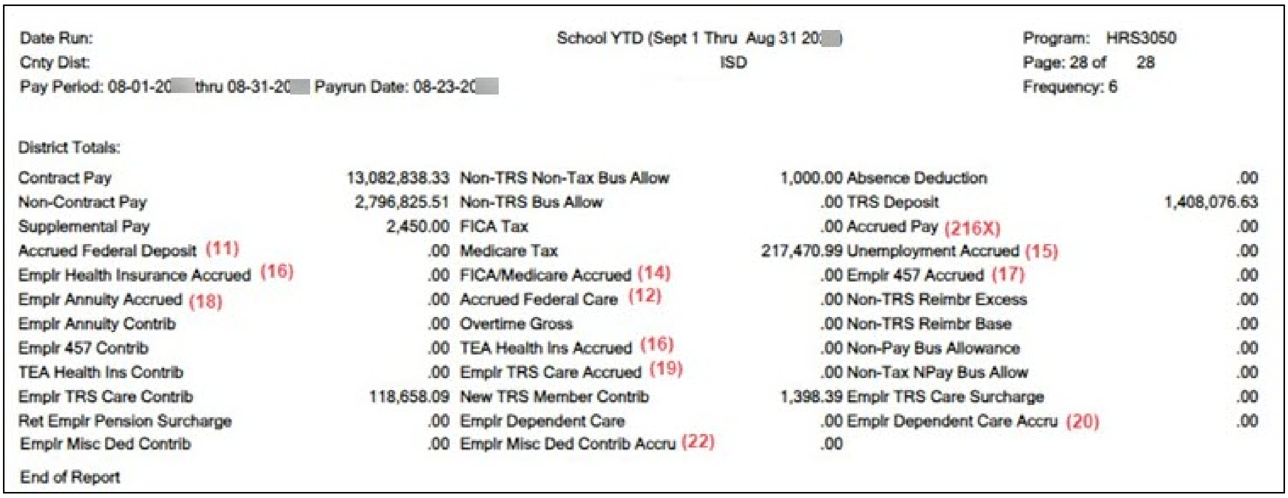
Year To Date Reports

- HRS3000 - Calendar Year To Date Report
- HRS3050 - School Year To Date Report
- HRS3100 - YTD Report Workers' Compensation
- HRS3150 - Annual Payroll Report
- HRS3200 - YTD Payroll Earnings Register
- HRS3250 - YTD Account Distribution Journal
- HRS3300 - YTD Accrual Payroll Account Distribution
- HRS3325 - YTD Expenditure Payroll Account Distr
- HRS3350 - Combined YTD Deduction Register
- HRS3400 - YTD Check Register
- HRS3450 - YTD Payroll Control Listing
- HRS3500 - YTD Wage and Earning Statements
- HRS3550 - School YTD Accrual Payroll Account Distr
- HRS3600 - Payroll Balancing Report
- HRS3650 - YTD Special Adjustment Report

HRS3050 - School Year To Date Report

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
School Year (YYYY)	20[redacted]
Include Job Accrual Detail(s)? (Y/N)	N
Select Accrual Code(s), or blank for ALL	
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, Exclude Subs (E), or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Extract ID(s), or blank for ALL	
Select Employee(s), or blank for ALL	

Print or save only the last page of the report.



```
Date Run:                                School YTD (Sept 1 Thru  Aug 31 20[redacted])          Program:   HRS3050
Cnty Dist:                                                   ISD                              Page: 28 of     28
Pay Period: 08-01-20[redacted] thru 08-31-20[redacted] Payrun Date: 08-23-20[redacted]                                          Frequency: 6

District Totals:
Contract Pay                          13,082,838.33  Non-TRS Non-Tax Bus Allow         1,000.00 Absence Deduction                           .00
Non-Contract Pay                       2,796,825.51  Non-TRS Bus Allow                      .00 TRS Deposit                        1,408,076.63
Supplemental Pay                           2,450.00  FICA Tax                               .00 Accrued Pay (216X)                          .00
Accrued Federal Deposit (11)                    .00  Medicare Tax                    217,470.99 Unemployment Accrued (15)                   .00
Emplr Health Insurance Accrued (16)             .00  FICA/Medicare Accrued (14)             .00 Emplr 457 Accrued (17)                      .00
Emplr Annuity Accrued (18)                      .00  Accrued Federal Care (12)              .00 Non-TRS Reimbr Excess                       .00
Emplr Annuity Contrib                           .00  Overtime Gross                         .00 Non-TRS Reimbr Base                         .00
Emplr 457 Contrib                               .00  TEA Health Ins Accrued (16)            .00 Non-Pay Bus Allowance                       .00
TEA Health Ins Contrib                          .00  Emplr TRS Care Accrued (19)            .00 Non-Tax NPay Bus Allow                      .00
Emplr TRS Care Contrib                   118,658.09  New TRS Member Contrib            1,398.39 Emplr TRS Care Surcharge                    .00
Ret Emplr Pension Surcharge                     .00  Emplr Dependent Care                   .00 Emplr Dependent Care Accru (20)             .00
Emplr Misc Ded Contrib                          .00  Emplr Misc Ded Contrib Accru (22)      .00
End of Report
```

Note: The numbers in parentheses are the sub-objects that will be compared to the General Ledger Inquiry report in the following step.

Compare the HRS3050 report totals to the General Ledger Inquiry reports.

General Ledger Inquiry Report	School YTD Report	Expenditure Object Code
216X	Accrued Pay	6119 or 6129
221X.11	Accrued Federal Deposit	6146
221X.12	Accrued Federal Care	6146
221X.14	FICA/Medicare Accrued	6141
221X.15	Unemployment Accrued	6145
221X.16	Emplr Health Insurance Accrued + TEA Health Ins Accrued	6142

221X.17	Emplr 457 Accrued	6149
221X.18	Emplr Annuity Accrued	6149
221X.19	Emplr TRS Care Accrued	6146
221X.20	Emplr Dependent Care Accrued	6149
221X.22	Emplr Misc Ded Contrib Accrued	6149

Assuming that only your 10-month employees accrue, the easiest time to complete accrual balancing is after completing the August payroll but before completing the August accruals. At this time, the amounts displayed on the School Year to Date Report and the General Ledger Inquiry liability accounts (216X and 221X.XX) are typically all zeros. Employees who accrue monthly and receive the first payment of their new contract prior to September will have accruals in Finance and the upcoming School Year to Date Report if the **TRS Year** field is selected on the Job info tab. These amounts should be considered during the accrual balancing process. Here are five common scenarios to consider.

Scenario	Accrued amounts from the HRS3050 - School Year To Date Report	Finance General Ledger Accrued Liabilities	Action Needed
1	Zeros	Zeros	None
2	Show amounts	Zeros	Run the Zero School YTD Accruals utility in Payroll and Post to Master only
3	Zeros	Show balances	Compare to upcoming School Year to Date report Add manual entries in Finance as needed
4	Show amounts that match GL	Show amounts that match School Year to Date	Compare to upcoming School Year to Date report Run the Zero School YTD Accruals utility in Payroll and Post to Master and Interface to Finance if needed
5	Show amounts but DO NOT match GL	Show amounts but DO NOT match School Year to Date	Compare to upcoming School Year to Date report Run the Zero School YTD Accruals utility in Payroll and Post to Master Consider Interface to Finance and manual entries in Finance if needed

Review the following scenarios, choose the best fit, then follow the appropriate steps.

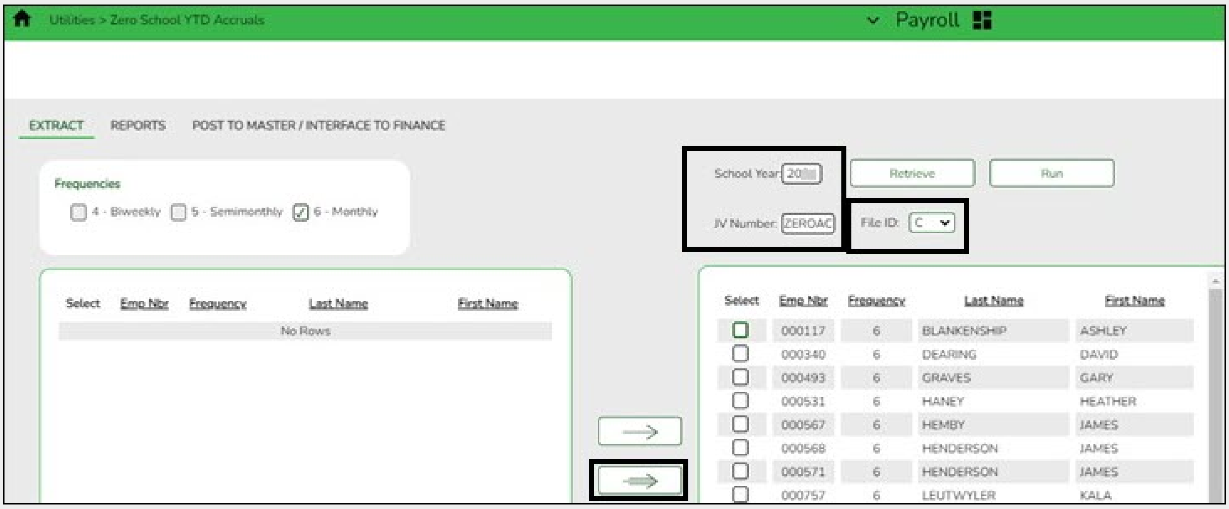
Scenario 1: The current School Year to Date Report shows zeros for accrued totals and the liability accounts in Finance are zero.

Action: No action required.

Scenario 2: The current School Year to Date Report shows amounts for accrued totals but the liability accounts in Finance are zero.

Action: In the current year payroll frequency, zero the amounts in Payroll. Post to Master but DO NOT Interface to Finance.

Payroll > Utilities > Zero School YTD Accruals > Extract


Utilities > Zero School YTD Accruals
Payroll
EXTRACT
REPORTS
POST TO MASTER / INTERFACE TO FINANCE
Retrieve
Run

Frequencies
☐ 4 - Biweekly ☐ 5 - Semimonthly ☑ 6 - Monthly

School Year: 20[redacted]

JV Number: ZEROAC

File ID: C

Select	Emp Nbr	Frequency	Last Name	First Name
No Rows				

Select	Emp Nbr	Frequency	Last Name	First Name
☐	000117	6	BLANKENSHIP	ASHLEY
☐	000340	6	DEARING	DAVID
☐	000493	6	GRAVES	GARY
☐	000531	6	HANEY	HEATHER
☐	000567	6	HEMBY	JAMES
☐	000568	6	HENDERSON	JAMES
☐	000571	6	HENDERSON	JAMES
☐	000757	6	LEUTWYLER	KALA

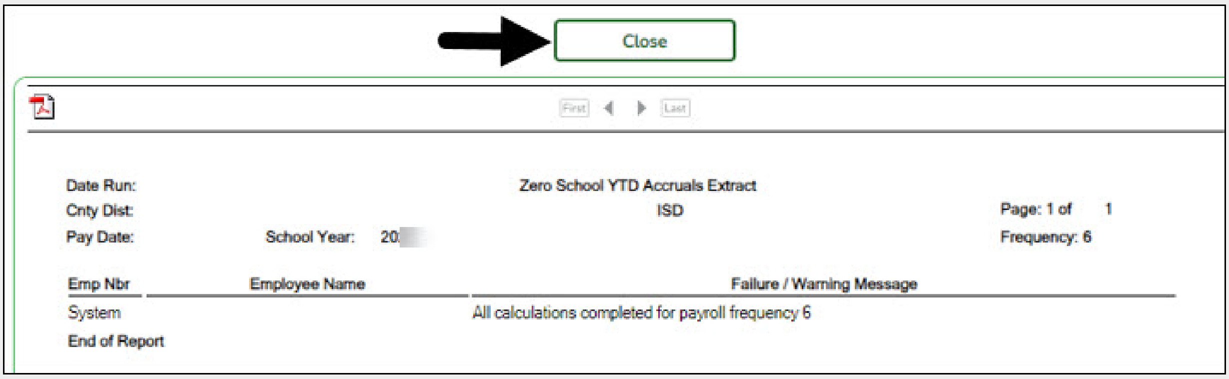
❑ Verify the **School Year** field and click **Retrieve**.

❑ In the **JV Number** field, type ZEROAC.

❑ Verify that the **File ID** field is C.

❑ Employees with School YTD accruals that were not cleared during payoff are displayed on the left side of the page. Use the arrows to move the employees to the right side of the page.

❑ Click **Run**. The Zero School YTD Accruals Extract report is displayed.



Date Run:
Zero School YTD Accruals Extract
Cnty Dist:
ISD
Page: 1 of 1
Pay Date:
School Year: 20[redacted]
Frequency: 6

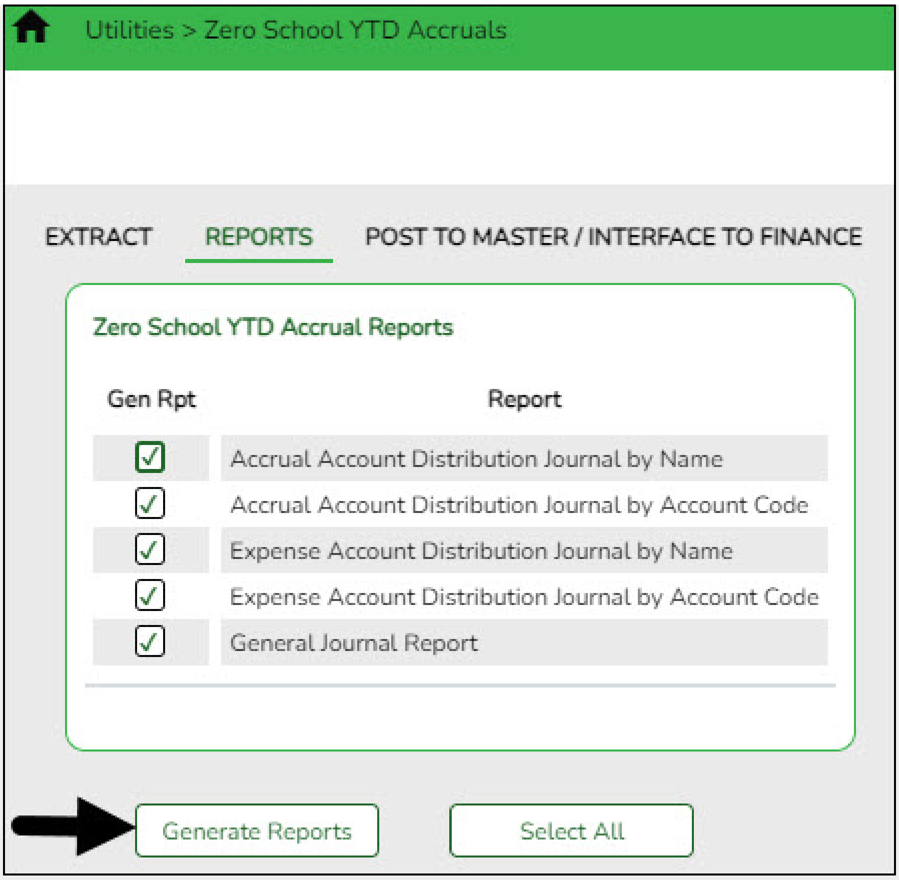
Emp Nbr	Employee Name	Failure / Warning Message
System		All calculations completed for payroll frequency 6

End of Report

If the process is successful, close the Extract report.

Payroll > Utilities > Zero School YTD Accruals > Reports

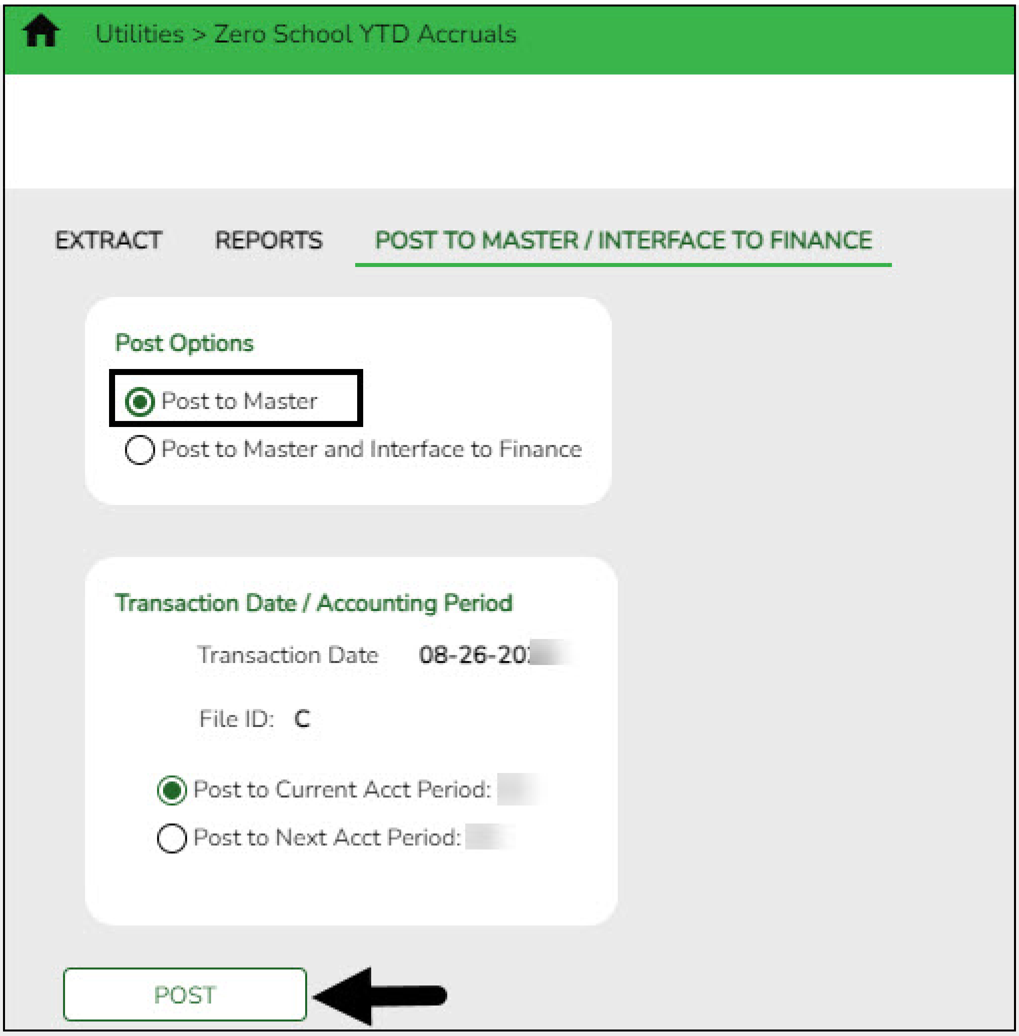
Generate and save the reports as needed.


Utilities > Zero School YTD Accruals
EXTRACT
REPORTS
POST TO MASTER / INTERFACE TO FINANCE
Generate Reports
Select All

Zero School YTD Accrual Reports

Gen Rpt	Report
☑	Accrual Account Distribution Journal by Name
☑	Accrual Account Distribution Journal by Account Code
☑	Expense Account Distribution Journal by Name
☑	Expense Account Distribution Journal by Account Code
☑	General Journal Report

Payroll > Utilities > Zero School YTD Accruals > Post to Master/Interface to Finance



Utilities > Zero School YTD Accruals
EXTRACT
REPORTS
POST TO MASTER / INTERFACE TO FINANCE
POST

Post Options

● Post to Master

○ Post to Master and Interface to Finance

Transaction Date / Accounting Period

Transaction Date 08-26-20

File ID: C

● Post to Current Acct Period:

○ Post to Next Acct Period:

❑ Under **Post Options**, select **Post to Master**.

❑ Click **Post**.

Scenario 3: The current School Year to Date Report shows zeros for accrued totals but the liability accounts in Finance have balances.

Action: Generate the School Year to Date Report for the upcoming school year.

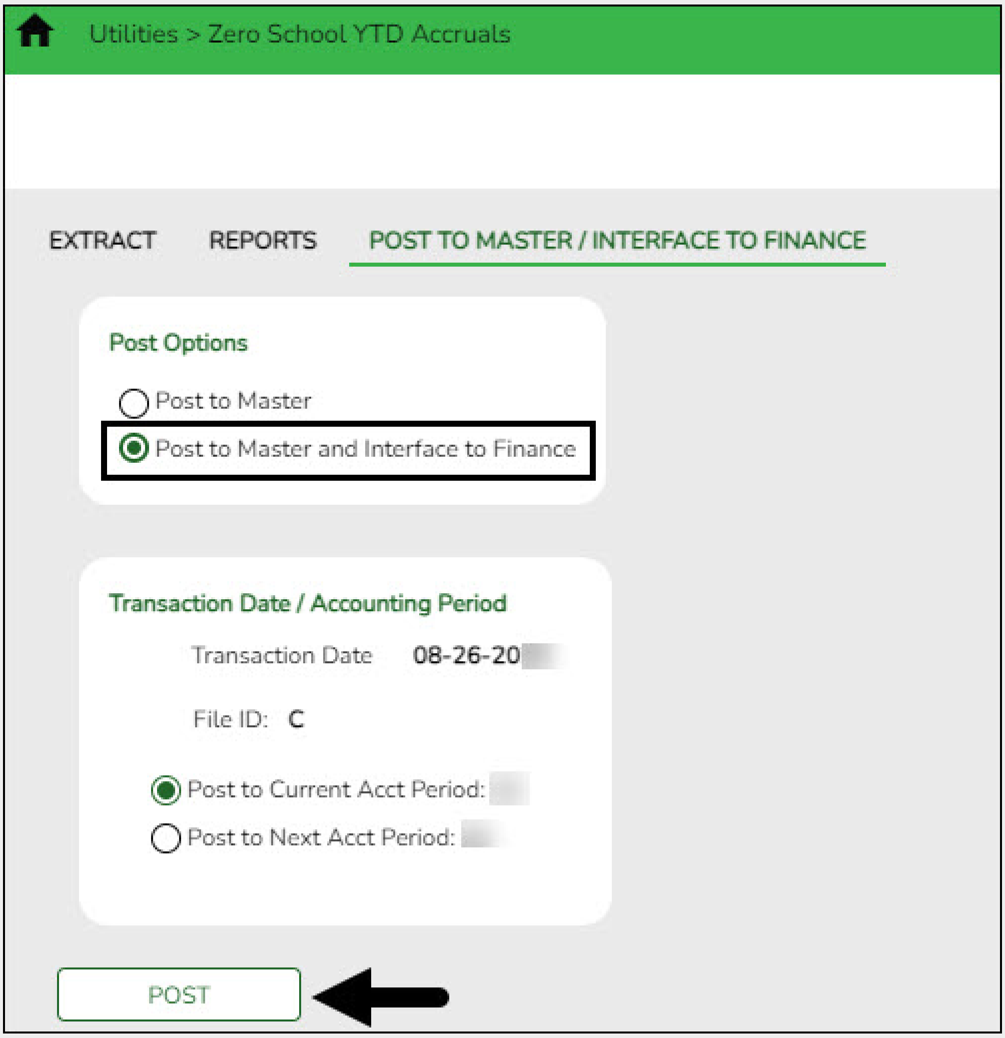
- If these amounts match Finance, no action needed.
- If these amounts do not match in Finance, enter a JV on the Finance > Postings > Journal Actual tab to match the School Year to Date amounts.

Refer to the above chart to see the expenditure object that ties to each liability. For example, if the accrued FICA/Medicare liability line (object 221X.14) shows a balance of -$158.56, you will need to debit a payroll expenditure account with an object code of 6141.

Scenario 4: The current School Year to Date Report shows amounts for accrued totals and the liability accounts in Finance have matching amounts.

Action: In the current year payroll frequency, use the Payroll > Utilities > Zero School YTD Accruals utility to zero the amounts in Payroll and Interface to Finance so that both are zeroed at the same time.

Complete the same steps listed in Scenario 2 **EXCEPT** on the Post to Master/Interface to Finance tab:


Utilities > Zero School YTD Accruals
EXTRACT
REPORTS
POST TO MASTER / INTERFACE TO FINANCE
POST

Post Options

○ Post to Master

● Post to Master and Interface to Finance

Transaction Date / Accounting Period

Transaction Date 08-26-20[redacted]

File ID: C

● Post to Current Acct Period: [redacted]

○ Post to Next Acct Period: [redacted]

☐ Select **Post to Master and Interface to Finance**.

☐ Enter a **Transaction Date**.

☐ Select the desired accounting period.

☐ Click **Post**.

Scenario 5: The current School Year to Date Report shows amounts for accrued totals and the liability accounts in Finance show amounts but the amounts do not match.

Action: Run the upcoming School YTD report and compare the totals from both School Year to Date reports to Finance. Analyze the report to determine which accrual amounts should remain if any.

In the current year payroll frequency, use Payroll > Utilities > Zero School YTD Accruals to zero the amounts if needed.

Consider whether Interfacing to Finance will correct the liability balances in Finance.

- If yes, select **Post to Master and Interface to Finance**.
- If no and the differences will be greater, select **Post to Master**. You may need to manually enter additional JVs on the Finance > Maintenance > Postings > Journal Actual tab to reconcile any remaining differences.

Complete the same steps listed in Scenario 2 and 4 except on the Post to Master/Interface to Finance tab:

☐ Select **Post to Master** or **Post to Master and Interface to Finance** as needed. If you interface to Finance:

☐ Enter a **Transaction Date**.

☐ Select the desired accounting period

☐ Click **Post**.

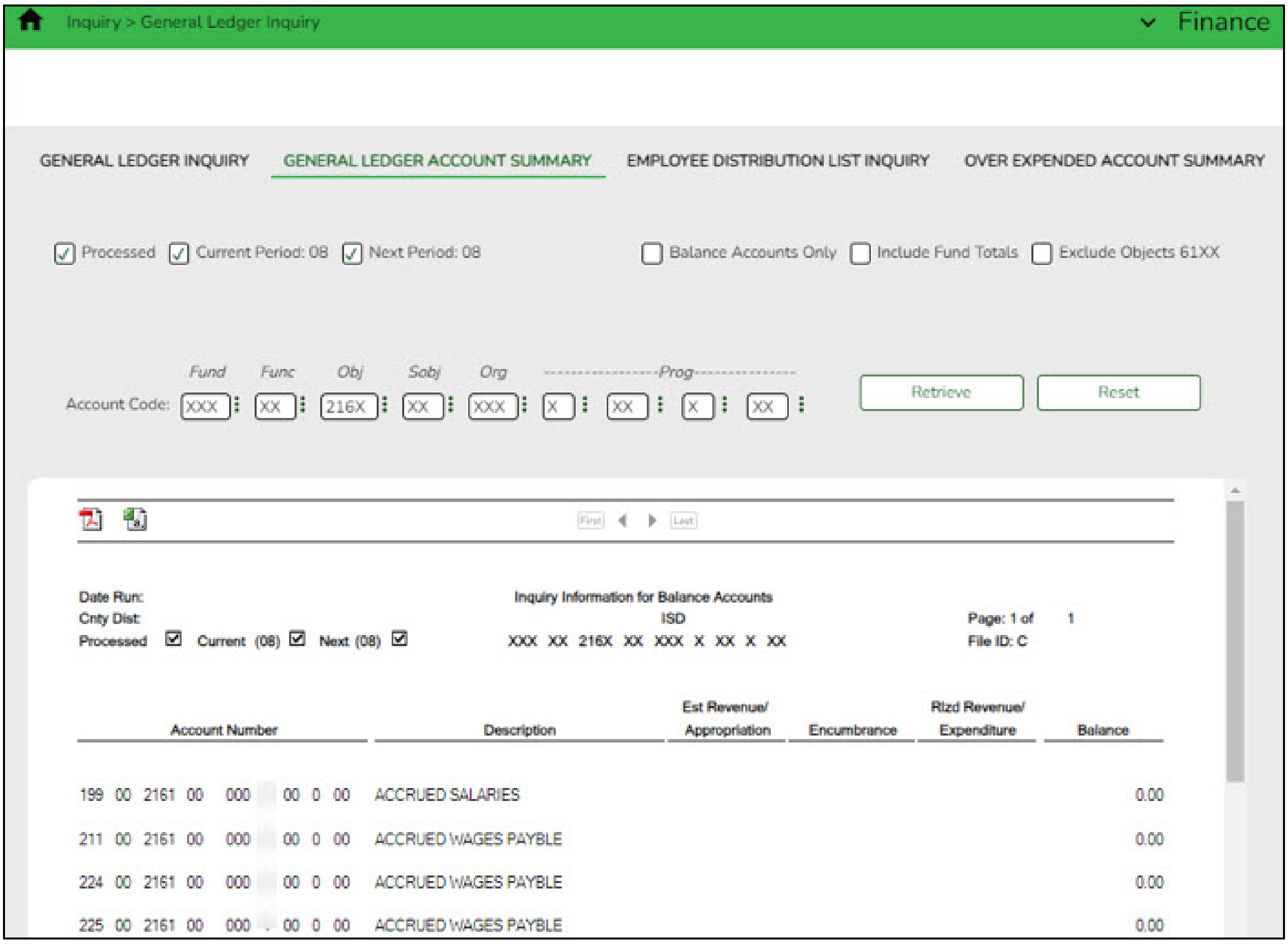
3. Verify accrual accounts are zero in Finance.

Verify accrual accounts are zero in Finance

Log on to the current file ID.

Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary

Run a summary inquiry for account codes 216X and 221X to verify that all accrual amounts are cleared (if there are no upcoming year accruals). The accrual amounts from the Payroll > Reports > Year To Date Reports > HRS3050 - School Year To Date Report should match the Finance accrual accounts.


Inquiry > General Ledger Inquiry
Finance
GENERAL LEDGER INQUIRY
GENERAL LEDGER ACCOUNT SUMMARY
EMPLOYEE DISTRIBUTION LIST INQUIRY
OVER EXPENDED ACCOUNT SUMMARY
Retrieve
Reset
First
Last

☑ Processed ☑ Current Period: 08 ☑ Next Period: 08 ☐ Balance Accounts Only ☐ Include Fund Totals ☐ Exclude Objects 61XX

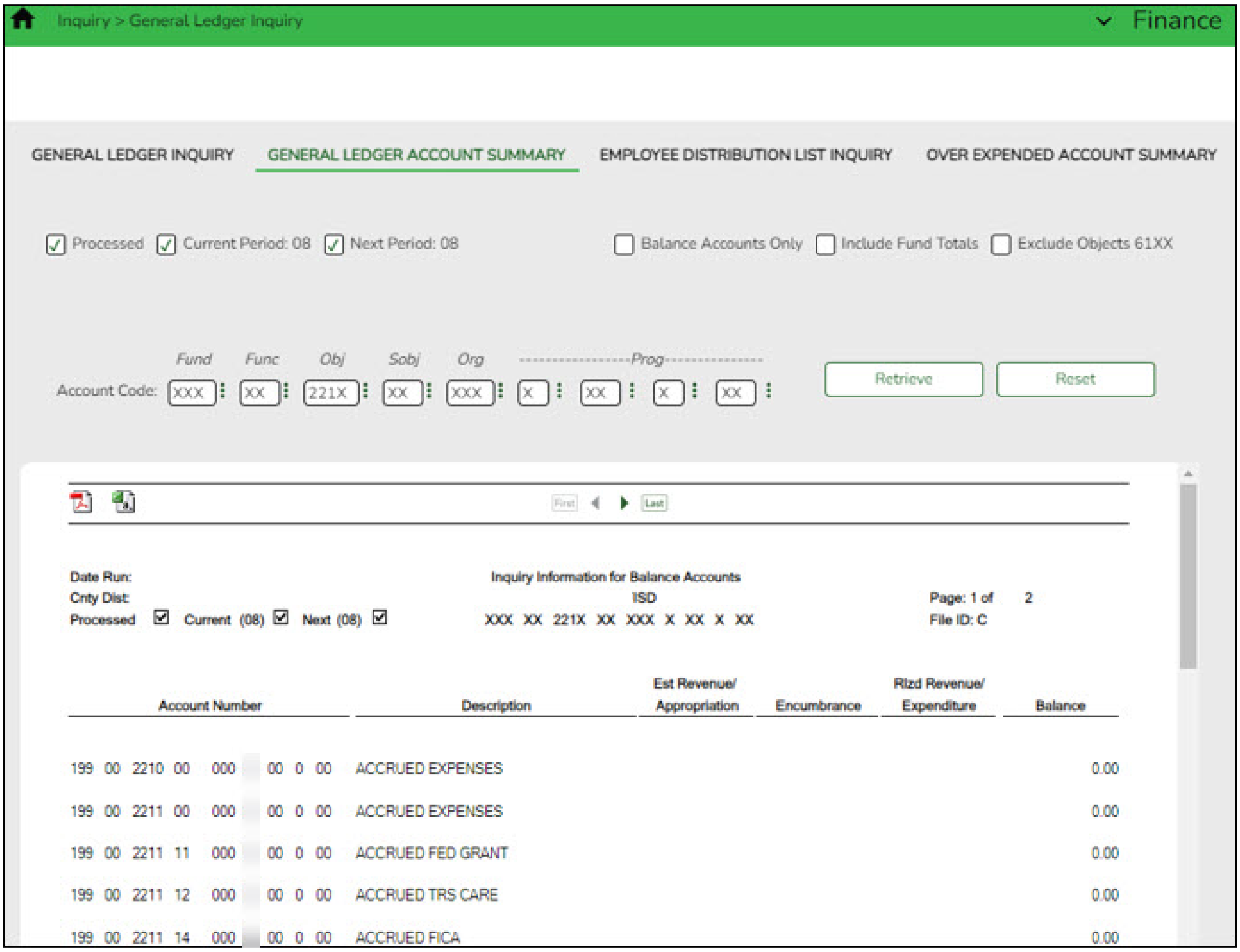
	Fund	Func	Obj	Sobj	Org	Prog			
Account Code:	XXX	XX	216X	XX	XXX	X	XX	X	XX

Date Run:
Cnty Dist:
Processed ☑ Current (08) ☑ Next (08) ☑

Inquiry Information for Balance Accounts
ISD
XXX XX 216X XX XXX X XX X XX

Page: 1 of 1
File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ Expenditure	Balance
199 00 2161 00 000 00 0 00	ACCRUED SALARIES				0.00
211 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
224 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
225 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00


Inquiry > General Ledger Inquiry
Finance
GENERAL LEDGER INQUIRY
GENERAL LEDGER ACCOUNT SUMMARY
EMPLOYEE DISTRIBUTION LIST INQUIRY
OVER EXPENDED ACCOUNT SUMMARY
Retrieve
Reset
First
Last

☑ Processed ☑ Current Period: 08 ☑ Next Period: 08 ☐ Balance Accounts Only ☐ Include Fund Totals ☐ Exclude Objects 61XX

	Fund	Func	Obj	Sobj	Org	Prog			
Account Code:	XXX	XX	221X	XX	XXX	X	XX	X	XX

Date Run:
Cnty Dist:
Processed ☑ Current (08) ☑ Next (08) ☑

Inquiry Information for Balance Accounts
ISD
XXX XX 221X XX XXX X XX X XX

Page: 1 of 2
File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ Expenditure	Balance
199 00 2210 00 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 00 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 11 000 00 0 00	ACCRUED FED GRANT				0.00
199 00 2211 12 000 00 0 00	ACCRUED TRS CARE				0.00
199 00 2211 14 000 00 0 00	ACCRUED FICA				0.00

4. Clear EOY accrual data.

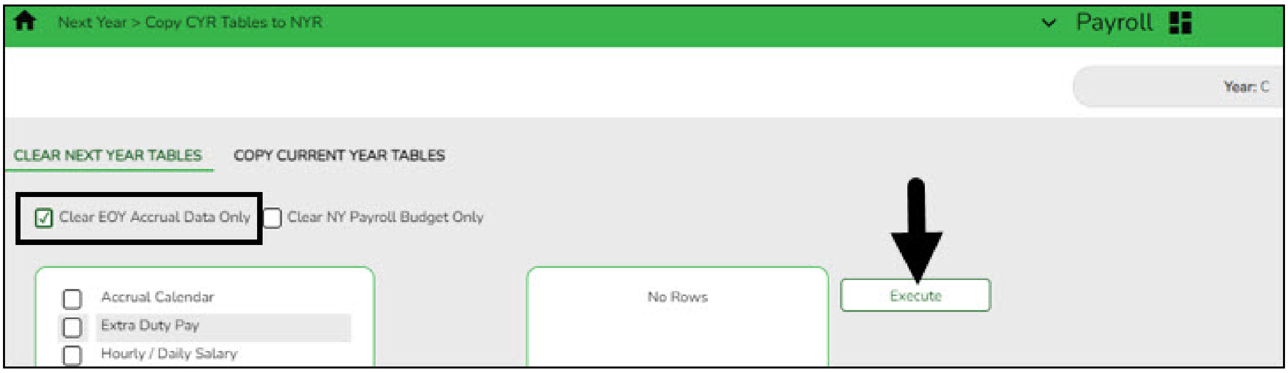
Clear EOY accrual data

Log on to the CYR payroll frequency.

Payroll > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables

❑ Select only the **Clear EOY Accrual Data Only** field.

IMPORTANT: **Do not** move any tables from the left side to the right side of the page.


Next Year > Copy CYR Tables to NYR
Payroll
Year: C
CLEAR NEXT YEAR TABLES
COPY CURRENT YEAR TABLES
☑ Clear EOY Accrual Data Only
☐ Clear NY Payroll Budget Only
☐ Accrual Calendar
☐ Extra Duty Pay
☐ Hourly / Daily Salary
No Rows
Execute

❑ Click **Execute** to clear the prior year accrual calculations.

5. Verify fund to grant information.

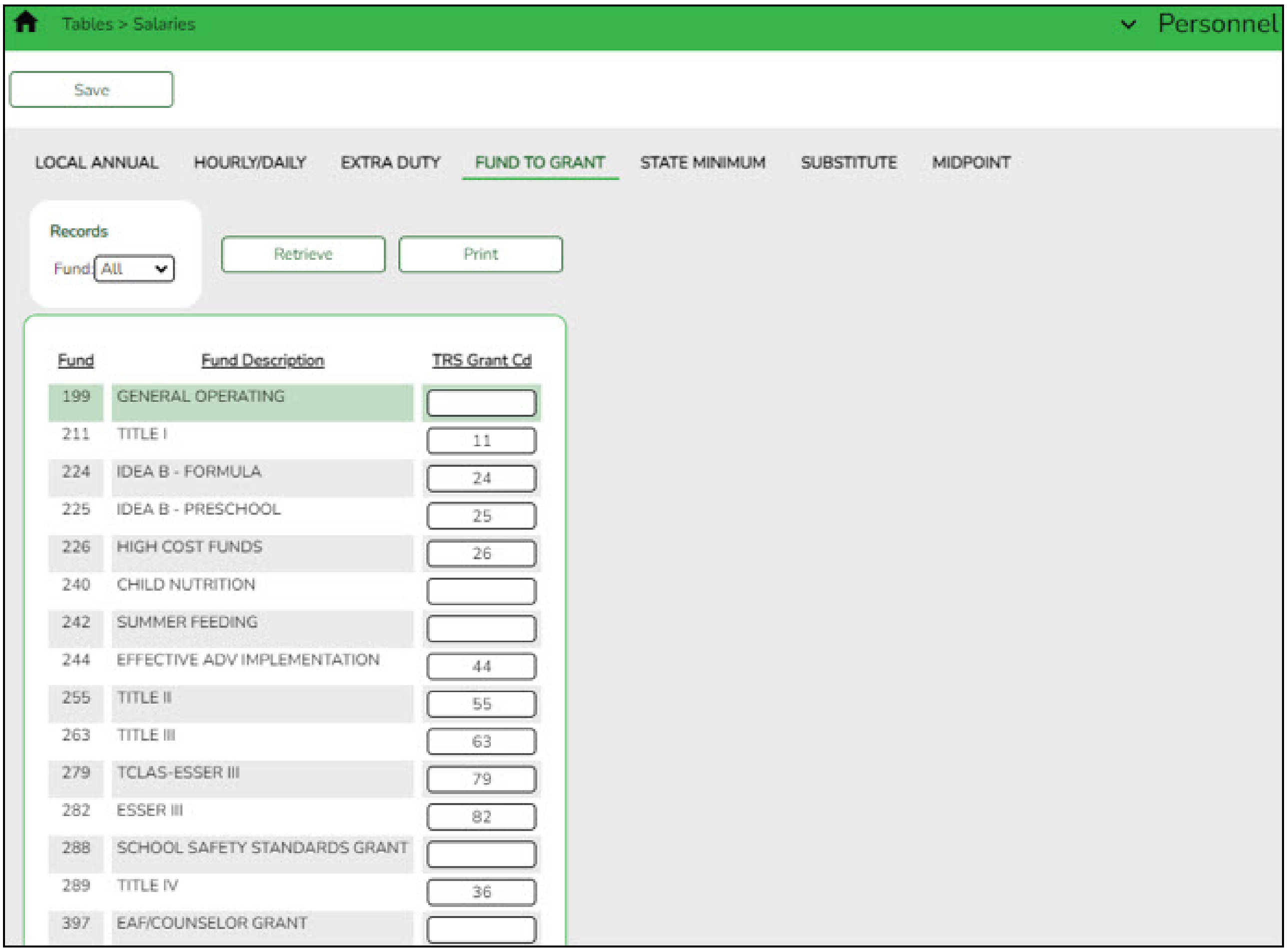
Verify fund to grant information

Personnel > Tables > Salaries > Fund to Grant

IMPORTANT: All applicable federal grants must have a fund to grant code listed in the **TRS Grant Cd** field on this tab. If not, TRS federal grant care and TRS federal grant deposit amounts **will not** be calculated for that specific fund during payroll.

Verify that the applicable federal grant funds (200-300) have a two-digit TRS grant code.

Exception: If using the TRS Child Nutrition worksheet for TRS reporting, the child nutrition fund should NOT have a grant code assigned.


Tables > Salaries
Personnel
Save
LOCAL ANNUAL
HOURLY/DAILY
EXTRA DUTY
FUND TO GRANT
STATE MINIMUM
SUBSTITUTE
MIDPOINT
Records
Retrieve
Print

Fund: All

Fund	Fund Description	TRS Grant Cd
199	GENERAL OPERATING	
211	TITLE I	11
224	IDEA B - FORMULA	24
225	IDEA B - PRESCHOOL	25
226	HIGH COST FUNDS	26
240	CHILD NUTRITION	
242	SUMMER FEEDING	
244	EFFECTIVE ADV IMPLEMENTATION	44
255	TITLE II	55
263	TITLE III	63
279	TCLAS-ESSER III	79
282	ESSER III	82
288	SCHOOL SAFETY STANDARDS GRANT	
289	TITLE IV	36
397	EAF/COUNSELOR GRANT	

6. Verify/update next year TRS rates.

Verify/update next year TRS rates

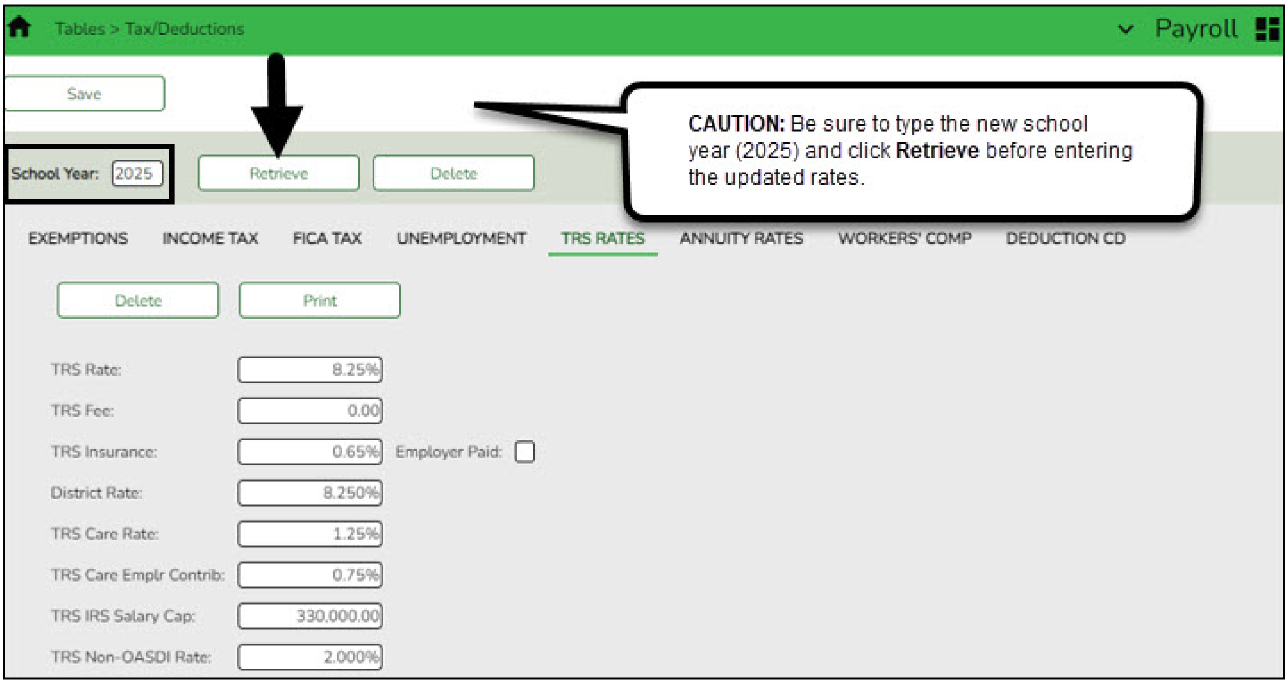
Log on to the NYR payroll frequency.

Payroll > Tables > Tax/Deductions > TRS Rates

Update the TRS rates.

CAUTION: Be sure to retrieve the 2025 school year data prior to updating this tab.

IMPORTANT: Be sure to visit the TRS website: https://www.trs.texas.gov/Pages/re_contribution_rates.aspx to obtain the updated rates for the next school year, and then return to this table to update the new rates.


Tables > Tax/Deductions
Payroll
Save
Retrieve
Delete
EXEMPTIONS
INCOME TAX
FICA TAX
UNEMPLOYMENT
TRS RATES
ANNUITY RATES
WORKERS' COMP
DEDUCTION CD
Delete
Print

CAUTION: Be sure to type the new school year (2025) and click **Retrieve** before entering the updated rates.

School Year: 2025

TRS Rate: 8.25%

TRS Fee: 0.00

TRS Insurance: 0.65% Employer Paid: ☐

District Rate: 8.250%

TRS Care Rate: 1.25%

TRS Care Emplr Contrib: 0.75%

TRS IRS Salary Cap: 330,000.00

TRS Non-OASDI Rate: 2.000%

To create a new TRS rates record:

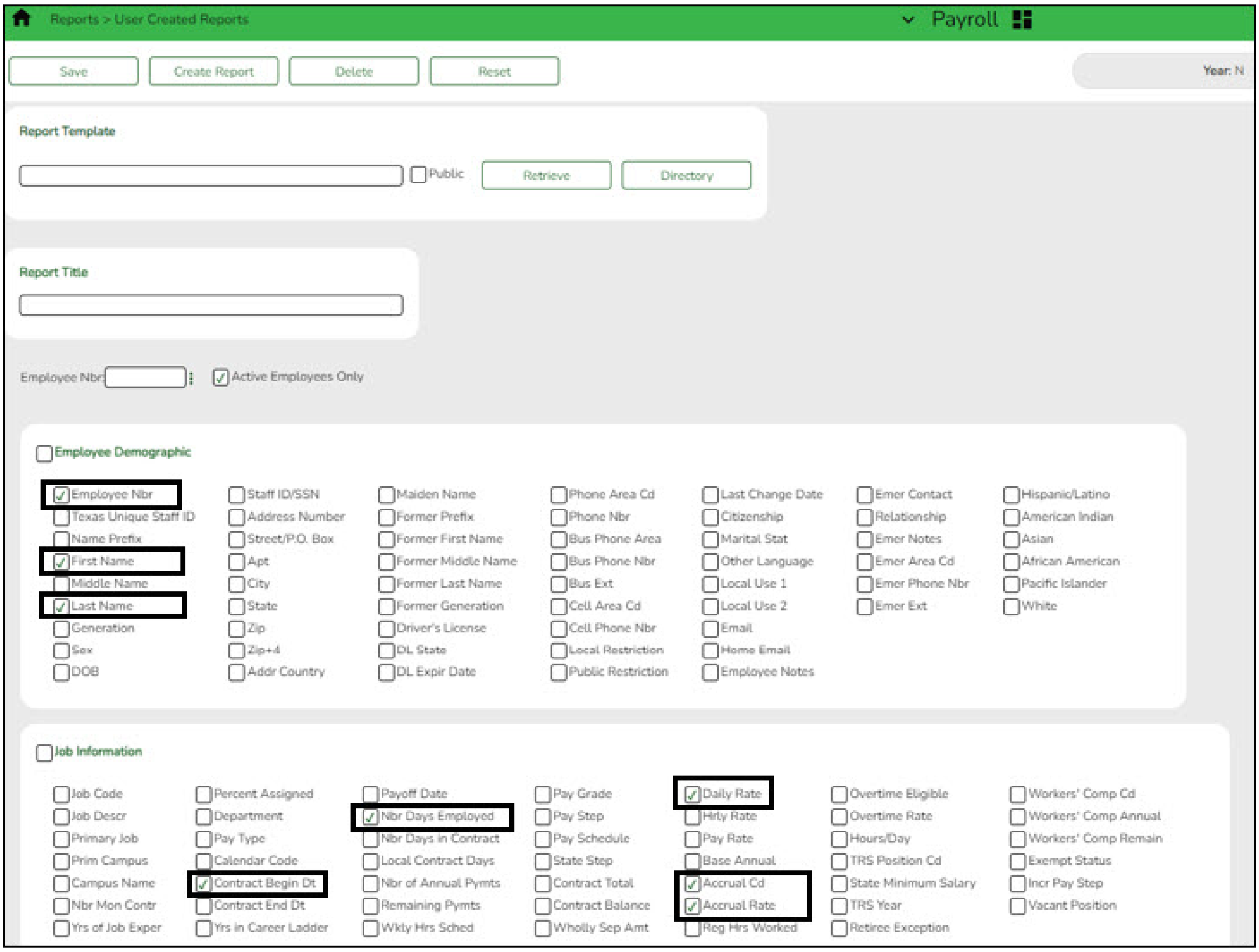
- Type the new year (2025) and click **Retrieve**. A message is displayed indicating that the new record is populated based on the prior year's (2024) TRS rates record.
- Complete the applicable fields.
- Click **Save**.

7. Verify next year payroll information.

Verify next year payroll information

Log on to the NYR payroll frequency.

Payroll > Reports > User Created Reports



Report Template

☐ Public

Report Title

Employee Nbr

☑ Active Employees Only

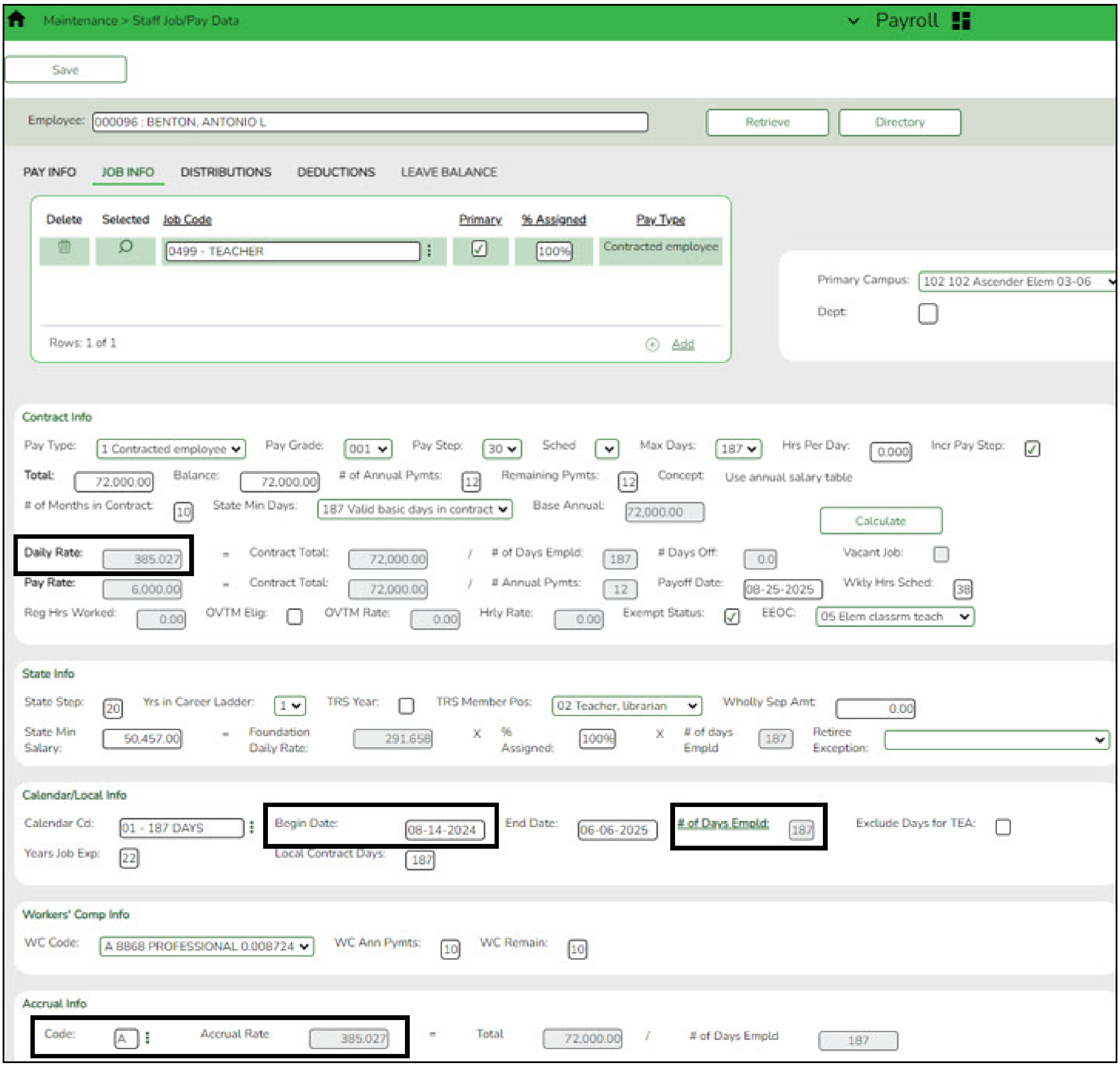
☐ Employee Demographic

☑ Employee Nbr
☐ Texas Unique Staff ID
☐ Name Prefix
☑ First Name
☐ Middle Name
☑ Last Name
☐ Generation
☐ Sex
☐ DOB
☐ Staff ID/SSN
☐ Address Number
☐ Street/P.O. Box
☐ Apt
☐ City
☐ State
☐ Zip
☐ Zip+4
☐ Addr Country
☐ Maiden Name
☐ Former Prefix
☐ Former First Name
☐ Former Middle Name
☐ Former Last Name
☐ Former Generation
☐ Driver's License
☐ DL State
☐ DL Expir Date
☐ Phone Area Cd
☐ Phone Nbr
☐ Bus Phone Area
☐ Bus Phone Nbr
☐ Bus Ext
☐ Cell Area Cd
☐ Cell Phone Nbr
☐ Local Restriction
☐ Public Restriction
☐ Last Change Date
☐ Citizenship
☐ Marital Stat
☐ Other Language
☐ Local Use 1
☐ Local Use 2
☐ Email
☐ Home Email
☐ Employee Notes
☐ Emer Contact
☐ Relationship
☐ Emer Notes
☐ Emer Area Cd
☐ Emer Phone Nbr
☐ Emer Ext
☐ Hispanic/Latino
☐ American Indian
☐ Asian
☐ African American
☐ Pacific Islander
☐ White

☐ Job Information

☐ Job Code
☐ Job Descr
☐ Primary Job
☐ Prim Campus
☐ Campus Name
☐ Nbr Mon Contr
☐ Yrs of Job Exper
☐ Percent Assigned
☐ Department
☐ Pay Type
☐ Calendar Code
☑ Contract Begin Dt
☐ Contract End Dt
☐ Yrs in Career Ladder
☐ Payoff Date
☑ Nbr Days Employed
☐ Nbr Days in Contract
☐ Local Contract Days
☐ Nbr of Annual Pymts
☐ Remaining Pymts
☐ Wkly Hrs Sched
☐ Pay Grade
☐ Pay Step
☐ Pay Schedule
☐ State Step
☐ Contract Total
☐ Contract Balance
☐ Wholly Sep Amt
☑ Daily Rate
☐ Hrly Rate
☐ Pay Rate
☐ Base Annual
☑ Accrual Cd
☑ Accrual Rate
☐ Reg Hrs Worked
☐ Overtime Eligible
☐ Overtime Rate
☐ Hours/Day
☐ TRS Position Cd
☐ State Minimum Salary
☐ TRS Year
☐ Retiree Exception
☐ Workers' Comp Cd
☐ Workers' Comp Annual
☐ Workers' Comp Remain
☐ Exempt Status
☐ Incr Pay Step
☐ Vacant Position

These fields are maintained on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab.



Employee: 000096 : BENTON, ANTONIO L

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
		0499 - TEACHER	☑	100%	Contracted employee

Rows: 1 of 1

Primary Campus: 102 102 Ascender Elem 03-06
Dept: ☐

Contract Info
Pay Type: 1 Contracted employee
Pay Grade: 001
Pay Step: 30
Sched:
Max Days: 187
Hrs Per Day: 0.000
Incr Pay Step: ☑
Total: 72,000.00
Balance: 72,000.00
# of Annual Pymts: 12
Remaining Pymts: 12
Concept: Use annual salary table
# of Months in Contract: 10
State Min Days: 187 Valid basic days in contract
Base Annual: 72,000.00
Daily Rate: 385.027 = Contract Total: 72,000.00 / # of Days Empld: 187
Days Off: 0.0
Vacant Job: ☐
Pay Rate: 6,000.00 = Contract Total: 72,000.00 / # Annual Pymts: 12
Payoff Date: 08-25-2025
Wkly Hrs Sched: 38
Reg Hrs Worked: 0.00
OVTM Elig: ☐
OVTM Rate: 0.00
Hrly Rate: 0.00
Exempt Status: ☑
EEOC: 05 Elem classrm teach

State Info
State Step: 20
Yrs in Career Ladder: 1
TRS Year: ☐
TRS Member Pos: 02 Teacher, librarian
Wholly Sep Amt: 0.00
State Min Salary: 50,457.00 = Foundation Daily Rate: 291.658 X % Assigned: 100% X # of days Empld: 187
Retiree Exception:

Calendar/Local Info
Calendar Cd: 01 - 187 DAYS
Begin Date: 08-14-2024
End Date: 06-06-2025
# of Days Empld: 187
Exclude Days for TEA: ☐
Years Job Exp: 22
Local Contract Days: 187

Workers' Comp Info
WC Code: A 8868 PROFESSIONAL 0.008724
WC Ann Pymts: 10
WC Remain: 10

Accrual Info
Code: A
Accrual Rate: 385.027 = Total 72,000.00 / # of Days Empld 187

☐ For employees who **do** accrue monthly:

- Verify the accrual code, accrual rate, daily rate, and contract begin date for each employee.
- Verify that each employee that should accrue monthly has an accrual code.
- Verify that each employee with an accrual code has an accrual rate.
- Verify that the accrual rate matches the daily rate.
- Verify if each accrual code has the correct number of days employed.
- If you have two employees with the same contract begin date and one needs to accrue and the other does not, make a note to serve as a reminder that the applicable employee should be excluded from calculations during the August Accrual process.

☐ For employees who **do not** accrue monthly:

- Verify that the contract begin date and new daily rate are accurate for the new year.
- Verify that the employee **does not** have an accrual code or accrual rate.

☐ Use the Payroll > Tables > Accrual Calendars > Accrual Calendar page to verify pay dates and days worked.