



ASCENDER - First Payroll of the School Year (September Start LEAs)

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CAUTION: Do not begin this process until the [End-of-Year Payroll Verification](#), [August Accruals](#) process, and the [Finance EOY Process](#) are complete.



For the First Payroll of the School Year process, July start LEAs will reference the [\(CRT\) First Payroll of the School Year \(July Start LEAs\)](#) guide.

The purpose of this document is to guide you through the necessary steps to process the first payroll of the school year for September start LEAs.

In addition to the above processes, the following steps should be completed prior to continuing with this process.

- Print HRS2250 - Deduction Register by Employee for future reference.
- Print HRS2400 - Bank Account Listing to verify that all employee bank information is correct.
- Print HRS1000 - Roster of Personnel and save it for the auditors.
- Update termination dates and reasons on the [Personnel > Maintenance > Employment Info](#) page for all employees who are no longer with the LEA.
- Verify that the budget is moved to Finance.

This document assumes 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

Terms:

Terms:

Term	Description
CYR payroll frequency	Current year payroll frequency
LEA (Local Education Agency)	Refers to the educational entity (e.g., charter, district, etc.).
Non-standard employee	An employee who receives their first paycheck in July or August should have the TRS Year selected on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab.
NYR payroll frequency	Next year payroll frequency

[Verify important payroll items:](#)

Payroll Verification Items

Review and address the the applicable Payroll verification items. This should be completed before each group of employees start their new pay for the new year.

Run a user-created report to verify the following information:

<input type="checkbox"/> Verify that service records were created and/or updated with leave.
<input type="checkbox"/> Verify that Distribution codes are accurate and reflect the correct fiscal year.
<input type="checkbox"/> Verify that the applicable Distribution codes have a federal Fund to Grant Code . (240 may not have a grant code)
<input type="checkbox"/> Verify that the Original Employment Date or Latest Re-Employ Date fields are populated.
<input type="checkbox"/> Verify if there are any changes to the Employment Type , Retiree Employment Type and/or Sub Type fields.
<input type="checkbox"/> Verify all retirees for applicable surcharges.
<input type="checkbox"/> Verify that the contract Begin and End Dates are within the applicable school year.
<input type="checkbox"/> Verify the Number of Days Employed .
<input type="checkbox"/> Verify the % of Day Assigned (Did employees change from part-time/full-time?)
<input type="checkbox"/> Verify the Number of Months in the contract.
<input type="checkbox"/> Verify the Number of Payments and Number of Remaining Payments .
<input type="checkbox"/> Verify TRS eligibility using the View Employee Information screen in the TRS RE Portal.
<input type="checkbox"/> Verify the employees who are coded Non-TRS eligible (should only be seasonal, subs, retirees, etc.)
<input type="checkbox"/> Verify unemployment. Per the TASB May 2017 newsletter, superintendent wages are now subject to unemployment. Student workers are the only exempt exceptions.
<input type="checkbox"/> Reference the FICA/Medicare - Quick Reference to verify FICA eligibility for all employees coded Y specifically substitutes who were hired as full-time employees (e.g., teacher). (only subs, seasonal, not students)
<input type="checkbox"/> Verify salaries, distribution codes, and whether Expense 373 is selected for all applicable employees.

<input type="checkbox"/> Verify the State Min Days field on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab for all employees including support staff. Select the number of days closest to their # of Days Employed .
<input type="checkbox"/> Verify that Payoff Dates for active employees reflect June, July, or August.
<input type="checkbox"/> Verify new Deductions . Deductions can either be manually entered or imported.
<input type="checkbox"/> Verify next year payroll to budget.
<input type="checkbox"/> Verify employee status; active or inactive. If the employee is inactive, the Termination Date must be populated. Verify that an ED90 has been submitted for non-returning employees.
<input type="checkbox"/> Verify salaries and State Minimum salary by either running a user-created report or the Payroll > Reports > Payroll Information Reports > HRS6400 - Salary Verification Report with Pay Type 1 selected.
<input type="checkbox"/> Subs - Run a user-created report to verify the following information: <ul style="list-style-type: none"> • TRS Member Positions • Contract Begin and End Dates (First day when sub begins work for the school year through last day of school) • FICA Eligibility • No TRS
<input type="checkbox"/> Retirees - Run a user-created report to verify the following information: <ul style="list-style-type: none"> • Retiree Employment Type Code • TRS member positions • Contract Begin and End Dates (First day when retiree begins work for the school year through last day of school) • FICA Eligibility • No TRS
<input type="checkbox"/> Use the August TRS Reporting Process guide to address TRS reporting for August.
<input type="checkbox"/> If applicable and not addressed in the August TRS Reporting Process, address August adjustment days.
<input type="checkbox"/> Ensure that auxiliary role IDs are set up for applicable employees. This task is included in the TSDS PEIMS Fall Submission Data for Business guide. It is important to verify that this field and additional business data for Fall PEIMS for applicable staff are reported accurately. All business-related data that is reported for Fall PEIMS is listed in the linked guide.

EOY Flowchart for September Start LEAs

First Payroll of the School Year (September Start LEAs)

1. [Verify finance options](#).

Verify finance options

[Finance > Tables > District Finance Options](#)

Verify that the **School Year** field contains the new school year.

Note: If the new school year is not displayed, stop and complete the [Finance End-of-Year Process](#) first. Do not update the **School Year** field until the Finance End-of-Year (EOY)

process is complete.

2. [Verify payroll frequency.](#)

Verify payroll frequency

Each time you prepare to move a group of employees (July contracts, August contracts, and September contracts), be sure to start with this step to ensure you are starting in the correct frequency.

In Payroll, verify that you are in the next year frequency that is associated with your current year frequency. If not:

- Click **Change**.
- Select **Next Year**.
- Click **Apply**.

3. [Prepare NYR payroll for move to CYR.](#)

Prepare NYR payroll for move to CYR

Use the User Created Reports (or another preferred payroll report) to verify that all employee data is correct prior to moving the next year payroll to the current year.

Employees being moved must have an active **Pay Status**. Generate the [Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing](#) to verify the pay status of employees. Print and/or save this report.

Inactivate those employees who do not need to be moved such as employees whose contract days begin in July and/or August (11- and 12-month contracts) or “filler” employees who are used only for budget purposes (i.e., vacancies).

Use the [Payroll > Maintenance > Staff Job/Pay Data > Pay Info](#) tab to deactivate an employee.

- Retrieve the employee.
- In the **Pay Status** field, select **2 Inactive**.
- Click **Save**.

4. [Copy NYR tables to CYR](#).

Copy NYR tables to CYR

Log on to the next year payroll frequency.

[Payroll > Next Year > Copy NYR Tables to CYR](#)

Copy all necessary tables.



CAUTION: If you copied any tables prior to this step, be sure to exclude those tables at this time to avoid overwriting any necessary data such as previously made manual changes.

The screenshot shows a software interface titled 'COPY NEXT YEAR TABLES'. On the left, there is a list of tables with checkboxes and a 'Select All Tables' button. The tables listed are: Accrual Calendar, Extra Duty Pay, Hourly / Daily Salary, Job Code, Local Annual Salary, Midpoint Salary, School Calendar, State Minimum Salary, Substitute Salary, and Workers' Compensation Rates. Each table has a checkbox and a 'More' button. On the right, there are 'Execute' and 'Select All Tables' buttons.

- Click **Select All Tables** to select all of the tables.

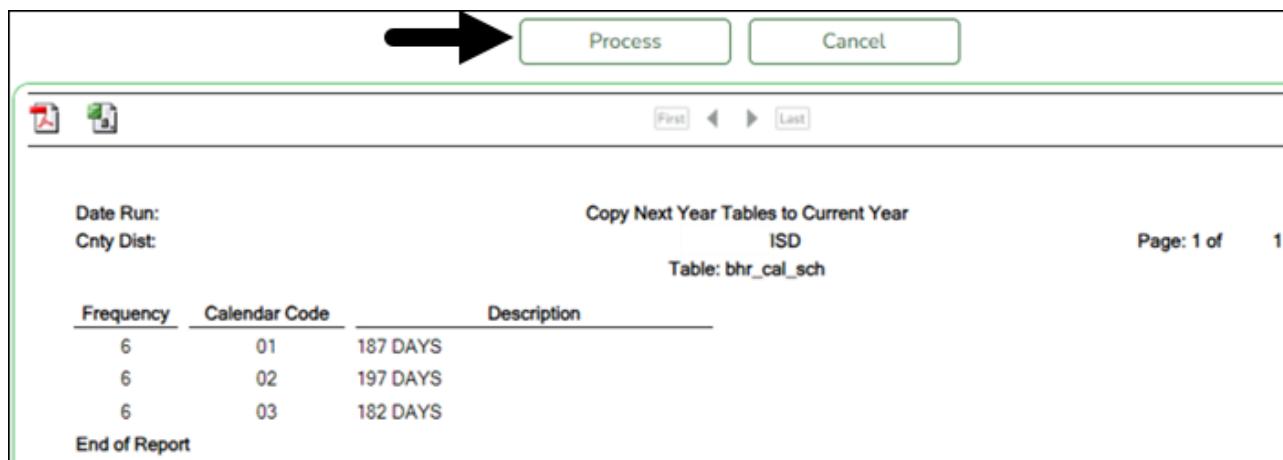
OR

- Select next to the table(s) you want to include.
- Select again to unselect a table.

□ Click for the **School Calendar**, **Extra Duty Pay**, and **Job Code** fields to open a pop-up window containing the corresponding tables. Select the applicable tables and click **OK** to populate the selected tables in the applicable fields.

Note: If you receive a database access error referencing your Summer School Calendar, click **OK**. This error is generated when a Summer School Calendar exists in the current year payroll frequency but does not exist in the next year payroll frequency. Select the tables you previously selected again, but in this instance, select the individual School Calendars to be copied.

□ Click **Execute**. Only the selected tables are processed. As the reports are generated, click **Process** for each table. [Review the reports](#).

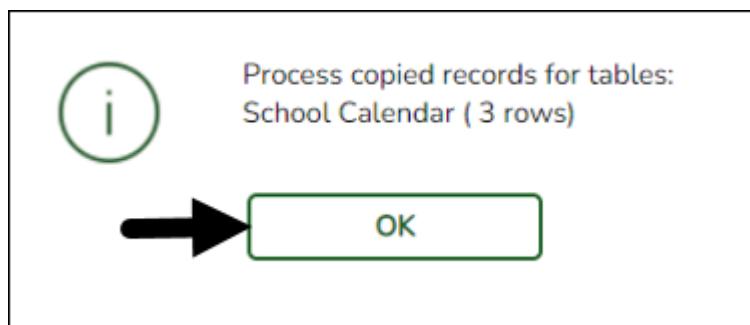


Date Run: **Copy Next Year Tables to Current Year**
 Cnty Dist: **ISD**
 Table: **bhr_cal_sch**

Frequency	Calendar Code	Description
6	01	187 DAYS
6	02	197 DAYS
6	03	182 DAYS

End of Report

A message is displayed with the table names and the number of rows that were copied. Click **OK**.



Review the process report to verify that all applicable calendars, extra duty pay, and job codes were copied to the current year payroll frequency. **It is recommended** that you log on to **Personnel > Tables > Workday Calendars** to verify this information. If the calendars were not copied over correctly, you may have to individually copy the calendars.

Note: When copying the school calendar table from next year to the current year, the calendar code, description, and days are copied. If a calendar code exists in the next year and current year, the next year data replaces the entire calendar contents for the current year for the specified calendar code.

5. Copy deductions.

Copy deductions

Log on to the next year payroll frequency.

Payroll > Next Year > Copy NYR Staff to CYR

If changes were made to employee deductions or you did not move deductions for 11- and 12-month employees, you can copy those deductions at this time.

All insurance selections and rate changes can be made in the current year by using the [Payroll > Utilities > Employee Benefits Interface > Import Annual File](#) page as referenced in Step 29 of this guide.

- Select the **Pay Status** applicable to your LEA as 11- and 12-month employees may be inactive at this time depending on the LEA.
- Under **Options**, select **Only process employee deductions**.
- Select **Preview Changes**.
- Use one or more of the following options to select specific employees:
 - In the **Contract Months** field, enter 11 or 12.
 - Select a **Contract Begin Date**. The contract begin date is LEA specific.
 - Select an **Extract ID**.
- Click **Execute**. A preview report is displayed. Review the employee list and click **Process**. A message is displayed indicating that the process was successful.

6. [Copy active staff to the CYR](#).

Copy active staff to the CYR

Log on to the next year payroll frequency.

[Payroll > Next Year > Copy NYR Staff to CYR](#)



CAUTION: If the 11- and 12-month employees were reactivated to interface to Budget, they must be set to inactive at this time. You can select specific employees to copy using the following parameters: **Contract Months**, **Contract Begin Date**, **Payoff Date**, **Extract ID**, or **Employee Number**.

In addition, consider the employee deductions. For example, if you have not updated the new insurance selections and premiums in the next year payroll, then do not copy any deductions to the current year payroll. Also, if you entered all new employees as electing insurance so that employer-paid amounts were generated to budget, then you would not want these “estimated” deductions brought to current year payroll. All insurance selections and rate changes can be made in the current year payroll frequency.

- Select **Preview Changes**.
- Click **Execute**. Review the list and click **Process**.

7. Change to the current year frequency.

Change to the current year frequency

In Payroll, change to the current year frequency that is associated with your next year frequency (i.e., F = 6).

- Click **Change**.
- Select *Current Year*.
- Select a pay frequency.
- Click **Apply**.



The following steps should be performed in the current year frequency unless otherwise noted.

8. Update District HR options.

Update District HR options

Payroll > Tables > District HR Options

Verify that the following fields are updated. These fields may already be updated.

- The **Payroll Clearing Fund/Year** field should be set to 163/X or 863/X. If your LEA has a separate payroll clearing fund, use 163/X or 863/X in the **Payroll Clearing Fund/Year** field. If your LEA does not use a separate payroll clearing fund, use 199/X in the **Payroll Clearing Fund/Year** field.
- The **School Year for PEIMS Codes** field should be set to 2026.

Tables > District HR Options

Payroll

HR OPTIONS

TRS District ID: 4321

Federal ID Number (FIN): 12-3456789

Payroll Clearing Fund/Year: 163/6

TWC District ID: 987654321

Use Direct Deposit (Y,N, or E): E - Electronic Funds Transfer

TRS Cost Education Index: 1.0000

Distributions Built By Amt or %: A - Amount

Apply Leave Used or Earned First: E - Earned First

Leave Code for State Sick: 03 SICK LEAVE BANK

Leave Code for State Personal: 01 STATE PERSONAL

Update Actual Hours From Payroll Processing:

Calculate Accrual Salaries:

Check Amount - Alpha:

Summarize Benefits Interface:

Supplemental Tax Rate: 25.00%

Standard Hours per Workday: 8.0

Max Gross Amt for District: 25000.00

Auto Assign Employee Number:

Next Available Employee Number: 001000

School Year for PEIMS Codes: 2026

Use Emp Nbr or SSN in EFT File: E - Employee Nbr

Set Demo Alpha Fields to Uppercase:

Automatically Compute

Pay Rate:

Daily Rate:

Dock Rate:

Accrual Rate:

Overtime Rate:

W-2 Print Options

TRS:

HLTH:

CAF:

NTA:

TXA:

TFB:

Default Overtime Object Code

Professional:

Para-Professional/Hourly:

Other:

TEA Health Ins Contribution

Payroll 4:	Payroll 5:	Payroll 6:
Amount: 0.00	Obj: <input type="button"/>	Sobj: <input type="button"/>
Payroll 4: 0.00	Payroll 5: <input type="button"/>	Payroll 6: 0.00
Payroll 4: 0.00	Payroll 5: <input type="button"/>	Payroll 6: <input type="button"/>

First Pay Date of School Year

Payroll 4:	Payroll 5:	Payroll 6:
- -	- -	09-25-2026

TRS Extract Options

Use Pay Dates for TRS Month or Actual Date: P - Pay Dates For TRS Month

Pay Type 1 - Report Actual or Scheduled Hours: S - Scheduled Hours

Pay Type 2 - Report Actual or Scheduled Hours: S - Scheduled Hours

Pay Type 3 - Report Actual or Scheduled Hours: A - Actual Hours



CAUTION: No payrolls should be processed for the new (upcoming) school year prior to the **First Pay Date of the School Year**.

□ Under **First Pay Date of School Year:**

- Update the first pay date of the new school year for each payroll frequency. The date(s) must match the first payroll date(s) indicated on the pay dates table.
- In the **Payroll 4, 5, 6** fields, enter the first pay date for each of the three pay frequency fields in the MM-DD-YYYY format. Once the pay date is entered, it should not be changed until the next school year. The entered date should represent a payroll that will actually be processed, supplemental or regular. If a date is entered and no payroll is actually posted using that date, the system will have difficulty identifying when the new school year began. This could affect how data is handled in the new school year.

Additional first pay date notes

Fiscal Year versus School Year

- If your fiscal year is July through June and the 10-month employees are paid from September through August, this date should be September.
- If your fiscal year is July through June and all employees (including 10-month employees) are paid from August through July, those employees should all have **TRS Year** selected on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.
 - If the **First Pay Date of School Year** field has an August date, a new school YTD is created and updated with all pay and accrual amounts. The TRS YTD is updated in the old school year. For example, if the first pay date of the school year is August 25, 2024, pay and accruals are updated in the 2025 school YTD and the 2024 TRS YTD is updated. **Note:** If the **First Pay Date of School Year** field is set to a date prior to September, be sure to verify that your TRS rates correspond to the appropriate TRS reporting month.
 - If the **First Pay Date of School Year** field is updated with a September date, the school YTD and TRS YTD are updated in the current school year and if accruing, a new school YTD is created and updated with those amounts. For example, if the first pay date of the school year is September 25, 2024, pay and TRS amounts are updated in the 2025 school YTD and the 2025 TRS YTD. If the employee accrues, a 2025 school YTD is also created.
- If your fiscal year is September through August and the 10-month employees are paid from September through August, this date should be September.
- If end-of-year payroll accruals are performed for August days worked and the first paycheck is in September, the first pay date should be September.
- All non-standard employees (those employees who receive their first check in July or August) should have **TRS Year** selected on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.

This first pay date of the school year is used to determine:

- The school year to be used for the school YTD records for regular and non-standard employees. If the employee is a non-standard employee (**TRS Year** is selected), and the contract begin date is greater than this date, then the payroll calculation stores the accrual amounts in the next year school YTD record.
- The school year that should be used for the TRS rates and employee TRS record.
- The pay history records that should be used for accruals.
- The leave transmittals that should be accumulated to determine if the leave duration has been met for the school year.

Notes:

If the LEA does not use one of the pay frequencies, access to that field is not allowed. If a user does not have security access to a pay frequency, access to that field is not allowed.

When the first pay date of the school year is changed, if any message displayed includes information about contacting your regional consultant, there are processed pay dates where amounts need to be moved from one school year to another. If these amounts are not moved, it can adversely affect school YTD historical amounts, TRS historical amounts, and reporting, workers' compensation historical amounts and reporting, and payroll accrual calculations. **Do not** proceed without addressing this issue.

Click **Save**.

9. [Enter school year pay dates.](#)

Enter school year pay dates

[Payroll > Tables > Pay Dates](#)

Enter pay dates for the new school year and click **Save**.

These dates must equal the pay dates in your accrual calendar(s) except for the August accrual calculation run date (August 31).

Accrual Code	Total Days Worked
A	187.0
B	207.0

Pay Date	Days Worked
09-25-2025	41.00
10-24-2025	22.00
11-25-2025	15.00
12-19-2025	15.00
01-23-2026	20.00
02-25-2026	19.00
03-25-2026	17.00
04-24-2026	21.00
05-25-2026	17.00
06-25-2026	0.00
07-24-2026	0.00
08-25-2026	0.00

10. (If applicable) Complete the accrual calendar.

(If applicable) Complete the accrual calendar

Log on to the current year pay frequency.

[Payroll > Tables > Accrual Calendars > Accrual Calendar](#)

August year-end LEAs - If your LEA accrues monthly, complete this step if it is not already completed.

Enter the new pay dates and accrual days for all applicable accrual codes. The total number of days should equal the number of days employed for that group of employees.

ACCURAL CALENDAR

Delete	Details	Accrual Code	Total Days Worked
		A B	187.0 207.0

Delete	Pay Date	Days Worked
	08-31-2025	20.00
	09-25-2025	21.00
	10-24-2025	22.00
	11-25-2025	15.00
	12-19-2025	15.00
	01-23-2026	20.00
	02-25-2026	19.00
	03-25-2026	17.00
	04-24-2026	21.00
	05-25-2026	17.00
	06-25-2026	0.00
	07-24-2026	0.00
	08-25-2026	0.00

- For August year-end LEAs, start with your accrual run date (08-31-20XX) and enter the number of August workdays.
- Continue adding pay dates and days worked for the remainder of the school year. The dates must equal the dates in your pay dates table. All pay dates should be entered even if zero days are accrued for that month. This information is LEA-specific.

Note: For a standard 187-day calendar in a monthly pay frequency, there should be 13 entries including the date for the August Accrual process and the 12 pay dates including the months that may have zero workdays.

11. Verify/update TRS rates.

Verify/update next year TRS rates

Log on to the CYR payroll frequency.

[Payroll > Tables > Tax/Deductions > TRS Rates](#)

Update the TRS rates.



CAUTION: Be sure to retrieve the 2026 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

Save

School Year: **2026**

Retrieve

Delete

EXEMPTIONS INCOME TAX FICA TAX UNEMPLOYMENT **TRS RATES** ANNUITY RATES WORKERS' COMP DEDUCTION CD

Delete Print

TRS Rate	Member Retirement Contribution:	8.25%
TRS Insurance	Member Care Contribution:	0.00
District Rate	State Contribution:	0.65% <input type="checkbox"/> Employer Paid: <input type="checkbox"/>
TRS Care Rate	Federal TRS Care:	8.250%
TRS Care Emplr Contrib	RE TRS Care Contribution:	1.25%
TRS IRS Salary Cap:		0.75%
TRS Non-OASDI Rate	Public Education Employer Contribution (PEEC):	330,000.00
		2.000%

To create a new TRS rates record:

- Type the new year (2026) and click **Retrieve**. A message is displayed indicating that the new record is populated based on the prior year's (2025) TRS rates record.
- Complete the applicable fields.
- Click **Save**.

12. Verify/update Unemployment rates.

Verify/update Unemployment rates

Log on to the current year pay frequency.

[Payroll > Tables > Tax/Deductions > Unemployment](#)

Verify that you are in the correct calendar year. If not, in the **Calendar Year** field, type 2026 and click **Retrieve**.

Tables > Tax/Deductions

Save

Calendar Year: 2026

Retrieve

Delete

Print

EXEMPTIONS INCOME TAX FICA TAX UNEMPLOYMENT TRS RATES ANNUITY RATES WORKERS' COMP DEDUCTION CD

Employer Type: R - Reimbursable

Unemployment Rate: 0.0000%

Maximum Gross Salary: 999,999.00

Note: Unemployment rates are based on the calendar year and not the fiscal year.

- Verify the accuracy of the rates.
- Make the necessary updates and click **Save**.

13. Verify/update Workers' Compensation rates.

Verify/update Workers' Compensation rates

[Payroll > Tables > Tax/Deductions > Workers' Compensation](#)

Verify that the workers' compensation rates are accurate for the new school year. If not, update the rates.

Delete	Code	Description	Net Rate
	A	8868 PROFESSIONAL	0.8724%
	B	7380 BUS DRIVERS	0.8724%
	C	8810 CLERICAL	0.8724%
	D	9101 ALL OTHERS	0.8724%

For example, if the Workers' Compensation letter provides a rate of .001792, move the decimal two places to the right and enter that number in the **Net Rate** field.

Codes, descriptions, and rates are LEA-specific.

Note: The number of months in the contract should correlate with the number of workers' compensation payments. For example, if the employee has a 10-month contract, then the employee will have ten workers' compensation payments for the year.

Use the User Created Reports to verify the number of Workers' Compensation remaining payments.

If the report displays an incorrect number of remaining payments, use the [Payroll > Utilities > Mass Update > Employee](#) tab to reset the number of remaining payments.

14. [Recalculate the state minimum salary.](#)

Recalculate the state minimum salary

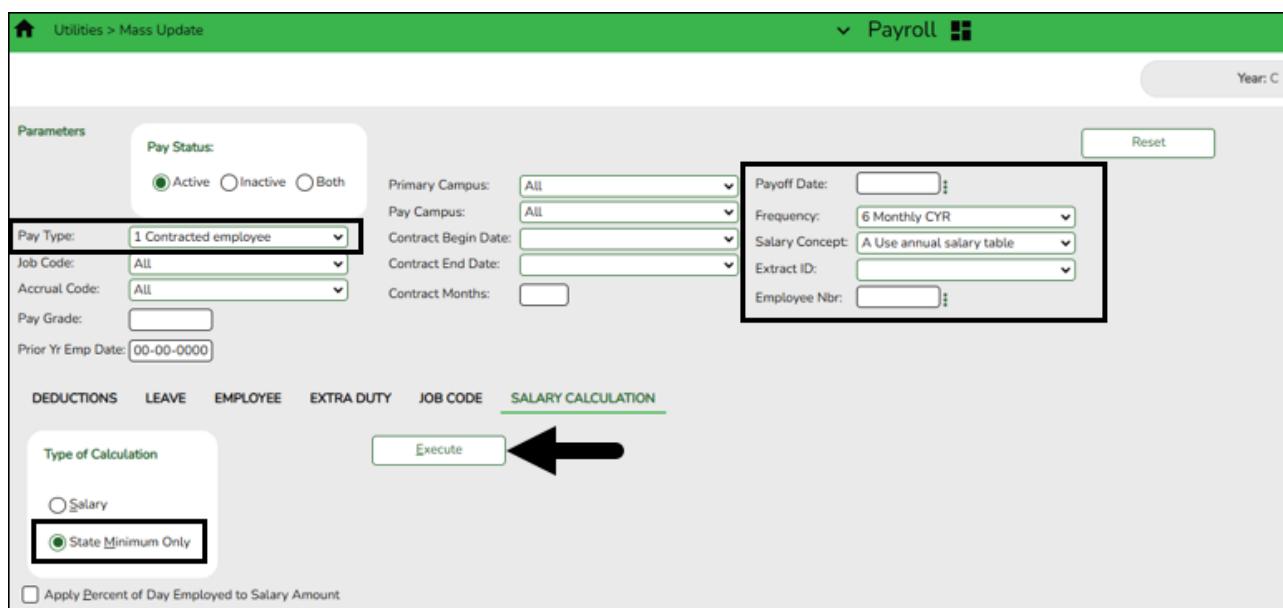
Log on to the current year pay frequency.

Note: For Districts of Innovation, the statutory minimum days should reflect 187 days. The statutory minimum days should not be less than 187 (e.g., 177, 182, etc.). You can use the Mass Update utility to change the number of days to 187 and calculate the state min salary. Then, use the Mass Update utility to replace the accurate number of days.



If your LEA is a District of Innovation or operates on a non-standard (4-day) workweek, contact your regional ESC consultant for additional assistance, as extra steps are required.

[Payroll > Utilities > Mass Update > Salary Calculation](#)



Utilities > Mass Update

Payroll

Parameters

Pay Status: Active Inactive Both

Pay Type: **1 Contracted employee**

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All

Pay Campus: All

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency: 6 Monthly CYR

Salary Concept: A Use annual salary table

Extract ID:

Employee Nbr:

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Type of Calculation

Salary **State Minimum Only**

Apply Percent of Day Employed to Salary Amount

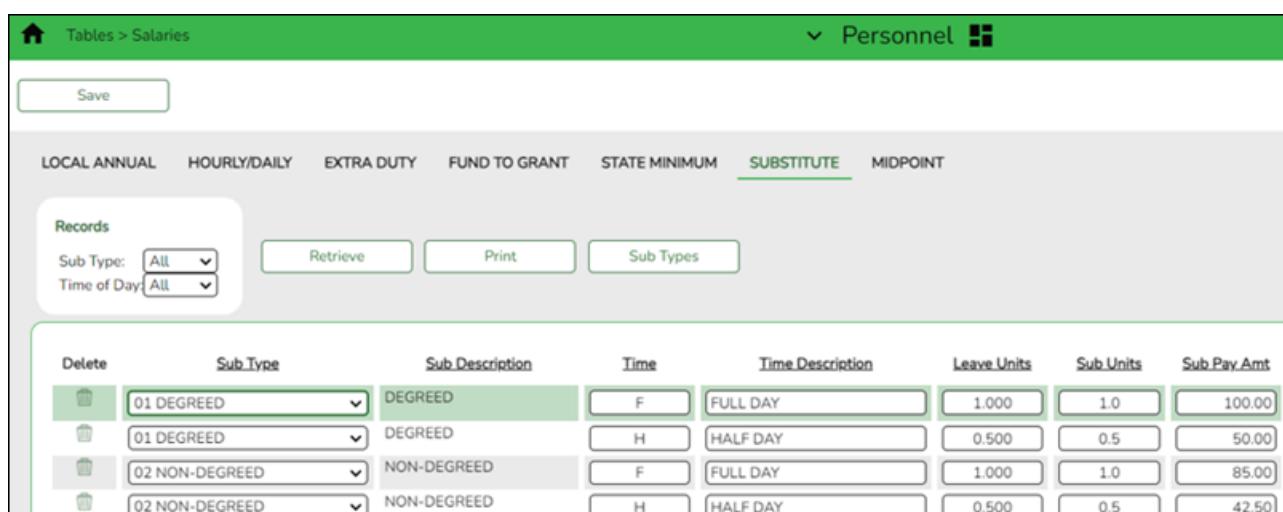
Execute

- In the **Pay Type** field, select **1 Contracted employee**.
- Under **Type of Calculation**, select **State Minimum Only** to recalculate the state minimum salary for the new school year.
- In the **Salary Concept** field, select **A Use annual salary table**.
- Click **Execute**.

15. (If applicable) Update substitute information.

(If applicable) Update substitute information

Update the substitute information on the [Personnel > Tables > Salaries > Substitute](#) tab.



Tables > Salaries

Personnel

Save

LOCAL ANNUAL HOURLY/DAILY EXTRA DUTY FUND TO GRANT STATE MINIMUM **SUBSTITUTE** MIDPOINT

Records

Sub Type: All Time of Day: All

Retrieve Print Sub Types

Delete	Sub_Type	Sub_Description	Time	Time Description	Leave Units	Sub Units	Sub Pay Amt
	01 DEGREED	DEGREED	F	FULL DAY	1.000	1.0	100.00
	01 DEGREED	DEGREED	H	HALF DAY	0.500	0.5	50.00
	02 NON-DEGREED	NON-DEGREED	F	FULL DAY	1.000	1.0	85.00
	02 NON-DEGREED	NON-DEGREED	H	HALF DAY	0.500	0.5	42.50

16. Generate the Account Code Comparison report.

Generate the Account Code Comparison report

[Payroll > Reports > Payroll Information Reports > HRS6000 - Account Code Comparison](#)

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy.

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Include Reports (Select From List)	NY
From Date (MMDDYYYY)	
To Date (MMDDYYYY)	
Pay Status Active (A), Inactive (I), or blank for ALL	A
Pay Type 1-4, or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	

Account Codes in Distribution that are INACTIVE in the Finance General Ledger			
Alphabetic List			
Account Code	Emp Nbr	Employee Name	Job Code
281-11-6119.00-999-699000	000006	ACHIMON, AARON JAY	0178 - WWE REG ED TEACHER
281-11-6119.00-999-699000	001267	PARSONS, MAUREEN GENE	0001 - TEACHER
281-11-6119.00-999-699000	001729	WALTHALL, TERRY SHERYL	0316 - MTSS/504 FACILITATOR

- Review the report and correct all of the errors.
- Verify that all employee master distribution records have matching accounts in Finance.

If there are account codes on the report that do not exist in Finance, perform one of the following steps:

- If there are accounts that have a 5 for July and August start employees, perform a mass update of Payroll distributions. You can either mass update records by fund/year using the [Payroll > Utilities > Mass Change Payroll Account Codes > Mask Crosswalk](#) page **OR** mass update all records by using the **Fiscal Year** field on the [Payroll > Utilities > Mass Update > Employee](#) tab. Employees who are paid out of federal funds may need their distributions reviewed and changed for a different fund year, if necessary. For example, federal funds may still be available for the previous year.
- If there are other accounts that need to be added, add them on the [Finance > Maintenance > Create Chart of Accounts](#) page.

After all of the account codes are added, generate the [Payroll > Reports > Payroll Information Reports > HRS6000 - Account Code Comparison](#) report again. If all account codes exist, a blank report should be generated.

Date Run: Cnty Dist:	Payroll Account Code Comparison ISD	Program: HRS6000 Page: 1 of 1 Frequency: 6
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17. Generate the Employee Payroll Listing report.

Generate the Employee Payroll Listing report

[Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing](#) **OR**
[Payroll > Reports > User Created Report](#)

The report provides a single-spaced list of employees that includes the tax information, contract information, pay rates, and primary job account code. Print the report by employee name for the entire district or group the report by campus. Include all employees, those with an active status or inactive status. When primary job (P) is not selected, all jobs are displayed with one account per job with a total for all jobs displayed. The criteria for which account is chosen to display for a job are as follows:

- The account with the highest percent.
- If there is more than one account with the highest percent for a job, the lowest account is displayed.

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy. Verify that all current employees are listed.

Reports > Payroll Information Reports > Employee Payroll Listing

Payroll

Preview PDF CSV Clear Options

HRS6150 - Employee Payroll Listing

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Primary Job (P), or blank for ALL	
Pay Status Active (A), Inactive (I), or blank for ALL	A
Pay Type 1-4, or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	

18. Correct necessary payroll errors.

Correct necessary payroll errors

Payroll > Utilities > Pre-Edit Payroll Data

If applicable, correct necessary payroll errors for employees with August contracts.

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- In the **Pay Date** field, select the first available pay date (LEA's first pay date).
- Click **Execute**. Review the report.

Emp Nbr	Employee Name	Error Message
000321		JOB CODE: 01F - LOCAL PAY STEP IS EQUAL TO SPACES
000365		JOB CODE: 42A - CONTRACT BALANCE EQUALS ZERO JOB CODE: 42A - NUMBER OF REMAINING PAYMENTS IS ZERO FOR CONTRACT PAYMENT JOB CODE: 42A - TRS YEAR SELECTED FOR EMP HAS CONTRACT MONTH LESS 11
000384		JOB CODE: 41A - LOCAL PAY STEP IS EQUAL TO SPACES
000389		JOB CODE: 45B - REG HRS WORKED EQUALS ZERO JOB CODE: 45B - REG HRS WORKED EQUALS ZERO

- Click **OK**. Keep in mind that the errors displayed on this report are not exactly the same as the errors received during the Run Payroll process. Be sure to review and correct errors as needed and repeat the process until all necessary errors are corrected. There is a possibility that not all errors require a correction.

19. Address leave.

Address leave**Payroll > Utilities > Mass Update > Leave**

Update the employee master leave record balances.

In the current year payroll frequency, generate the **Payroll > Reports > Leave Information Reports > HRS7350 - Leave Status Report** for active employees and exclude substitutes. Print and/or save this report and review it for accuracy.

Use the **Payroll > Utilities > Mass Update > Leave** tab to update employee master leave record balances. This is a three-step process.

Leave type codes are LEA-specific.

1a. This step clears the **Leave Used** and **Leave Earned** fields and rolls the ending balances to the following year beginning balances:

Utilities > Mass Update

Payroll

Year: C

Parameters

Pay Status: Active Inactive Both

Pay Type: E Exclude Substitute

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All

Pay Campus: All

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency: 6 Monthly CYR

Salary Concept: All

Extract ID:

Employee Nbr:

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Method

Zero Leave Values for Employees

Add Leave Code to Employees

Delete Leave Code from Employees

Increment Leave Earned to Employees

Type	Description	Leave Earned	Leave Used	End Balance
01	INVALID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
02	LOCAL PR 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
03	LOCAL PR 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04	JURY DUTY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05	SCH BUS/WO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06	INVALID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07	STATE PR 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
08	STATE PERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
09	LOCAL/CURR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Execute

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Zero Leave Values for Employees**.
- Under **Leave Earned** and **Leave Used**, select all leave types to be set to zero for the new school year. Be sure to process both options at the same time to prevent inaccurate balances.
- Do not select **End Balance** unless you want to set the balance to zero for that specific leave type. If this field is not selected, the 2024-2025 ending balances are rolled to the beginning balance fields for the 2025-2026 school year.
- Click **Execute**.
- Review and print the report.

1b. You may have leave codes for which you want to zero the end-of-year balance. For example, Jury Duty, School Business, etc.

Utilities > Mass Update

Payroll

Year: C

Parameters

Pay Status: Active Inactive Both

Pay Type: E Exclude Substitute All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All

Payoff Date:

Pay Campus: All

Frequency: 6 Monthly CYR

Contract Begin Date:

Salary Concept: All

Contract End Date:

Extract ID:

Contract Months:

Employee Nbr:

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Method

Zero Leave Values for Employees

Add Leave Code to Employees

Delete Leave Code from Employees

Increment Leave Earned to Employees

Type	Description	Leave Earned	Leave Used	End Balance
01	INVALID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02	LOCAL PR 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
03	LOCAL PR 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04	JURY DUTY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05	SCH BUS/WO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
06	INVALID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
07	STATE PR 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
08	STATE PERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09	LOCAL/CURR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Execute

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Zero Leave Values for Employees**.
- Select **Leave Earned**, **Leave Used**, and **End Balance** for all leave types you want to zero out completely and not carry forward ending balances.
- Click **Execute**.
- Review and print the report.
- If the report is accurate, click **Process** to complete the changes.

2. This step automatically adds leave types to active employees who do not have the leave type assigned on their leave balance record. This step must be completed before leave is mass incremented in step 3.

Utilities > Mass Update

Payroll

Parameters

Pay Status: Active Inactive Both

Pay Type: E Exclude Substitute E Exclude Substitute E Exclude Substitute

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All

Pay Campus: All

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency: 6 Monthly CYR

Salary Concept: All

Extract ID:

Employee Nbr:

DEDUCTIONS **LEAVE** EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Method

Zero Leave Values for Employees Add Leave Code to Employees

Add Leave Code

New Code (08 - STATE PERSON)

Leave Earned	Increment
.000	.000
.000	.000
.000	.000
.000	.000
.000	.000
.000	.000
.000	.000
.000	.000

Execute

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select **E Exclude Substitute**.
- Under **Method**, select **Add Leave Code to Employees**.
- In the **New Code** field, select the leave code.
- Do not add balances.
- Click **Execute**.
- Review and print the report. The report only displays the employees who will have the leave code added.
- Repeat this step for each leave type to be added before it is incremented in step 3.

3. This step increments leave earned to employees:

Utilities > Mass Update

Payroll

Parameters

Pay Status: Active Inactive Both

Pay Type: E Exclude Substitute E Exclude Substitute E Exclude Substitute

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All

Pay Campus: All

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency: 6 Monthly CYR

Salary Concept: All

Extract ID:

Employee Nbr:

DEDUCTIONS **LEAVE** EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Method

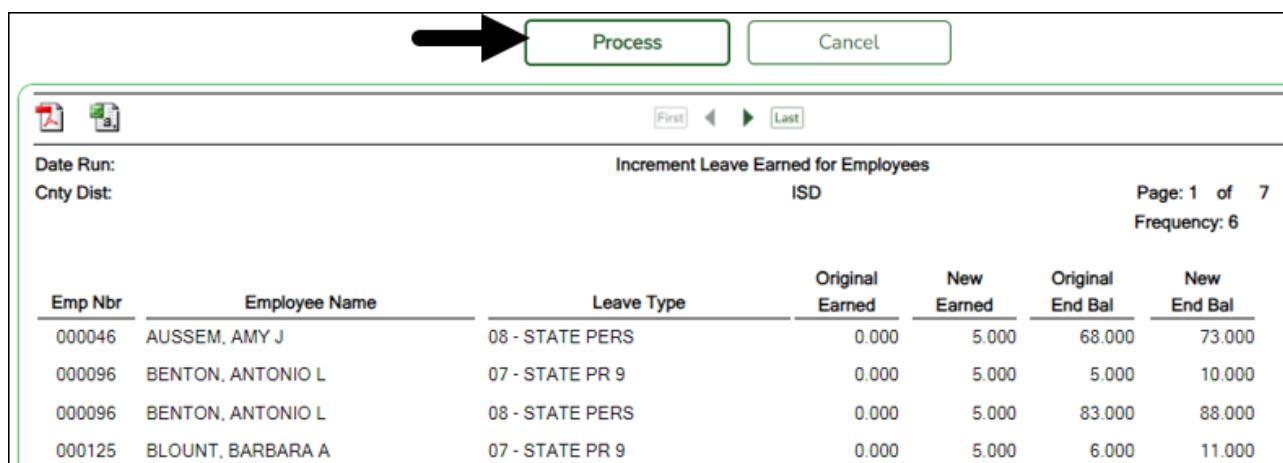
Zero Leave Values for Employees Add Leave Code to Employees Delete Leave Code from Employees Increment Leave Earned to Employees

Type	Description	Leave Earned	Increment
01	INVALID	<input type="checkbox"/>	0.000
02	LOCAL PR 9	<input checked="" type="checkbox"/>	5.000
03	LOCAL PR 9	<input checked="" type="checkbox"/>	5.000
04	JURY DUTY	<input type="checkbox"/>	0.000
05	SCH BUS/WO	<input type="checkbox"/>	0.000
06	INVALID	<input type="checkbox"/>	0.000
07	STATE PR 9	<input checked="" type="checkbox"/>	5.000
08	STATE PERS	<input checked="" type="checkbox"/>	5.000

Execute

Note: If you have a maximum balance designated on the leave type table, this step will not allow the leave balance to exceed the maximum number set on the leave type table.

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Increment Leave Earned to Employees**.
- Select **Leave Earned** for the applicable leave types (as defined in your local policy).
- In the **Increment** field, enter the number of days to increment.
- Click **Execute**.
- Review and print the report. The report includes a list of those employees who have reached a maximum of any leave type.
- If the report is accurate, click **Continue**.
- The second report displays the newly incremented leave earned and the new ending balances. Click **Process**.



The screenshot shows a software window with a report titled "Increment Leave Earned for Employees" for the ISD. The report lists employees with their names, employee numbers, leave types, and original vs. new balances. A large black arrow points to the "Process" button at the top right of the report area.

Emp Nbr	Employee Name	Leave Type	Original Earned	New Earned	Original End Bal	New End Bal
000046	AUSSEM, AMY J	08 - STATE PERS	0.000	5.000	68.000	73.000
000096	BENTON, ANTONIO L	07 - STATE PR 9	0.000	5.000	5.000	10.000
000096	BENTON, ANTONIO L	08 - STATE PERS	0.000	5.000	83.000	88.000
000125	BLOUNT, BARBARA A	07 - STATE PR 9	0.000	5.000	6.000	11.000

- Click **OK**.

For new employees, leave balances must be individually updated from their service record information on the [Payroll > Maintenance > Staff Job/Pay Data > Leave Balance](#) tab.

Use the [Payroll > Reports > Leave Information Reports > HRS7350 - Leave Status Report](#) to verify the accuracy of the leave information. Print and/or save this report and review it for accuracy.

Leave Information Reports

- [HRS2600 - Employee Substitute Report](#)
- [HRS7000 - Leave Transmittal Report](#)
- [HRS7050 - YTD Leave Transmittal Report](#)
- [HRS7100 - Leave Sequence Audit Trail Report](#)
- [HRS7150 - Detail Leave Sequence Audit Trail Report](#)
- [HRS7200 - Employee Leave Dock Report](#)
- [HRS7250 - YTD Leave Sequence Audit Trail Report](#)
- [HRS7300 - Leave Activity Report](#)
- [HRS7350 - Leave Status Report](#)

HRS7350 - Leave Status Report

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Page Break by Employee? (Y/N)	N
Select Leave Type(s), or blank for ALL	
Pay Status Active (A), Inactive (I), or blank for ALL	A
Pay Type 1-4, Exclude Subs (E), or blank for ALL	E
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	

If necessary, use the [Payroll > Maintenance > Staff Job/Pay Data > Leave Balance](#) tab to make changes to individual employees who are working less than the full school year or less than 100% percent of the day.

20. Post to master file.

Post to master file

[Payroll > Payroll Processing > EOY Payroll Accruals > Post to Master](#)



Skip this step if you are a June year-end LEA or if your LEA does not use this process for accruals.



CAUTION: Before the first payroll of the school year is processed, you must post the master file that was created during the [August Accruals](#) process.

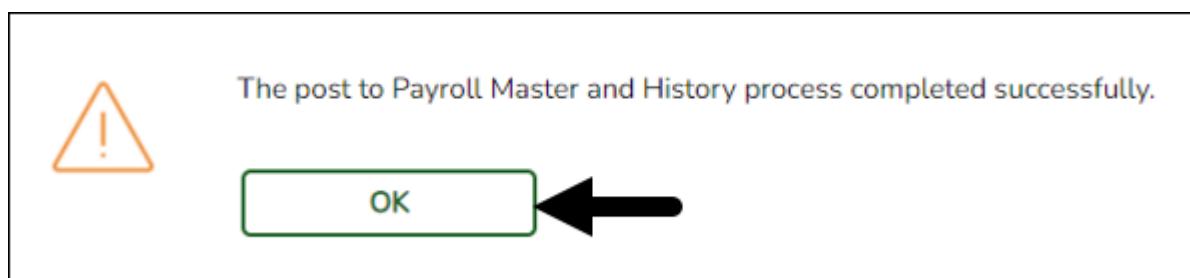
The Post to Master tab automatically creates a School YTD Maintenance page for the new school year and updates the page with accrued pay, accrued benefits, and days earned for all employees that are included in the record.

Payroll Processing > EOY Payroll Accruals

Year: C

ACCRUAL TABLE	DECREMENT	RUN CALCULATIONS	ACCRUAL REPORTS	CREATE GENERAL JOURNAL	INTERFACE TO FINANCE	POST TO MASTER	REVERSAL FOR NON-ACCRUAL
<input style="width: 100%;" type="button" value="Post"/>							
Select	Frequency	Calculation Date	Create GJ Date	Interface Date	Posted Date	Reversal Interface Date	
<input checked="" type="checkbox"/>	F	08-31-2025					

- Select a data row to be posted. If more than one frequency is used, there may be multiple data rows displayed.
- Click **Post**. The following message is displayed.



- Click **OK**.

21. (If applicable) Verify the accrual expense table.

(If applicable) Verify the accrual expense table

[Payroll > Tables > Accrual Expense](#)

If your LEA accrues, verify the accrual expense table and update the fund/fiscal year to reflect the fiscal year for the new school year (e.g., 199/X and 211/X).

Be sure to include all funds with payroll expenses. Also, add new fund codes if necessary.

Delete	Fund	Expense Fiscal Year	Description
	199	6	GENERAL FUND
	205	6	HEADSTART
	211	6	TITLE I
	212	6	MIGRANT
	224	6	IDEA-B FORMULA
	240	6	CHILD NUTRITION
	255	6	TITLE II

22. Generate the School YTD report.

Generate the School YTD report

[Payroll > Reports > Year To Date Reports > HRS3050 - School Year to Date Report](#)

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy.

Verify that the accrual data is correctly posted for the 2026 school year.

Use the Accrual Information Reports that were printed during the August Accrual Process to verify information. Accruals for employees who accrue monthly and who were included in the EOY payroll accrual process are displayed. Non-accrued employees are not displayed.

Date Run:			School YTD (Sept 1 Thru Aug 31 2026)						Program: HRS3050		
Cnty Dist:			ISD						Page: 54 of 54		
Pay Period: -- thru -- Payrun Date: --									Frequency: 6		
Employee Name	Contract	Non Contr	Supplement	NTRS Ex	FICA Tax	Med Tax	Abs Ded	TRS Dep	Reg Hrs	Ovtrn Hrs	
Emp Nbr	Prim Campus	Ovtrn Grs	Emplr Cont	NTax Allow	NTRS Bs	Bus Allow	Emplr 457	TEA Contr	NT NP Bus	Empl Dep	Acc Dep
Accrual Code	Emplr Care	NPay Bus	Accru Pay	FICA Accru	E HI Acc	E An Acc	457 Accru	TEA Acc	Unemp Acc		
	A Fed Dep	A Fed Care	Accru Care	Ret Pensn	Care Surc	New TRS	Misc Ded	A Misc Ded	A 403B FICA		
District Totals:											
Contract Pay				.00	Non-TRS Non-Tax Bus Allow			.00	Absence Deduction		.00
Non-Contract Pay				.00	Non-TRS Bus Allow			.00	TRS Deposit		.00
Supplemental Pay				.00	FICA Tax			.00	Accrued Pay		1,822,967.77
Accrued Federal Deposit		8,165.53	Medicare Tax					.00	Unemployment Accrued		.00
Emplr Health Insurance Accrued			.00	FICA/Medicare Accrued	25,673.10	Emplr 457 Accrued					.00
Emplr Annuity Accrued			.00	Accrued Federal Care	1,237.22	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			.00	Non-Pay Bus Allowance			.00
TEA Health Ins Contrib			.00	Emplr TRS Care Accrued	13,569.42	Non-Tax NPay Bus Allow					.00
Emplr TRS Care Contrib			.00	New TRS Member Contrib			.00	Emplr TRS Care Surcharge			.00
Ret Emplr Pension Surcharge			.00	Emplr Dependent Care			.00	Emplr Dependent Care Accru			.00
Emplr Misc Ded Contrib			.00	Emplr Misc Ded Contrib Accru			.00	Emplr 403B FICA Contrib Accru			.00
End of Report											

23. [Generate the School YTD Accrual Payroll Account Distribution Report.](#)

Generate the School YTD Accrual Payroll Account Distribution Report

[Payroll > Reports > Year To Date Reports > HRS3550 - School YTD Accrual Payroll Account Distr](#)

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy.

Verify the accrual amounts balance with the amounts on the HRS3050 - School Year to Date Report.

Date Run: Cnty Dist:		School YTD Accrual Payroll Account Distribution Journal for 2026Recap ISD							Program: HRS3550 Page: 1 of 1 Frequency: 6	
Fund / FY		Gross Pay Ret Pen Surch	Accrued Pay Empl Care	FICA/Med Care Surch	Unemploy Tax Empl Misc	Employer Contrib	Federal Deposit	Federal Care	TEA Hlth Ins Contrib	Empl 457
198-6	/ / /	Total	.00	21,541.82	301.37	.00	.00	.00	.00	.00
			.00	131.47	.00	.00				
199-5	/ / /	Total	912,329.38	.00	.00	.00	.00	.00	.00	.00
			.00	.00	.00	.00				
199-6	/ / /	Total	.00	1,698,134.61	23,936.73	.00	.00	.00	.00	.00
			.00	12,695.60	.00	.00				
199	/ / /	Total	912,329.38	1,698,134.61	23,936.73	.00	.00	.00	.00	.00
			.00	12,695.60	.00	.00				
211-6	/ / /	Total	.00	2,597.05	28.94	.00	.00	214.26	32.46	.00
			.00	19.48	.00	.00				
224-6	/ / /	Total	.00	14,048.25	197.02	.00	.00	1,158.99	175.60	.00
			.00	105.37	.00	.00				
255-6	/ / /	Total	.00	921.53	10.27	.00	.00	76.03	11.52	.00
			.00	6.91	.00	.00				
281-6	/ / /	Total	.00	13,949.19	200.52	.00	.00	794.78	120.43	.00
			.00	72.25	.00	.00				
282-6	/ / /	Total	.00	9,909.92	135.37	.00	.00	817.57	123.87	.00
			.00	74.33	.00	.00				
283-6	/ / /	Total	.00	61,195.17	855.41	.00	.00	5,048.61	764.96	.00
			.00	458.98	.00	.00				
288-6	/ / /	Total	.00	670.23	7.47	.00	.00	55.29	8.38	.00
			.00	5.03	.00	.00				
/ / /		District Totals: Gross Pay:	912,329.38	Unemployment Tax:	.00	Federal Care:	1,237.22	Empl 457:	.00	
		Accrued Pay:	1,822,967.77	Employer Contrib:	.00	TEA Hlth Ins Contrib:	.00			
		FICA/Medicare Tax:	25,673.10	Federal Deposit:	8,165.53	Ret Empl Pen Surch:	.00			
		Empl TRS Care Contrib:	13,569.42	Empl TRS Care Surch:	.00	Empl Misc Ded Contrib:	.00			

24. Generate the Contract Balance Variance Report.

Generate the Contract Balance Variance Report

Payroll > Reports > Payroll Information Reports > HRS6050 - Contract Balance Variance Report

Complete the applicable report parameters and generate the report. Print and/or save this report. This report should have been reviewed during the Finance EOY Process but be sure to verify the information is accurate at this time.



IMPORTANT: Verify the accuracy of payroll over the course of the school year. Based on your LEA's pay frequency, investigate the maximum acceptable differences and correct if needed.

Use the following variance thresholds accordingly:

Pay Frequency	# of Pymts	Maximum Acceptable Difference
Monthly	12	.11
Semi-monthly	24	.23
Bi-weekly	26	.25

Reports > Payroll Information Reports > Contract Balance Variance Report

Preview PDF CSV Clear Options

Payroll

Payroll Information Reports

- [HRS1250 - Employee Data Listing](#)
- [HRS1650 - Employee Salary Information](#)
- [HRS6000 - Account Code Comparison](#)
- [HRS6050 - Contract Balance Variance Report](#)
- [HRS6150 - Employee Payroll Listing](#)
- [HRS6400 - Salary Verification Report](#)
- [HRS6450 - Health Insurance Coverage](#)
- [HRS6650 - CYR/NYR Salary Comparison](#)

HRS6050 - Contract Balance Variance Report

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Maximum Acceptable Difference	11
Pay Status Active (A), Inactive (I), or blank for ALL	A
Pay Type 1-4, or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	

Date Run: Contract Balance Variance Report Program: HRS6050
 Cnty Dist: ISD Page: 1 of 1
 Variance Threshold: 0.11 Frequency: 6

Emp Nbr Employee Name Job Cd Pay Rate Remain Pymts Computed Bal Actual Bal Variance

003349		41A	1,685.46	12	20,225.52	20,225.22	-.30
003462		41A	1,652.25	12	19,827.00	18,827.00	-1,000.00
Campus Variance:	-1,000.30	Campus Jobs with Variance:	2		Campus Avg. Variance:	500.15	
Total All Variance:	-1,000.30	Total Jobs with Variance:	2		Avg. Variance All:	500.15	

End of Report

25. Generate the Employee Verification report.

Generate the Employee Verification report

Personnel > Reports > Personnel Reports > HRS1100 - Employee Verification Report **OR** Payroll > Reports > Personnel Reports > HRS1100 - Employee Verification Report

Run the report with the **Pay Status Active (A), Inactive (I), or blank for ALL** parameter set to **A - Print active employees only** and the **Pay Type 1-4, Exclude Subs (E), or blank for ALL** parameter set to **E - Exclude substitute employees from the report.**

Print and/or save this report and review it for accuracy.

Verify that the employee information (e.g., years of experience) is correct to start the new school year. If individual corrections are needed, use the [Personnel > Maintenance > Employment Info](#) tab to update the employee's record.

Date Run:		Employee Verification Report						Program: HRS1100		
Cnty Dist:		ISD						Page: 1 of 54		
Emp Nbr	Employee Name	Emp Date	Emp Status	Cred Yr Svc	Pay Status	Job Code	Primary Campus	St Step	GRD/LVL	/Sched
Sex	Address	Term Date	Term Reason	Ext Lv Beg	Pay Campus					
	City State Zip	Pro Yrs Exp	Non-Pro Yrs Exp	Ext Lv End	Payoff Date	%Day Empl				
Birth Date	Telephone	In Dist	In Dist	Ext Lv End	TRS Beg Date	Annual Sal				
000006	ACHIMON, AARON JAY	11-27-2000	1 - Active professional		1 - Active		0178 - WWE REG ED TEACHER			
F	36911 CR 412				107 - ASCENDER 107		107 - ASCENDER 107			
	Alamo City TX 25497	21	02		08-25-2026	100%	20	10T / 22 /		
07-12-1960	(555)586-0643	21	02		11-01-2000	61,800.00	1			5,150.00
000007	ADAM, AARON L	08-09-2003	4 - Resigned		1 - Active		0163 - MREC REG ED			
F	2030 BIG BEAR DRIVE				106 - ASCENDER 106		106 - ASCENDER 106			
	Alamo City TX 28178	18	00		08-25-2026	100%	18	10T / 18 /		
02-04-1959	(555)258-3965	18	00		08-14-2024	59,800.00	1			4,983.33
000074	ARNOLD, ALYSSA LEIGH	07-24-2000	2 - Active auxiliary per		1 - Active		0701 - CUSTODIAN			
F	60830 VIRGINIA PARKWAY 916				905 - 905 School		905 - 905 School			
	Alamo City TX 25497	00	29		06-25-2026	100%	701 / 10 /			
01-17-1964	(555)514-0181	00	23		07-01-2000	36,482.00	2			3,040.17

26. [\(If necessary\) Mass update employee experience.](#)

(If necessary) Mass update employee experience

[Personnel > Utilities > Mass Update > Employee](#)

If your LEA has not already done so, increment the years of total professional and non-professional experience, and the years of district professional and non-professional experience.

Additionally, you can use this page to increment the prior years of teaching experience for those individuals in a teaching role. The **Prior Teaching Experience** is the total number of

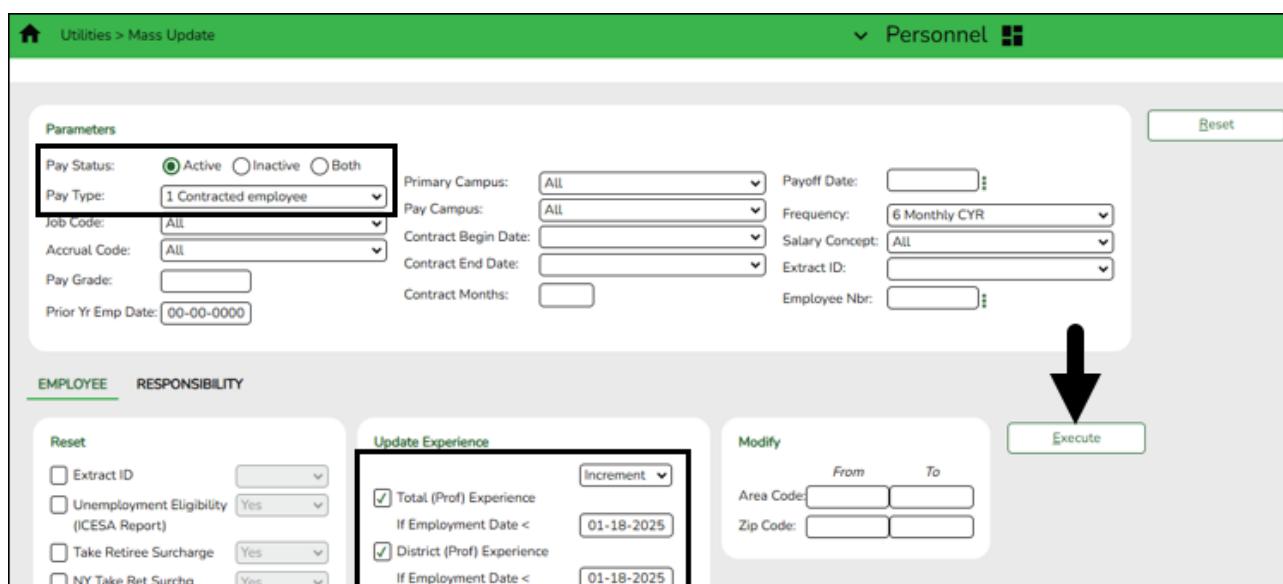
years that an individual has previously held a teaching position in one or more education institutions and is collected during the PEIMS Core Collection: Class Roster.

If this process has not already been completed, it must be done at this time. It is highly important to confirm that it is completed.



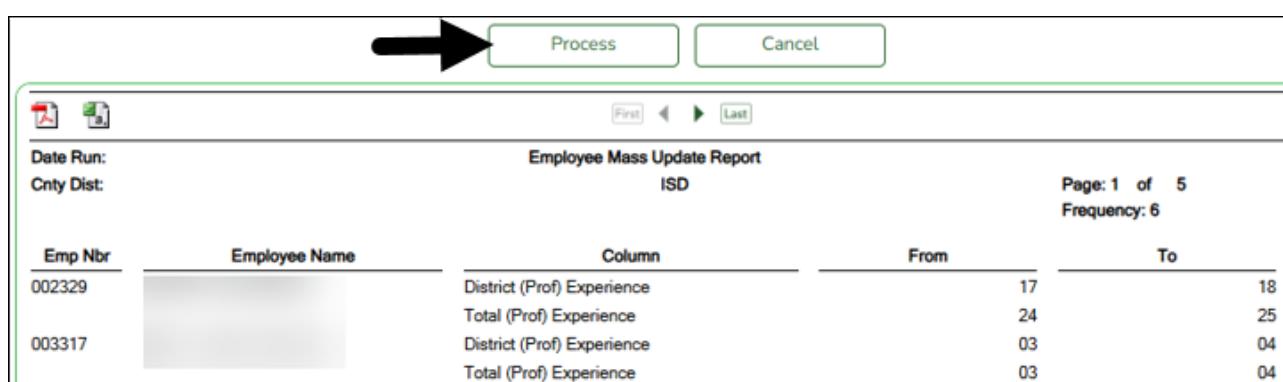
- The Commissioner's Rules on Creditable Years of Service, Title 19, Texas Administrative Code (TAC) §153.1021, serve as a baseline for minimum requirements when determining an individual's years of experience.
- The **Prof Experience Yrs** and **Non-Prof Experience Yrs** should be incremented in separate instances.

Total (Prof) Experience:



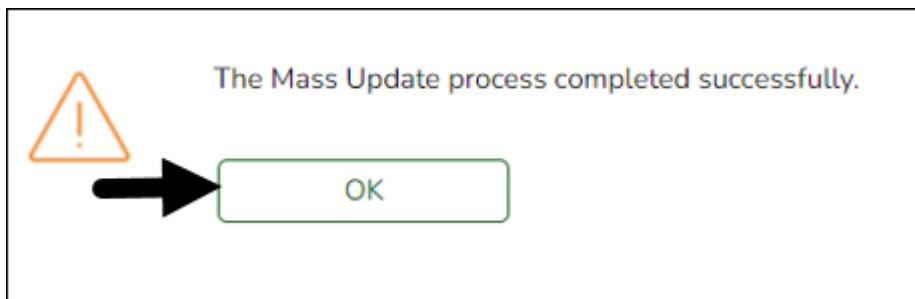
The screenshot shows the 'Utilities > Mass Update' screen. In the 'Parameters' section, 'Pay Status' is set to 'Active'. In the 'EMPLOYEE' tab, under 'Update Experience', 'Total (Prof) Experience' is checked with 'If Employment Date <' set to '01-18-2025'. In the 'RESPONSIBILITY' tab, 'District (Prof) Experience' is checked with 'If Employment Date <' set to '01-18-2025'. A large black arrow points from the 'Execute' button to the 'Employee Mass Update Report' screen below.

□ Click **Execute**. The Employee Mass Update Report is displayed.



The screenshot shows the 'Employee Mass Update Report' table. The table has columns for 'Emp Nbr', 'Employee Name', 'Column', 'From', and 'To'. For Emp Nbr 002329, the data is: Employee Name (redacted), Column 'District (Prof) Experience' From 17 To 18, Column 'Total (Prof) Experience' From 24 To 25. For Emp Nbr 003317, the data is: Employee Name (redacted), Column 'District (Prof) Experience' From 03 To 04, Column 'Total (Prof) Experience' From 03 To 04.

□ Click **Process**. The following message is displayed.



Total (Non-Prof) Experience:

Utilities > Mass Update

Parameters

Pay Status:	<input type="radio"/> Active	<input type="radio"/> Inactive	<input checked="" type="radio"/> Both
Pay Type:	2 Non-contracted emp		
Job Code:	All		
Accrual Code:	All		
Pay Grade:			
Prior Yr Emp Date:	00-00-0000		
Primary Campus:	All		
Pay Campus:	All		
Contract Begin Date:			
Contract End Date:			
Contract Months:			
Payoff Date:			
Frequency:	6 Monthly CYR		
Salary Concept:	All		
Extract ID:			
Employee Nbr:			

EMPLOYEE RESPONSIBILITY

Reset

Extract ID

Unemployment Eligibility (ICESA Report)

Take Retiree Surcharge

NY Take Ret Surchg

Employment Type

Retiree Employment Type

Creditable Year of Service

Update Experience

Total (Prof) Experience

District (Prof) Experience

District (Non-Prof) Experience

Total (Non-Prof) Experience

Modify

From To

Area Code: Zip Code:

Execute

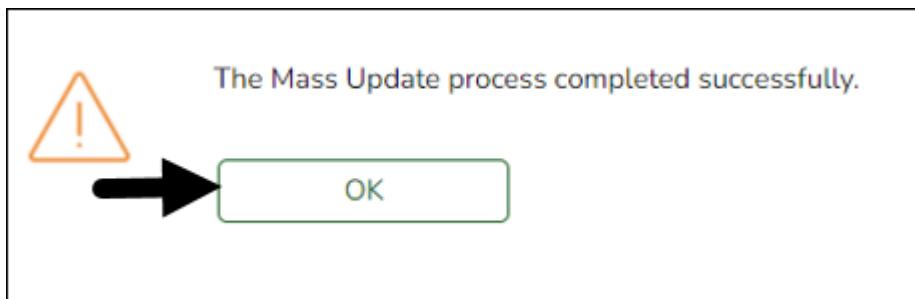
Click **Execute**. The Employee Mass Update Report is displayed.

Employee Mass Update Report

Date Run: Cnty Dist: ISD Page: 1 of 4 Frequency: 6

Emp Nbr	Employee Name	Column	From	To
003135		District (Prof) Experience	02	03
003317		Total (Prof) Experience	02	03
		District (Prof) Experience	03	04
		Total (Prof) Experience	03	04

Click **Process**. The following message is displayed.



Use the [Personnel > Reports > Personnel Reports > HRS1100 - Employee Verification Report](#) to verify the accuracy of the years of experience.

Prior Teaching Experience:

Utilities > Mass Update

Personnel

Parameters

Pay Status: Active Inactive Both
 Pay Type: 1 Contracted employee
 Job Code: All
 Accrual Code: All
 Pay Grade:
 Prior Yr Emp Date: 00-00-0000

Primary Campus: All
 Pay Campus: All
 Contract Begin Date:
 Contract End Date:
 Contract Months:
 Payoff Date:
 Frequency: 6 Monthly CYR
 Salary Concept: All
 Extract ID:
 Employee Nbr:

EMPLOYEE **RESPONSIBILITY**

Reset

Extract ID
 Unemployment Eligibility Yes
 (ICESA Report)
 Take Retiree Surcharge Yes
 NY Take Ret Surchg Yes
 Employment Type
 Retiree Employment Type
 Creditable Year of Service Yes

Update Experience

Total (Prof) Experience
 If Employment Date <
 District (Prof) Experience
 If Employment Date <
 District (Non-Prof) Experience
 If Employment Date <
 Total (Non-Prof) Experience
 If Employment Date <
 Prior Teaching Experience
 If Employment Date <
 Job Codes:

Modify

From To
 Area Code:
 Zip Code:

Execute

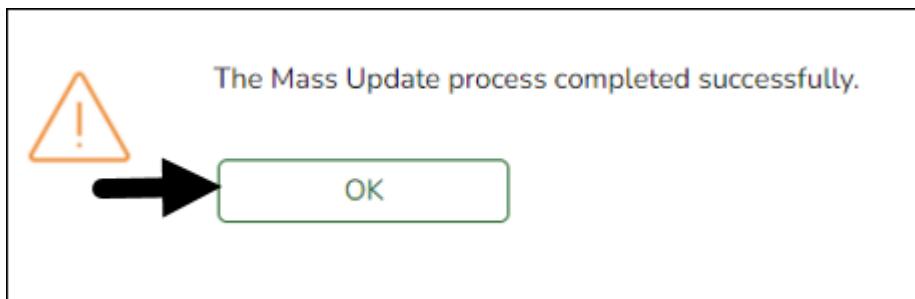
□ Click **Execute**. The Employee Mass Update Report is displayed.

Process Cancel

Date Run: Employee Mass Update Report
 Cnty Dist: ISD Page: 1 of 3
 Frequency: 6

Emp Nbr	Employee Name	Column	From	To
003411		Prior Teaching Experience	4	5
003038		Prior Teaching Experience	8	9
003453		Prior Teaching Experience	0	1

□ Click **Process**. The following message is displayed.



Responsibility:

Utilities > Mass Update

Personnel

Parameters

Pay Status: Active Inactive Both

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All

Pay Campus: All

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency: All

Salary Concept: All

Extract ID:

Employee Nbr:

EMPLOYEE RESPONSIBILITY

Execute

Copy

From To

School Year 2025 2026

□ Click **Execute**. The Responsibility Employee Mass Update Report is displayed.

Process Cancel

Date Run: Responsibility Mass Update Report

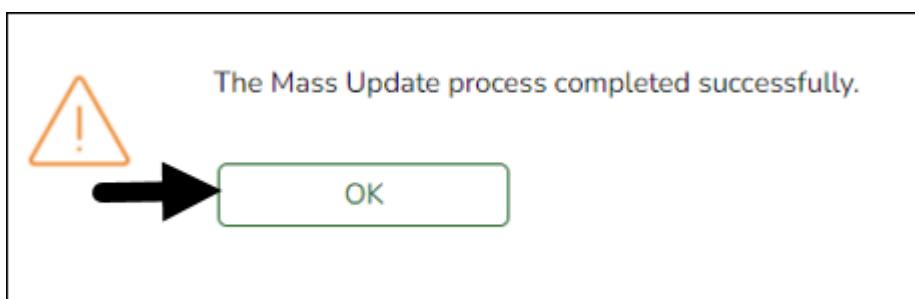
Cnty Dist: ISD

Page: 1 of 2

Frequency: 6

Emp Nbr	Employee Name	Campus	Staff Classification	Co-op/SSA LEA	Begin Date	End Date	From	To
002360		104	087		08-14-2024		2025	2026
003375		701	027		07-01-2022		2025	2026
003374		001	041		07-22-2024		2025	2026
003408		104	033		08-05-2024		2025	2026

□ Click **Process**. The following message is displayed.



27. Verify payoff dates.

Verify payoff dates[Payroll > Reports > User Created Reports](#)

Verify that all pay type 1 and 2 employees have payoff dates that match the pay dates in the pay dates table. (June, July, and August as referenced in Step 9 of the [ASCENDER - First Payroll of the School Year \(September Start LEAs\)](#)).

The screenshot shows the 'Reports > User Created Reports' page in the Payroll module. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. To the right are filters for 'Year: C', 'Frequency: 5', and a 'Change' button. Below these are sections for 'Report Template' and 'Report Title'. Under 'Employee Demographic', checkboxes for 'Employee Nbr', 'First Name', and 'Last Name' are checked and highlighted with yellow boxes. Under 'Job Information', the 'Payoff Date' checkbox is checked and highlighted with a yellow box. Other checkboxes in these sections are also highlighted with yellow boxes.

28. (If available) Import annual benefits file.

(If available) Import annual benefits file[Payroll > Utilities > Employee Benefits Interface > Import Annual File](#)

If available, import your LEA's file of employee deduction records file created by your third-party administrator.

29. Generate the Employee Salary Information report.

Generate the Employee Salary Information report

Payroll > Reports > Payroll Information Reports > HRS1650 - Employee Salary Information

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy.

Print the report for employee verification. If needed, print an Addendum from the **Payroll > Utilities > Payroll Simulation**.

Date Run:		Employee Salary Information				Program: HRS1650					
Cntry Dist:		ISD				Page: 1 of 1					
Name: AARON JAY ACHIMON	Emp Nbr: 000006	Yrs Experience District:	02 Frequency: 6								
Address: 36911 CR 412	SSN:	Yrs Experience Total:	02 Pay Campus: 107								
Alamo City, TX 25497	DOB: 07-12-1960	Yrs Prof Exper District:	22 Primary Campus: 107								
Phone: (555) 586-0643	Degree: 2	Yrs Prof Exper Total:	22 W4 Filing Status: M								
Original Emp Date: 11-27-2000	Latest Re-Emp Date:	Creditable Year of Service:	<input type="checkbox"/> Nbr Exempts: 1								
Estimated Annual Salary: \$0.00	Retirement Date:	Extract ID:	187								
W4 Multi-Job: N W4 Nbr Children Under 17: 0	W4 Nbr Other Dependents: 0	Work Email:	allan.ruan@region10.org								
W4 Other Income: \$0.00	W4 Other Deductions: \$0.00	W4 Other Exemptions:	\$0.00								
Emergency Contact Information											
Name:	Relationship:	Phone: () - Ext:									
Notes: Region10											
Job Information											
Job: WVE REG ED TEACHER	Begin Date: 08-11-2025	# Months in Contract:	10	Payoff Date: 08-25-2026							
Primary: Y Assigned: 100.00%	End Date: 05-29-2026	# Days in Contract:	187	TRS Status: 1 - Eligible							
Grade: 10T	Contract Amount: \$61,800.00	# of Annual Pmnts:	12	TRS Position: 02 - Teacher, librarian							
Step: 22	Contract Balance: \$61,800.00	Remaining Pymnts:	12	Retiree Excpn: -							
Sched:	Local Contract Days: 197	Hourly Rate:	\$0.00	FICA Eligibility: M - Subject to medicare							
Vacant: N	Wkly Hrs Sched: 0	Wholly Sep Amt:	\$0.00	WC Code: A							
Salary Calculation											
Annual Salary: \$61,800.00	State Min Salary: \$54,540.00	State Step: 20									
Pay Rate: \$5,150.00	OT Elig: N	Yrs in Career Ladder: 0									
Daily Rate: \$330.48	OT Rate: \$0.00										
Deduction Information											
Deduction Code	Net Amount	Empl Contrib	Remain Pymnts	Cafe 125	Deduction Code	Net Amount	Empl Contrib	Remain Pymnts	Cafe 125		
001 - ADDITIONAL WITHHOLDING TAX	\$300.00	\$0.00	99	N	016 - VISION	\$0.00	\$8.98	99	Y		
025 - ACTIVE CARE PRIMARY PLUS	\$0.00	\$514.00	99	Y	051 - FLEXIBLE SPENDING ACCT	\$118.98	\$6.02	99	Y		
054 - GROUP (DISTRICT PAID LIFE)	\$0.00	\$0.65	99	N							
Leave Information											
Type	Description	Beg Bal	Earned	Used	End Bal	Type	Description	Beg Bal	Earned	Used	End Bal
01	LOCAL	0	5.000	0	5.000	02	SCH BUSIN	0	0	0	0
05	STATE	109.000	5.000	0	114.000	14	test	0	0	0	0
Bank Information											
Bank			Bank Acct Nbr		Bank Acct Type		Bank Acct Amt				
010 - CEFCU			*****1561		2 - Checking account		\$0.00				

The above salary information is true and correct as shown. I understand that this sheet will be attached to the contract I signed earlier in the year and shall supersede any salary amounts previously quoted.

Employee Signature _____ Date _____

30. Calculate a sample payroll.

Calculate a sample payroll

[Payroll > Payroll Processing > Run Payroll](#)

Calculate a sample payroll to identify any errors that need to be corrected prior to processing the first payroll.



IMPORTANT:



- If applicable, increment leave types.
- Verify the selection of deduction codes on the [Payroll > Payroll Processing > Run Payroll](#) page before processing the first payroll.

Payroll Processing > Run Payroll

Payroll

Frequency: 6 Pay Date: 09-25-2025 School Year: 2026 Begin Date: 09-01-2025 End Date: 09-30-2025
 TRS Month: 09 TWC Qtr: 3 Print Alt Addr: N Adj Cycle: 000

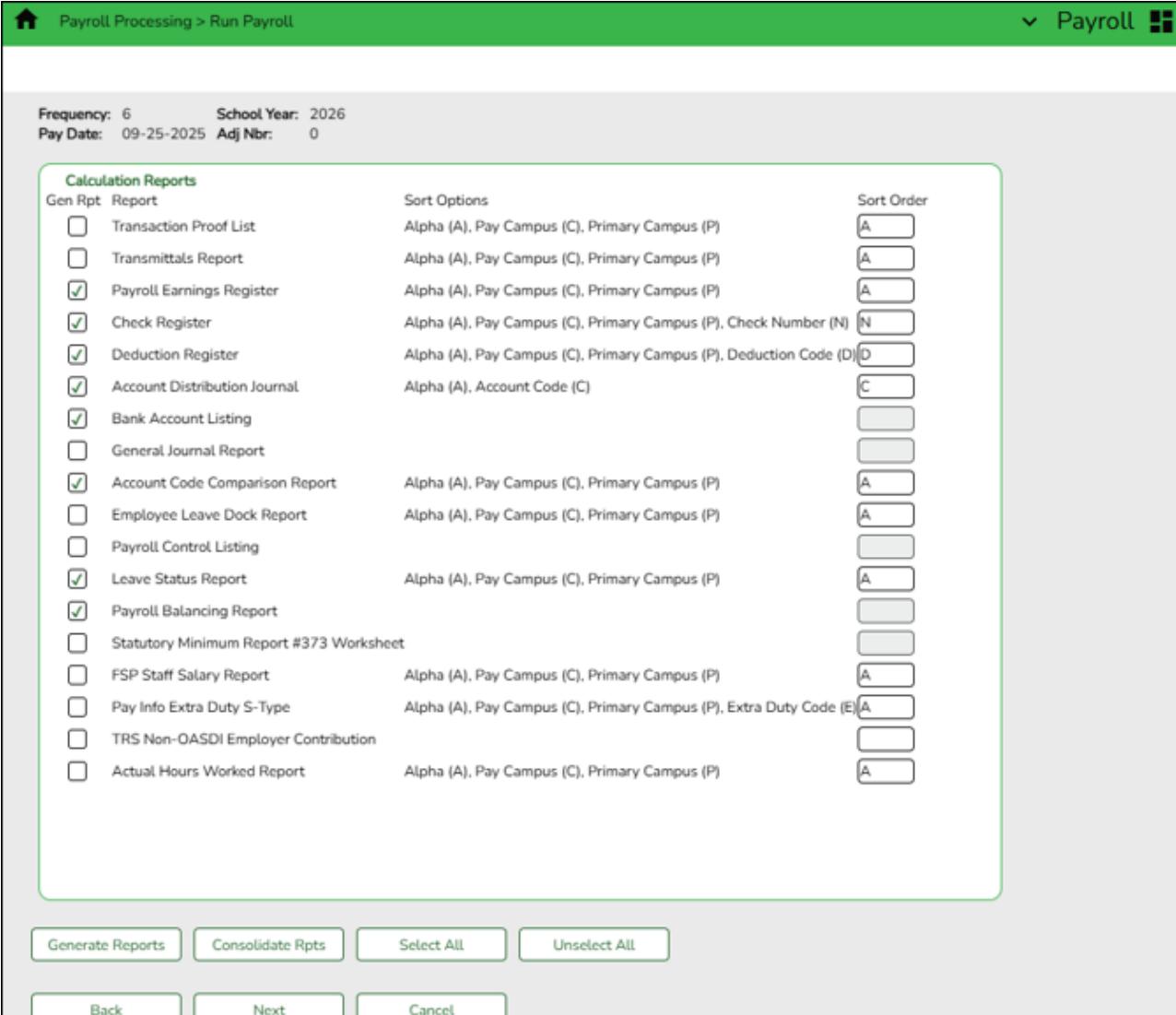
Beginning Check Nbr:	010101	Wage / Earning Statement:	Y - Direct Deposit
Payment Method:	Electronic Fund Transfer	Wage / Earning Statement Line 1:	
Beginning Reference Nbr:	060050	Wage / Earning Statement Line 2:	
Print Voided Checks:	<input type="checkbox"/>	Wage / Earning Statement Line 3:	
Print Bank Checks:	<input type="checkbox"/>	Wage / Earning Print Bank Acct Nbr:	<input type="checkbox"/>
Sort Checks by Alpha or Campus:	Alpha	Deduction Register Print Emp SSN:	<input checked="" type="checkbox"/>

Increment Leave			
Lv Type	Description	Increment	Incr Amt
01	STATE PERSONAL	<input type="checkbox"/>	0.000
02	LOCAL	<input type="checkbox"/>	0.000
03	SICK LEAVE BANK	<input type="checkbox"/>	0.000
04	EXTENDED LEAVE	<input type="checkbox"/>	0.000
05	STATE BUS	<input type="checkbox"/>	0.000
06	LOCAL BUS	<input type="checkbox"/>	0.000
09	NON-DUTY DAY	<input type="checkbox"/>	0.000
11	OLD STATE SICK LEAVE	<input type="checkbox"/>	0.000
14		<input type="checkbox"/>	0.000
15		<input type="checkbox"/>	0.000
16		<input type="checkbox"/>	0.000

Deductions				
Deduct Cd	Abbrev	Description	Deduct	W2 Health Care
001	CU		<input checked="" type="checkbox"/>	<input type="checkbox"/>
002	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
003	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
006	AN		<input checked="" type="checkbox"/>	<input type="checkbox"/>
007	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
008	CU		<input checked="" type="checkbox"/>	<input type="checkbox"/>
009	TS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
010	TS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
011	TS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
012	M2		<input checked="" type="checkbox"/>	<input type="checkbox"/>
013	DC		<input checked="" type="checkbox"/>	<input type="checkbox"/>
014	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
015	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
016	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Back Next Cancel

Review the selected **Calculation Reports** to verify the accuracy of data for the new year.



Payroll Processing > Run Payroll

Frequency: 6 School Year: 2026
Pay Date: 09-25-2025 Adj Nbr: 0

Calculation Reports

Gen Rpt Report	Sort Options	Sort Order
<input type="checkbox"/> Transaction Proof List	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input type="checkbox"/> Transmittals Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input checked="" type="checkbox"/> Payroll Earnings Register	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input checked="" type="checkbox"/> Check Register	Alpha (A), Pay Campus (C), Primary Campus (P), Check Number (N)	N
<input checked="" type="checkbox"/> Deduction Register	Alpha (A), Pay Campus (C), Primary Campus (P), Deduction Code (D)	D
<input checked="" type="checkbox"/> Account Distribution Journal	Alpha (A), Account Code (C)	C
<input checked="" type="checkbox"/> Bank Account Listing		
<input type="checkbox"/> General Journal Report		
<input checked="" type="checkbox"/> Account Code Comparison Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input type="checkbox"/> Employee Leave Dock Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input type="checkbox"/> Payroll Control Listing		
<input checked="" type="checkbox"/> Leave Status Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input checked="" type="checkbox"/> Payroll Balancing Report		
<input type="checkbox"/> Statutory Minimum Report #373 Worksheet		
<input type="checkbox"/> FSP Staff Salary Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input type="checkbox"/> Pay Info Extra Duty S-Type	Alpha (A), Pay Campus (C), Primary Campus (P), Extra Duty Code (E)	A
<input type="checkbox"/> TRS Non-OASDI Employer Contribution		
<input type="checkbox"/> Actual Hours Worked Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A

Generate Reports Consolidate Rpts Select All Unselect All

Back Next Cancel

STOP

Do not update and/or access Finance during the next step.

Reverse accruals.

Reverse accruals

[Payroll > Payroll Processing > EOY Payroll Accruals > Reversal for Non-Accrual](#)

This process is used to reverse accruals for all employees who do not accrue monthly and were processed by EOY Payroll Accruals.

Select a data row to create the reversal transactions to be posted to Finance.

File ID: C

Accounting Period

Post to Current Acct Period: 09
 Post to Next Acct Period: 09

Reversal Interface Transaction Date: 09-01-2025
JV Number: REVACC

Select Frequency Calculation Date Create GI Date Interface Date Posted Date Reversal Interface Date

F 08-31-2025 04-30-2025 04-30-2025 06-27-2025

- Click **Create Reversals** to create the reversal transactions. The EOY Accrual General Journal Transactions report is displayed. If you receive a message stating that there are no rows to process for the reversal, no further action is required.
- Click **Interface Reversals** to update Finance. If no errors were encountered during the process, a message is displayed indicating that the affected tables were successfully interfaced. Click **OK**.