



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

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CAUTION: Do not begin this process until the following are addressed/completed:



- [End-of-Year Payroll Verification](#)
- [August Accruals](#)
- [Finance EOY Process](#)
- August TRS Reporting



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

[Payroll/Personnel Verification Items:](#)

Payroll/Personnel Verification Items

Review and address the applicable Payroll and Personnel items. These items should be reviewed and completed before each group of employees begins receiving their new pay for the new school year.

Run user-created reports to verify the following information.

Payroll

For payroll items, run the User-Created Report in Next Year Payroll.

[Payroll > Maintenance > Staff Job/Pay Data > Pay Info](#)

- Verify TRS eligibility using the View Employee Information webpage in the TRS RE Portal.
- Verify the employees who are coded Non-TRS eligible (should only be seasonal, subs, retirees, etc.)
- Reference the [FICA/Medicare - Quick Reference](#) chart 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)

[Payroll > Maintenance > Staff Job/Pay Data > Job Info](#)

- Verify the **Payoff Date** for active employees reflect June, July, or August.
- Verify the contract **Begin** and **End Dates** are within the applicable school year.
- Verify the **Number of Days Employed**.
- Verify the **Number of Months** in the contract.
- Verify the **Number of Payments** and **Number of Remaining Payments**.

- Verify the **State Min Days** field for all employees including support staff. Select the number of days closest to their **# of Days Employed**.
- 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.

[Payroll > Maintenance > Staff Job/Pay Data > Distributions](#)

- Verify that distributions are accurate and reflect the correct fiscal year.
- Verify salaries and distributions. Verify that **Expense 373** is selected for all applicable employees.
- Verify that the applicable distributions have a federal **Fund to Grant Code** (240 may not have a grant code).

[Payroll > Maintenance > Staff Job/Pay Data > Deductions](#)

- Verify new deductions. **Deduction Codes** can either be manually entered or imported.
- Review all retiree records for applicable surcharges.

Payroll – General Reminders

- Verify unemployment. As a reminder, superintendent wages are subject to unemployment. Student workers are the only exempt exceptions.
- Verify next year payroll to budget.
- Use the August TRS Reporting Process guide to address TRS reporting for August.
- If applicable and not addressed in the August TRS Reporting Process, address August adjustment days.
- If an employee is no longer employed, ensure that appropriate end dates have been added to all applicable pages, including the contract **End Date**.

Personnel

[Personnel > Maintenance > Staff Demo > Service Record](#)

- Verify that service records were created and/or updated with leave for the latest completed school year.

[Personnel > Maintenance > Employment Info](#)

- Verify **Employee Status** (*Employed or Not Employed*). If the employee is no longer employed, the **Termination Date** must be populated. In addition, verify that an ED90 has been submitted for non-returning employees.
- If an employee is no longer employed, ensure that appropriate end dates have been added to applicable areas:
 - **Auxiliary Role ID**
 - **Paraprofessional Certification**
 - [Personnel > Maintenance > Staff Demo > Responsibility](#)
 - [Personnel > Maintenance > TSDS Days Employed Set](#)
- Verify that the **Original Employment Date** or **Latest Re-Employ Date** fields are populated.
- Verify the **Percent Day Employed** (Did employees change from part-time/full-time?).
- Verify changes to the **Employment Type**, **Retiree Employment Type**, and/or **Sub Type**

fields.

- Review all retiree records for applicable surcharges.
- Subs - Run a user-created report to verify the following information:
 - **TRS Position Cd**
 - **Contract Begin Dt** and **Contract End Dt** (First day when sub begins work for the school year through last day of school)
 - **FICA Eligible**
 - No TRS
- Retirees - Run a user-created report to verify the following information:
 - **Retiree Employment Type**
 - **TRS Position Cd**
 - **Contract Begin Dt** and **Contract End Dt** (First day when retiree begins work for the school year through last day of school)
 - **FICA Eligible**
 - No TRS
- Ensure that applicable TSDS/PEIMS reporting areas are set up for applicable employees. All business-related data that is reported for Fall PEIMS is listed in the [TSDS PEIMS Fall Submission Data for Business](#) guide.
 - **Auxiliary Role ID**
 - **Paraprofessional Certification**
 - [Personnel > Maintenance > Staff Demo > Responsibility](#)
 - [Personnel > Maintenance > TSDS Days Employed Set](#)

[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.

Tables > District Finance Options

Save

FINANCE OPTIONS ACCOUNTING PERIODS CLEARING FUND MAINTENANCE

Retrieve Print

Finance Options

Current Finance Fiscal Year: 7

School Year: 2026-2027

Previous Year File ID: 6

Purchasing Options

PO Object Code Restriction: A - Class 1XXX, 2XXX

Print Federal ID Number on PO: ☒

Use Automatic CYR Requisition Number Assignment: ☒

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**.

Payroll

Year: Current Year

Frequency: 6 - Monthly CYR

Apply Cancel

3. Prepare NYR payroll for move to CYR.

Prepare NYR payroll for move to CYR

This step is typically for employees with a September contract begin date.

Generate a User Created Report (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, then review it for accuracy.

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 inactivate an employee.

The screenshot shows the 'Pay Info' tab for employee 000096 : BENTON, ANTONIO L. The 'Pay Status' dropdown is highlighted with a black box and a black arrow pointing to it. The 'Pay Status' is currently set to '2 Inactive'. Other fields include 'Pay Campus: 102 102 Ascender Elem 03-06', 'Pay Dept: [empty]', 'Tax Exempt: [unchecked]', 'Unemployment Elig: [checked]', and 'FICA Eligibility: M Subject to medicare'.

- 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.

Next Year > Copy NYR Tables to CYR

Payroll

Year: N

COPY NEXT YEAR TABLES

Accrual Calendar		☒	⋮
Extra Duty Pay		☒	⋮
Hourly / Daily Salary		☒	⋮
Job Code		☒	⋮
Local Annual Salary		☒	⋮
Midpoint Salary		☒	⋮
School Calendar		☒	⋮
State Minimum Salary		☒	⋮
Substitute Salary		☒	⋮
Workers' Compensation Rates		☒	⋮

Execute Select All Tables

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

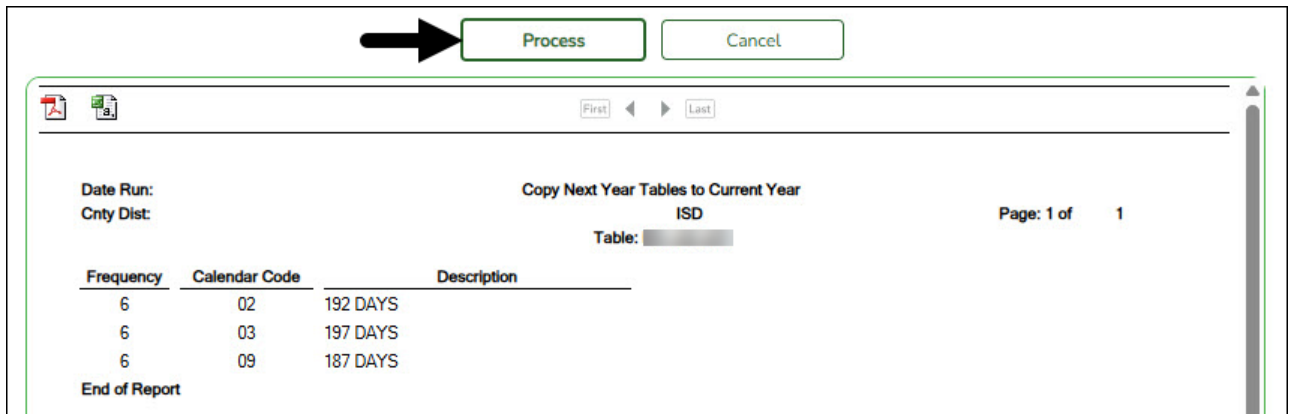
OR

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

☐ If you do not want to copy the entire table, but want to include specific data from a table, click  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](#).



Process Cancel

First Last

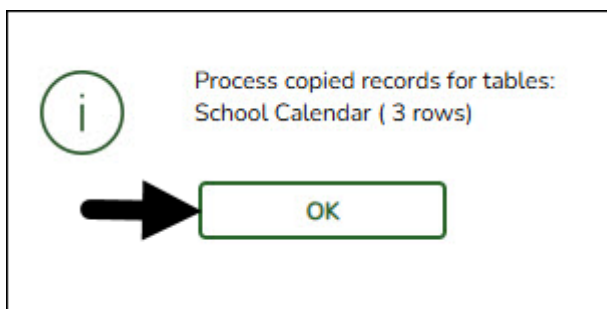
Date Run: Copy Next Year Tables to Current Year
 Cnty Dist: ISD Page: 1 of 1

Table: []

Frequency	Calendar Code	Description
6	02	192 DAYS
6	03	197 DAYS
6	09	187 DAYS

End of Report

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



Process copied records for tables:
 School Calendar (3 rows)

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.](#)

(If desired) Copy deductions

If desired, this step may be completed after Step 31.

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 31 of this guide.

The screenshot shows the 'Next Year > Copy NYR Staff to CYR' interface. Key elements include:

- Buttons:** 'Execute' and 'Reset' at the top left.
- Parameters:**
 - Pay Status:** Radio buttons for 'Active' (selected), 'Inactive', and 'Both'.
 - Pay Type:** 'All' (dropdown).
 - Job Code:** 'All' (dropdown).
 - Accrual Code:** 'All' (dropdown).
 - Pay Grade:** (text field).
 - Prior Yr Emp Date:** '00-00-0000' (text field).
 - Primary Campus:** 'All' (dropdown).
 - Pay Campus:** 'All' (dropdown).
 - Contract Begin Date:** (dropdown, highlighted with a red box).
 - Contract End Date:** (dropdown).
 - Contract Months:** (text field).
 - Payoff Date:** (text field).
 - Frequency:** 'F Monthly NYR' (dropdown).
 - Salary Concept:** 'All' (dropdown).
 - Extract ID:** (dropdown).
 - Employee Nbr:** (text field).
- Options:**
 - ☐ Include Employees with Termination Date
 - ☐ Carry over employee deductions
 - ☒ Only process employee deductions (highlighted with a red box)
 - ☒ Preview changes (highlighted with a red box)

☐ 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](#)

Copy active employees to the current year. You can select specific employees to copy using the following parameters: **Contract Months**, **Contract Begin Date**, **Contract End Date**, **Payoff Date**, **Extract ID**, or **Employee Number**.



CAUTION: If the 11- and 12-month employees were reactivated to interface to



Budget, they must be set to inactive at this time. Use caution when moving employees from the Next Year frequency to Current Year. Be sure to use the applicable and specific parameters to only move employees that need to be moved at the time. Otherwise, Current Year data may be unintentionally overwritten for employees.

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.

Next Year > Copy NYR Staff to CYR Payroll

Execute Reset Year: N

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All Payoff Date: 08-25-2027

Pay Campus: All Frequency: F Monthly NYR

Contract Begin Date: Contract End Date: Salary Concept: All

Contract Months: Extract ID: Employee Nbr:

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade: Prior Yr Emp Date: 00-00-0000

Options

☐ Include Employees with Termination Date

☐ Carry over employee deductions

☐ Only process employee deductions

☒ Preview changes

☐ Under **Options**, select the appropriate option:

Field	Description
Include Employees with Termination Date	Select to copy employees with a termination date. Leave blank to exclude employees with termination dates from the current year records.
Carry over employee deductions	Select to copy employee payroll deductions (e.g., insurance, dues) from the next year to the current year. Leave blank to exclude the employee payroll deductions from the current year records.
Only process employee deductions	Select to copy only the selected employee deductions from the next year to the current year. If this field is selected, Carry over employee deductions is cleared (if selected).

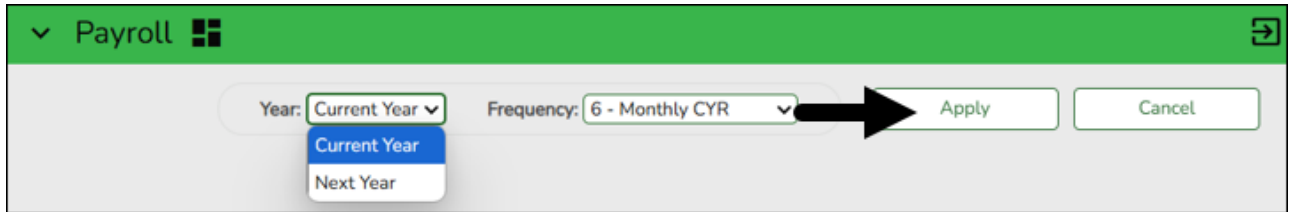
☐ Select **Preview Changes**.

☐ 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).



The screenshot shows a 'Payroll' header bar. Below it, there are two dropdown menus: 'Year' and 'Frequency'. The 'Year' dropdown is currently set to 'Current Year' and has a dropdown menu open showing 'Current Year' and 'Next Year'. The 'Frequency' dropdown is set to '6 - Monthly CYR'. A large black arrow points from the 'Frequency' dropdown to the 'Apply' button. There is also a 'Cancel' button to the right of the 'Apply' button.

- 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.

- 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 2027.

Tables > District HR Options Payroll

Save Year: C

HR OPTIONS

Retrieve Print

TRS District ID: 1337
 Federal ID Number (FIN): 52-888999
 Payroll Clearing Fund/Year: 199/7
 TWC District ID: 699949517
 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: 07 STATE SICK
 Leave Code for State Personal: 05 STATE LEAVE
 Update Actual Hours From Payroll Processing: ☒

Calculate Accrual Salaries: ☒
 Check Amount - Alpha: ☒
 Summarize Benefits Interface: ☐
 Supplemental Tax Rate: 22.00%
 Standard Hours per Workday: 8.0
 Max Gross Amt for District: 30,000.00
 Auto Assign Employee Number: ☒
 Next Available Employee Number: 001865
 School Year for PEIMS Codes: 2027
 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

	Amount	Obj	Sobj
Payroll 4:	0.00		
Payroll 5:	0.00		
Payroll 6:	0.00		

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: A - Actual Hours Table Date
 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 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, 2026, pay and accruals are updated in the 2027 school YTD and the 2026 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, 2026, pay and TRS amounts are updated in the 2027 school YTD and the 2027 TRS YTD. If the employee accrues, a 2027 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. (If applicable) [Update the school year for PMIS](#).

(If applicable) Update the school year for PMIS.

[District Administration > Options > Position Management](#)

Enter the updated school years (**Current Year**, **Next Year**, and **Minimum Foundation Year**) for PMIS and click **Save**.

Options > Position Management

Save

Retrieve Print

District Options

Use PMIS: ☐

Unemployment Eligible: ☒

FICA / Medicare Eligible: M - Subject to medicare

Use Forecast Conversion Tables: ☒

Employee Must Be Assigned a Position Prior to Creating Payroll Record: ☐

Allow CYR Position Description Changes (Admin only): ☒

Allow Forecast Position Description Changes: ☒

Display Options to Ignore Pct of Day and Pct of Year for Position Records: ☒

Current Year: 2027

Next Year: 2028

Minimum Foundation Year: 2027

Default Position Record Status: V - Vacant(just position info, ready to fill emp)

10. [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 accrual calculation run date (August 31, 2026).

Tables > Pay Dates Payroll

Save

Start Pay Date: 09-25-2026 Retrieve Print

Delete	Details	School Year	Pay Date	Begin Date	End Date	TRS Month	TWC Quarter	Print Alternate Address
		2027	08-25-2027	08-01-2027	08-31-2027	08	3	☐
		2027	07-23-2027	07-01-2027	07-30-2027	07	3	☐
		2027	06-25-2027	06-01-2027	06-30-2027	06	2	☐
		2027	05-25-2027	05-01-2027	05-31-2027	05	2	☐
		2027	04-23-2027	04-01-2027	04-30-2027	04	2	☐
		2027	03-25-2027	03-01-2027	03-31-2027	03	1	☐
		2027	02-25-2027	02-01-2027	02-28-2027	02	1	☐
		2027	01-25-2027	01-01-2027	01-31-2027	01	1	☐
		2027	12-18-2026	12-01-2026	12-31-2026	12	4	☐
		2027	11-20-2026	11-01-2026	11-30-2026	11	4	☐
		2027	10-23-2026	10-01-2026	10-31-2026	10	4	☐
		2027	09-25-2026	09-01-2026	09-30-2026	09	3	☐

First 1 / 1 Last Add

11. (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

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.

If your LEA accrues, verify that the accrual calendar pay dates match the pay dates on your pay dates table.

Tables > Accrual Calendars Payroll

Year: C

ACCRUAL CALENDAR

Delete	Details	Accrual Code	Total Days Worked
		B	187.0
		C	192.0
		D	197.0
		G	177.0
		H	202.0
		I	207.0

Delete	Pay Date	Days Worked
	08-31-2026	16.00
	09-25-2026	21.00
	10-23-2026	19.00
	11-20-2026	19.00
	12-18-2026	14.00
	01-25-2027	19.00
	02-25-2027	20.00
	03-25-2027	17.00
	04-23-2027	22.00
	05-25-2027	20.00
	06-25-2027	0.00
	07-23-2027	0.00
	08-25-2027	0.00

Add

- 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.

12. Complete fund to grant information.

Complete fund to grant information

Log on to the current year payroll frequency.

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. Update this table as needed.

Exception: If using the TRS Child Nutrition worksheet for TRS reporting, the child nutrition funds (240 and 242) should NOT have a fund to grant code assigned.

This generates salaries for the TRS 3 and TRS 489 reports.

In order for a fund to be displayed on this page, the fund must exist in an account code on the Finance Chart of Accounts. The codes are LEA-specific.

Tables > Salaries Personnel

Save

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

Records
Fund: All Retrieve Print

Fund	Fund Description	TRS Grant Cd
183	UIL DISTRICT CHAIR	
198	ACADEMY/SUMMER CAMP	
199	GENERAL FUND	
211	ESEA TITLE I PART A&D	36
224	IDEA PART B FORMULA	36
225	IDEA B PRESCHOOL	36
226	IDEA PART B DISCRETIONARY	36
240	FOOD SERVICE	
244	CAREER & TECH BASIC GRANT	36
255	ESEA TITLE II PART A	36
263	TITLE III PART A	36

First 1 / 3 Last

13. (If applicable) Verify/update FICA rates.

(If applicable) Verify/update FICA rates.

Log on to the current year pay frequency.

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

Update the FICA rates to ensure that the accrual variance is calculated.

Retrieve the FICA rates for the 2026 calendar year and print a copy for reference. Then, retrieve the 2027 calendar year record and manually enter the 2026 rates for 2027 and click **Save**.



CAUTION: Be sure to retrieve the 2027 year record prior to updating this tab.

Tables > Tax/Deductions Payroll

Save

Calendar Year: 2027 Retrieve Delete

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

Print

FICA Max Salary:	184,500.00		
Employee FICA Rate:	6.20%	Employee FICA Max Tax:	11,439.00
Employer FICA Rate:	6.20%	Employer FICA Max Tax:	11,439.00
Medicare Rate:	1.45%	Additional Medicare Rate:	0.90%
HSA Max Employer Contribution:	4,400.00	Additional Medicare Salary Threshold:	200,000.00

14. 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 2027 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

School Year: 2027 Retrieve Delete

CAUTION: Be sure to type the new school year (2027) and click **Retrieve** before updating the rates.

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:	0.65%	Employer Paid: ☐
District Rate	State Contribution:	8.250%	
TRS Care Rate	Federal TRS Care:	1.25%	
TRS Care Emplr Contrib	RE TRS Care Contribution:	0.75%	
TRS IRS Salary Cap:		345,000.00	
TRS Non-OASDI Rate	Public Education Employer Contribution (PEEC):	2.000%	

To create a new TRS rates record:

- Type the new year (2027) and click **Retrieve**. A message is displayed indicating that the new record is populated based on the prior year's (2026) TRS rates record.
- Complete the applicable fields.
- Click **Save**.

15. [Verify/update Unemployment rates.](#)

Verify/update Unemployment rates

Log on to the current year pay frequency.

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

Notes:

- Unemployment rates vary by LEA.
- The information in this table is obtained from the Texas Workforce Commission or the LEA's unemployment insurance carrier.
- Unemployment rates are based on the calendar year and not the fiscal year.

Verify that you are in the correct calendar year. If not, in the **Calendar Year** field, type 2027 and click **Retrieve**.

Tables > Tax/Deductions Payroll

Save

Calendar Year: 2027 Retrieve Delete

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

Print

Employer Type: R - Reimbursable

Unemployment Rate: 0.0000%

Maximum Gross Salary: 999999.00

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

16. 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.

Tables > Tax/Deductions Payroll

Save

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

Retrieve Print

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 vary by LEA.

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.

17. 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 minimum 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](#)

The screenshot shows the 'Utilities > Mass Update' interface. The 'Parameters' section includes the following fields:

- Pay Status: ☒ Active ☐ Inactive ☐ Both
- 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:

The 'Type of Calculation' section has the following options:

- ☐ Salary
- ☒ State Minimum Only

An 'Execute' button is highlighted with a black arrow. A 'Reset' button is located in the top right corner.

☐ 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**.

18. (If applicable) Update substitute information.

(If applicable) Update substitute information

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

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

19. [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, then review it for accuracy.



IMPORTANT: If a distribution (fund) for an employee was continued during the Finance EOY Process (keeping the same fiscal year - ex. 211/4 in 23-24 is 211/4 in 24-25), be sure that the distribution listed has the correct fiscal year. It is important to review/verify distribution information for all employees (especially the fiscal year).

Reports > Payroll Information Reports > Account Code Comparison Payroll

Preview PDF CSV Clear Options

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](#)

HRS6000 - Account Code Comparison

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	

- 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 6 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 in the Current Year 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 your LEA accrues monthly, many employees might be paid from accrued funds for July and August. The Mass Update utility assists with updating the Distribution tab for all employees who are not paid from accruals.
- 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.

Date Run:	Payroll Account Code Comparison	Program: HRS6000	
Cnty Dist:	ISD	Page: 1 of 1	
		Frequency: 6	
Account Codes in Distribution that are INACTIVE in the Finance General Ledger			
Alphabetic List			
Account Code	Emp Nbr	Employee Name	Job Code
224-11-6119.00-999-723000			0143 - DIAGNOSTICIAN
224-11-6119.00-999-723000			0143 - DIAGNOSTICIAN
224-11-6119.00-999-723000			0143 - DIAGNOSTICIAN

If all account codes exist, a blank report should be generated.

Date Run:
Cntry Dist:

Payroll Account Code Comparison
ISD

Program: HRS6000
Page: 1 of 1
Frequency: 6

20. 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, then review it for accuracy. Verify that all current employees are listed.

Verify that distribution information is updated for each applicable group of employees who are starting their pay in the new fiscal year when being moved from NY payroll to CY.

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

21. [Correct necessary payroll errors.](#)**Correct necessary payroll errors**[Payroll > Utilities > Pre-Edit Payroll Data](#)

Correct the applicable payroll errors for the next upcoming pay date.

Utilities > Pre-Edit Payroll Data

Reset Execute

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

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:

Pay Type: E Exclude Substitute

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Pay Date: 09-25-2026

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

OK

Date Run: Pre Edit Error Listing
Cnty Dist: ISD

Page: 1 of 1
Frequency: 6

Emp Nbr	Employee Name	Error Message
		JOB CODE: 0662 - TRS YEAR NOT SELECTED FOR EMP HAS CONTRACT MONTH OVER 10
		JOB CODE: 0662 - TRS YEAR NOT SELECTED FOR NON STANDARD EMPLOYEE
		Total Employee Errors: 2
		JOB CODE: 909 - INVALID SALARY CONCEPT CODE
		Total Employee Errors: 1
		JOB CODE: 0901 - LOCAL PAY GRADE IS EQUAL TO SPACES
		JOB CODE: 0901 - LOCAL PAY STEP IS EQUAL TO SPACES
		Total Employee Errors: 2

- ☐ 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.

22. [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, review it for accuracy, and retain it for your historical records.

Reports > Leave Information Reports > Leave Status Report

Payroll

Preview PDF CSV Clear Options

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	

❑ 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.

1. 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.

The screenshot shows the 'Utilities > Mass Update' payroll interface. The 'Parameters' section includes 'Pay Status' (Active selected), 'Pay Type' (E Exclude Substitute selected), 'Job Code' (All), 'Accrual Code' (All), 'Pay Grade', and 'Prior Yr Emp Date' (00-00-0000). The 'Method' section includes 'Add Leave Code to Employees' (selected). The 'Add Leave Code' section includes 'New Code' (01 - LOCAL LEAVE DAYS), 'Begin Balance' (.000), 'Leave Earned' (.000), 'Leave Used' (.000), and 'Ending Balance' (.000). An 'Execute' button is highlighted with a large downward arrow.

- 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**.
- Print and/or save this report, then review it for accuracy. 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.

2a. 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

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:

Reset

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	LOCAL	☒	☒	☒
02	SCH BUSIN	☒	☒	☒
03	JURY LEAV	☒	☒	☒
04	MILITARY	☒	☒	☒
05	STATE	☐	☐	☐
06	DOCK DAYS	☐	☐	☐

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 2025-2026 ending balances are rolled to the beginning balance fields for the 2026-2027 school year.
- Click **Execute**.
- Print and/or save this report, then review it for accuracy.

2b. 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

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:

[Reset](#)

Method

☒ Zero Leave Values for Employees

☐ Add Leave Code to Employees

☐ Delete Leave Code from Employees

☐ Increment Leave Earned to Employees

Table:

Type	Description	Leave Earned	Leave Used	End Balance
01	LOCAL	☐	☐	☐
02	SCH BUSIN	☐	☐	☐
03	JURY LEAV	☐	☐	☐
04	MILITARY	☐	☐	☐
05	STATE	☒	☒	☐
06	DOCK DAYS	☐	☐	☐
07	STATE SICK	☒	☒	☐
08	COMP TIME	☐	☐	☐
09	VACATION	☐	☐	☐
10	FMLA	☐	☐	☐

[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**.
- Print and/or save this report, then review it for accuracy.
- If the report is accurate, click **Process** to complete the changes.

3. This step increments leave earned to employees:

Utilities > Mass Update Payroll

Year: C

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

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:

Pay Type: E Exclude Substitute

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

[Reset](#)

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	LOCAL	☒	5.000
02	SCH BUSIN	☐	0.000
03	JURY LEAV	☐	0.000
04	MILITARY	☐	0.000
05	STATE	☒	5.000
06	DOCK DAYS	☐	0.000
07	STATE SICK	☒	5.000
08	COMP TIME	☐	0.000
09	VACATION	☒	8.000
10	FMLA	☐	0.000

↓

[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**.
- Print and/or save this report, then review it for accuracy. 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**.



Date Run:		Increment Leave Earned for Employees				Page: 2 of 42	
Cnty Dist:		ISD				Frequency: 6	
Emp Nbr	Employee Name	Leave Type	Original Earned	New Earned	Original End Bal	New End Bal	
		05 - STATE	0.000	5.000	25.000	30.000	
		07 - STATE SICK	0.000	5.000	0.000	5.000	
		01 - LOCAL	0.000	5.000	0.000	5.000	
		05 - STATE	0.000	5.000	10.000	15.000	
		07 - STATE SICK	0.000	5.000	6.500	11.500	

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, then review it for accuracy.

[Home](#) | [Reports > Leave Information Reports > Leave Status Report](#) | [Payroll](#)

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.

23. [Post to master file.](#)

Post to master file

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



Skip this step 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.

Select	Frequency	Calculation Date	Create GJ Date	Interface Date	Posted Date	Reversal Interface Date
☒	F	08-31-2026	05-05-2026	05-05-2026		

☐ 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.

The post to Payroll Master and History process completed successfully.

OK

☐ Click **OK**.

24. (If applicable) [Verify the accrual expense table](#).

(If applicable) Verify the accrual expense table

[Payroll > Tables > Accrual Expense](#)

If your LEA accrues monthly, 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.

Tables > Accrual Expense Payroll

Year: C

Save

ACCUAL EXPENSE

Retrieve Print

Delete	Fund	Expense Fiscal Year	Description
	199	7	GENERAL FUND
	211	7	TITLE I
	240	7	CHILD NUTRITION
	255	7	TITLE II

Add

25. 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, then review it for accuracy.

☐ Verify that the accrual data is correctly posted for the 2027 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 2027)							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	Ovrm Hrs	
Emp Nbr	Prim Campus	Ovrm 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			1,974,320.39
Accrued Federal Deposit		8,789.91		Medicare Tax			.00	Unemployment Accrued			.00
Emplr Health Insurance Accrued		.00		FICA/Medicare Accrued		27,816.40		Emplr 457 Accrued			.00
Emplr Annuity Accrued		.00		Accrued Federal Care		1,331.79		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		14,696.27		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											

26. 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, then review it for accuracy.

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

[Payroll](#)

[Preview](#)
[PDF](#)
[CSV](#)
[Clear Options](#)

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](#)

HRS3550 - School YTD Accrual Payroll Account Distr

Parameter Description

Value

School Year (YYYY)

2027

Summary (S) or Detail (D) information for employees, or Fund Recap (R) only

R

Print Acct Codes with zero accrual amounts? (Y/N)

Y

Include report of variances between School YTD and Distribution History? (Y/N)

Y

Print Acct Codes not in General Ledger? (Y/N)

Y

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 Employee(s), or blank for ALL

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

Date Run:		School YTD Accrual Payroll Account Distribution Journal for 2027Recap										Program: HRS3550	
Cnty Dist:		ISD										Page: 1 of 1	
												Frequency: 6	
Fund / FY		Gross Pay	Accrued Pay	FICA/Med	Unemploy	Employer	Federal	Federal	TEA Hlth	Emplr			
		Ret Pen Surch	Emplr Care	Care Surch	Tax Emplr Misc	Contrib	Deposit	Care	Ins Contrib	457			
198-7	Total	.00	23,046.38	322.44	.00	.00	.00	.00	.00	.00			
/ / /		.00	140.25	.00	.00								
199-6	Total	906,273.77	.00	.00	.00	.00	.00	.00	.00	.00			
/ / /		.00	.00	.00	.00								
199-7	Total	.00	1,840,083.32	25,948.62	.00	.00	.00	.00	.00	.00			
/ / /		.00	13,756.94	.00	.00								
199	Total	906,273.77	1,840,083.32	25,948.62	.00	.00	.00	.00	.00	.00			
/ / /		.00	13,756.94	.00	.00								
211-7	Total	.00	2,793.73	31.21	.00	.00	230.48	34.92	.00	.00			
/ / /		.00	20.95	.00	.00								
224-7	Total	.00	15,106.60	211.92	.00	.00	1,246.29	188.83	.00	.00			
/ / /		.00	113.30	.00	.00								
255-7	Total	.00	991.32	11.08	.00	.00	81.78	12.39	.00	.00			
/ / /		.00	7.43	.00	.00								
288-7	Total	.00	720.99	8.06	.00	.00	59.48	9.01	.00	.00			
/ / /		.00	5.41	.00	.00								
289-7	Total	.00	91,578.05	1,283.07	.00	.00	7,171.88	1,086.64	.00	.00			
/ / /		.00	651.99	.00	.00								
/ / /													
District Totals: Gross Pay:		906,273.77	Unemployment Tax:		.00	Federal Care:			1,331.79	Emplr 457:	.00		
Accrued Pay:		1,974,320.39	Employer Contrib:		.00	TEA Hlth Ins Contrib:				.00			
FICA/Medicare Tax:		27,816.40	Federal Deposit:		8,789.91	Ret Emplr Pen Surch:				.00			
Emplr TRS Care Contrib:		14,696.27	Emplr TRS Care Surch:		.00	Emplr Misc Ded Contrib:				.00			

27. [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, then review it for accuracy. This report should have been reviewed during the Finance EOY Process, ensure that 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

[Home](#)
[Reports > Payroll Information Reports > Contract Balance Variance Report](#)
Payroll

[Preview](#)
[PDF](#)
[CSV](#)
[Clear Options](#)

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
		0178	5,191.67	12	62,300.04	60,000.00	-2,300.04
Campus Variance:		Campus Jobs with Variance:		1	Campus Avg. Variance:		
Total All Variance:		Total Jobs with Variance:		1	Avg. Variance All:		

End of Report

28. [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.

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Select Restriction Local (L), Public (P), or No restrictions (N)	N
Primary Job (P), 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	

Verify that employee information such as experience, demographics, employment status, steps, years of experience, payoff dates, salary information, and employment status 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			
								Frequency: 6			
Emp Nbr	Employee Name	Emp Date	Emp Status		Pay Status		Job Code				
Sex	Address	Term Date	Term Reason	Cred Yr Svc	Pay Campus		Primary Campus				
	City State Zip	Pro Yrs Exp	Non-Pro Yrs Exp	Ext Lv Beg	Payoff Date	%Day Empl	St Step	GRD/LVL	/Sched		
Birth Date	Telephone	In Dist	In Dist	Ext Lv End	TRS Beg Date	Annual Sal	Pay Type	Pay Rate			
		11-27-2000	1 - Active professional		1 - Active		0178 - WVE REG ED TEACHER				
				☐	107 - ASCENDER 107		107 - ASCENDER 107 Elementary				
		22	02		08-25-2027	100%	20	10T	/ 23 /		
		22	02		11-01-2000	62,300.00	1			5,191.67	
		08-09-2003	4 - Resigned		1 - Active		0163 - MREC REG ED				
				☐	106 - ASCENDER 106		106 - ASCENDER 106 Elementary				
		19	00		08-25-2027	100%	19	10T	/ 19 /		
		19	00		08-14-2024	60,300.00	1			5,025.00	
		07-15-1987	1 - Active professional		1 - Active		0662 - EXEC DIR OF				
				☐	905 - 905 School		905 - 905 School				
		38	00		06-25-2027	100%	19	42E	/ 05 /		
		38	00		07-01-1987	100,000.00	1			8,333.33	

29. (If necessary) Mass update employee experience.

(If necessary) Mass update employee experience

Personnel > Utilities > Mass Update > Employee



If this process is delayed, ensure that employee experience is updated for all applicable groups. It is extremely important to update employee experience on account of the Teacher Retention Allotment.

If necessary, increment the years of total professional and non-professional experience, and the years of district professional and non-professional experience for employees.

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. This information collected during the PEIMS Core Collection: Class Roster.

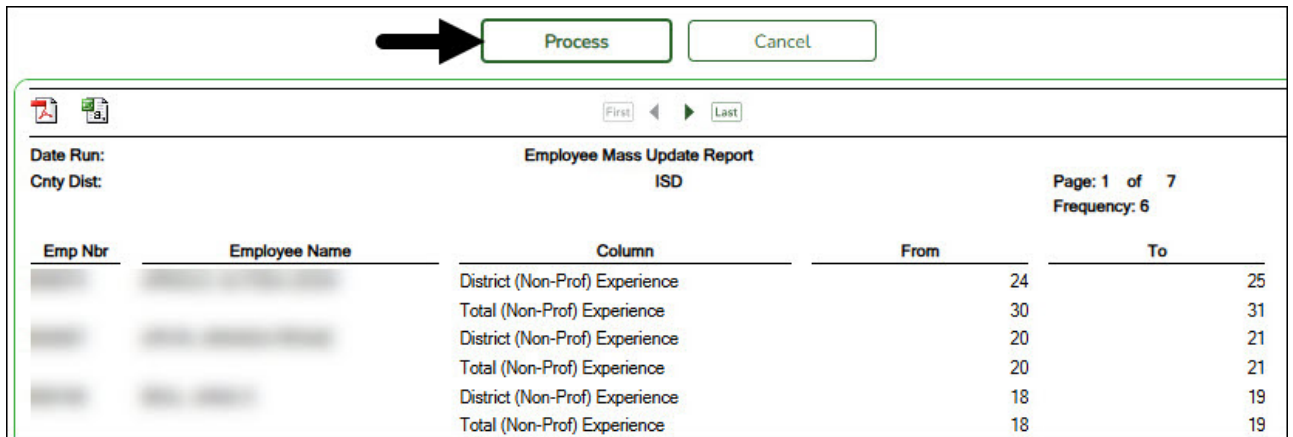
If this process has not already been completed, it must be done at this time. It is highly important to confirm that it is completed.



- 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.

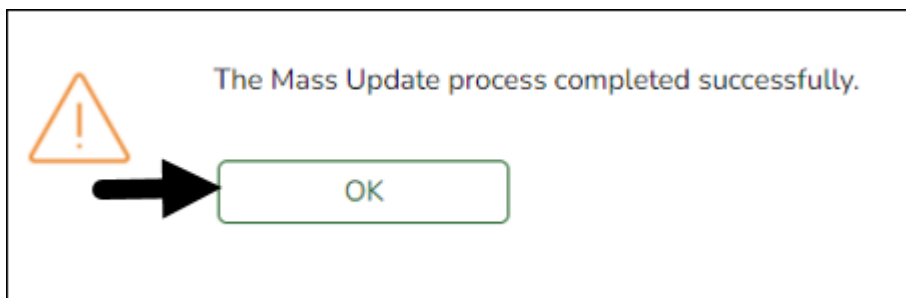
Total (Prof) Experience:

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



Emp Nbr	Employee Name	Column	From	To
		District (Non-Prof) Experience	24	25
		Total (Non-Prof) Experience	30	31
		District (Non-Prof) Experience	20	21
		Total (Non-Prof) Experience	20	21
		District (Non-Prof) Experience	18	19
		Total (Non-Prof) Experience	18	19

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:

Use the **Job Code** field to select specific job codes where the prior teaching experience should be updated.

The employees who match the selected parameters and the selected job codes will have their prior teaching experience updated. If an employee has multiple jobs included in the job code selection, their employment record is only updated once.

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 (ICESA Report)
☐ Take Retiree Surcharge
☐ NY Take Ret Surchg
☐ Employment Type
☐ Retiree Employment Type
☐ Creditable Year of Service
☐ TRA Eligibility

Update Experience

Increment
☐ 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 < 01-19-2026
Job Codes: 001,0013,00

Modify

From To
Area Code: Zip Code:

Execute

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

Process Cancel

First ◀ ▶ Last

Date Run: Employee Mass Update Report
Cnty Dist: ISD
Page: 1 of 5
Frequency: 6

Emp Nbr	Employee Name	Column	From	To
		Prior Teaching Experience	28	29
		Prior Teaching Experience	1	2
		Prior Teaching Experience	17	18
		Prior Teaching Experience	32	33

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

The Mass Update process completed successfully.

OK

Responsibility:

2026/09/12 15:54

40

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

Utilities > Mass Update Personnel

Parameters Reset

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: All

Salary Concept: All

Extract ID:

Employee Nbr:

EMPLOYEE RESPONSIBILITY

Copy

From To

School Year 2026 2027

Execute

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

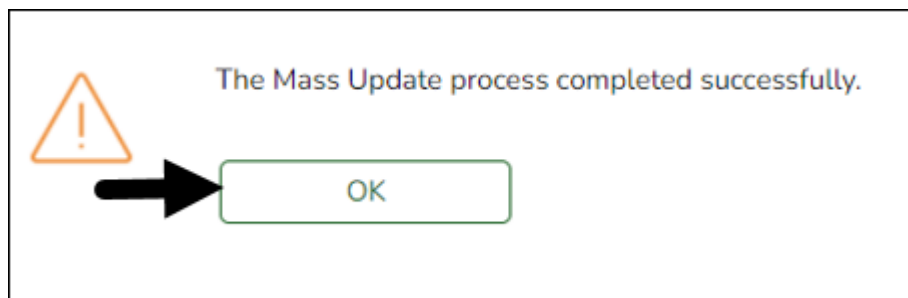
Process **Cancel**

Date Run: Responsibility Mass Update Report
Cnty Dist: ISD

Page: 1 of 1
Frequency: 6

Emp Nbr	Employee Name	Campus	Co-op/SSA LEA	Staff Classification	Staff Service	Begin Date	End Date	From	To
				111	SS014000	07-01-2024		2026	2027
				114	SS003000	08-01-2024		2026	2027
				004	SS013000	07-01-2024		2026	2027
				004	SS013000	07-05-2023		2026	2027
				004	SS013000	07-05-2022		2026	2027

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



TRA Teaching Experience:

Use the **Employee Nbr** field to identify applicable employees as this update will not apply to all employees.



To help identify which employees need to be included in this process, use the [Personnel > Reports > User Created Reports](#) page to generate a report with the following fields: **Employee Nbr**, **TRA Teaching Exp**, and **TRA Eligibility**.

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 (ICESA Report)

Take Retiree Surcharge

NY Take Ret Surchg

Employment Type

Retiree Employment Type

Creditable Year of Service

TRA Eligibility

Update Experience

Increment

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:

☒ TRA Teaching Experience

If Employment Date <

Modify

From

To

Area Code:

Zip Code:

Execute

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

Process

Cancel

First

◀

▶

Last

Date Run:

Cnty Dist:

Employee Mass Update Report

ISD

Page: 1 of 8

Frequency: 6

Emp Nbr	Employee Name	Column	From	To
		TRA Teaching Experience	0	1
		TRA Teaching Experience	0	1
		TRA Teaching Experience	0	1
		TRA Teaching Experience	0	1

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

The Mass Update process completed successfully.

OK

30. Verify payoff dates.

2026/09/12 15:54

42

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

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.

Reports > User Created Reports

Payroll

Save Create Report Delete Reset

Year: C Frequency: 5

Report Template

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

31. (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.

32. 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, then 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							
Cnty Dist:		ISD		Page: 1 of 1							
Name:	Emp Nbr:	Yrs Experience District:	02	Frequency:	6						
Address:	SSN:	Yrs Experience Total:	02	Pay Campus:	107						
	DOB: 07-12-1960	Yrs Prof Exper District:	23	Primary Campus:	107						
Phone:	Degree: 2	Yrs Prof Exper Total:	23	W4 Filing Status:	M						
Original Emp Date: 11-27-2000	Latest Re-Emp Date:	Creditable Year of Service:	☐	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:	jessica.fernandez@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	Payoff Date:	08-25-2027									
Primary: Y Assigned: 100.00%	Begin Date:	08-10-2026 # Months in Contract: 10									
Grade: 10T	End Date:	05-28-2027 # Days in Contract: 187									
Step: 23	Contract Amount:	\$62,300.00 # of Annual Pmnts: 12									
Sched:	Contract Balance:	\$62,300.00 Remaining Pymts: 12									
Vacant: N	Local Contract Days:	197 Hourly Rate: \$0.00									
# of Days Empld: 187	Wkly Hrs Sched: 0	Wholly Sep Amt: \$0.00									
Salary Calculation											
Annual Salary:	\$62,300.00	State Min Salary:	\$55,030.00	State Step:	20						
Pay Rate:	\$5,191.67	OT Elig:	N	Yrs in Career Ladder:	0						
Daily Rate:	\$333.15	OT Rate:	\$0.00								
Deduction Information											
Deduction Code	Net Amount	Empl Contrib	Remain Pymts	Cafe 125	Deduction Code	Net Amount	Empl Contrib	Remain Pymts	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	119,000	5,000	0	124,000	07	STATE SICK	0	5,000	0	5,000
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								
<i>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 supercede any salary amounts previously quoted.</i>											
Employee Signature				Date							

33. 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

Year: C

Frequency: 6 Pay Date: 09-25-2026 School Year: 2027 Begin Date: 09-01-2026 End Date: 09-30-2026
 TRS Month: 09 TWC Qtr: 3 Print Alt Addr: N Adj Cycle: 000

Beginning Check Nbr: 029433 Wage / Earning Statement: A - All
 Payment Method: Electronic Fund Transfer Wage / Earning Statement Line 1:
 Beginning Reference Nbr: 065989 Wage / Earning Statement Line 2:
 Print Voided Checks: ☐ Wage / Earning Statement Line 3:
 Print Bank Checks: ☐ Wage / Earning Print Bank Acct Nbr: ☐
 Sort Checks by Alpha or Campus: Alpha Deduction Register Print Emp SSN: ☐

Increment Leave

Lv Type	Description	Increment	Incr Amt
01	LOCAL LEAVE DAYS	☐	0.000
02	SCHOOL BUSINESS	☐	0.000
03	JURY LEAVE	☐	0.000
04	MILITARY LEAVE	☐	0.000
05	STATE LEAVE	☐	0.000
06	DAYS DOCKED PAY	☐	0.000
07	STATE SICK	☐	0.000
08	COMP TIME	☐	0.000
09	VACATION 226 EMPLOY	☐	0.000
10	FMLA	☐	0.000
13	VACATION 250-DAY	☐	0.000

[Select All](#) [Unselect All](#)

Deductions

Deduct Cd	Abbrev	Description	Deduct	W2 Health Care
001	WH	ADDITIONAL WITHHOLDING TAX	☒	☐
002	M1	TEXAS TEACHERS CERTIFICATION DUES	☒	☐
003	M1	TX CHILD SUPPORT SDU	☒	☐
004	HI	ACCIDENT METLIFE	☒	☐
005	M1	ASSOCIATION OF TX PROF EDUCATORS	☒	☐
006	TR	TRS BUY BACK	☒	☐
007	M1	ACT DALLAS	☒	☐
008	M1	TX CLASSROOM TEACHERS ASSOCIATION	☒	☐
009	RI	TRS-CARE SURCHARGE	☒	☐
010	M1	OKLAHOMA CHILD SUPPORT	☒	☐
011	M1	REPAYMENT TO MISD	☒	☐
012	M1	REGION 10 CERTIFICATION PROGRAM	☒	☐
014	HI	TELAMEDICINE	☒	☐
015	HI	DENTAL	☒	☐
016	HI	VISION	☒	☐

[Select All](#) [Unselect All](#)

Back Next Cancel

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

Payroll Processing > Run Payroll Payroll

Frequency: 6 School Year: 2027
 Pay Date: 09-25-2026 Adj Nbr: 0

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

STOP

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

Reverse accruals.

(If applicable) 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.

Payroll Processing > EOY Payroll Accruals Payroll

Year: C

ACCRUAL TABLE DECREMENT RUN CALCULATIONS ACCRUAL REPORTS CREATE GENERAL JOURNAL INTERFACE TO FINANCE POST TO MASTER REVERSAL FOR NON-ACCRUAL

File ID:

Accounting Period
☒ Post to Current Acct Period: 09
☐ Post to Next Acct Period: 09

Reversal Interface Transaction Date:
 JV Number:



Select	Frequency	Calculation Date	Create GJ Date	Interface Date	Posted Date	Reversal Interface Date
☒	F	08-31-2026	05-05-2026	05-05-2026	06-15-2026	

❑ 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**.