



# First Payroll of the School Year July Start LEAs



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# ASCENDER - (CRT) First Payroll of the School Year (July Start LEAs)

**Created:** 10/16/2023

**Reviewed:** 06/27/2024

**Revised:** 06/27/2024



**CAUTION:** Before July payroll, be sure that accruals will zero out for contracts ending in June and July. This should have been addressed in the [End-of-Year \(EOY\) Accruals for June Year-End LEAs](#) document.

Do not begin this process until the [Finance EOY Process](#) is complete.

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

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

[Before you begin:](#)

Terms:

Terms:

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

Verify important payroll items:

### Payroll Verification Items

Review and address the following depending on the group of employees (July or August starts) being updated.

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 the 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 <b>Original Employment Date</b> or <b>Latest Re-Employ Date</b> fields are populated.
<input type="checkbox"/> Verify if there are any changes to the <b>Employment Type, Retiree Employment Type</b> and/or <b>Sub Type</b> 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 the 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"/> Verify FICA eligibility for all employees coded Y specifically substitutes who were hired on as full-time employees (e.g., teacher). (only subs, seasonal, not students)
<input type="checkbox"/> Verify salaries, distribution codes, and whether <b>Expense 373</b> is selected for all applicable employees.
<input type="checkbox"/> Verify the <b>State Min Days</b> field on the <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Job Info</a> tab for all employees including support staff. Select the number of days closest to their <b># of Days Employed</b> .
<input type="checkbox"/> Verify that payoff dates for active employees reflect June, July, or August.

<input type="checkbox"/>	Verify deductions and remaining amounts. Deductions can either be manually entered or imported at a later time.
<input type="checkbox"/>	Verify next year payroll to budget.
<input type="checkbox"/>	Verify employee status; active or inactive.  If the employee is inactive, the <b>Termination Date</b> must be populated. Verify that an ED90 has been submitted for non-returning employees.
<input type="checkbox"/>	Verify salaries and stat min by either running a user-created report or the <a href="#">Payroll &gt; Reports &gt; Payroll Information Reports &gt; HRS6400 - Salary Verification Report</a> with <b>Pay Type 1</b> selected.
<input type="checkbox"/>	Retirees - Run a user-created report to verify the following information: <ul style="list-style-type: none"><li>• Retiree Employment Type Code</li><li>• TRS member positions</li><li>• Contract begin (09-01) and end dates (First day of school to last day of school? If same dates are used for all subs, it is easy to change from year to year). <b>Optional:</b> If FTE fluctuates during the year, retirees should be reported on a month to month basis to TRS.</li><li>• FICA Eligibility</li><li>• No TRS</li><li>• Retirees</li></ul>

## First Payroll of the School Year Process (July Start LEAs)



**Reminder:** The steps in this guide need to be addressed again in August for all employees with August contracts. Reference the [First Payroll of the School Year \(September Start LEAs\)](#) guide.

### 1. [Verify finance options.](#)

#### Verify finance options

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

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

2. [Verify payroll frequency.](#)**Verify payroll frequency**

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

The screenshot shows the Payroll interface with a green header bar. Below the header, there are two dropdown menus: 'Year' and 'Frequency'. The 'Year' dropdown is open, showing three options: 'Next Year' (selected), 'Current Year', and 'Next Year'. The 'Frequency' dropdown is set to 'F - Monthly NYR'. To the right of these dropdowns are two buttons: 'Apply' and 'Cancel'. A black arrow points from the 'Apply' button towards the right.

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

3. [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 of the necessary tables for employees with July contracts. 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 the 'Copy NYR Tables to CYR' interface. At the top, there is a breadcrumb trail: 'Next Year > Copy NYR Tables to CYR'. The interface has a green header bar with 'Payroll' and a home icon. Below the header, there is a 'Year: N' dropdown. The main content area is titled 'COPY NEXT YEAR TABLES'. It contains a table with the following rows: '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 row has a checkbox and a three-dot menu icon. To the right of the table are two buttons: 'Execute' and 'Select All Tables'.

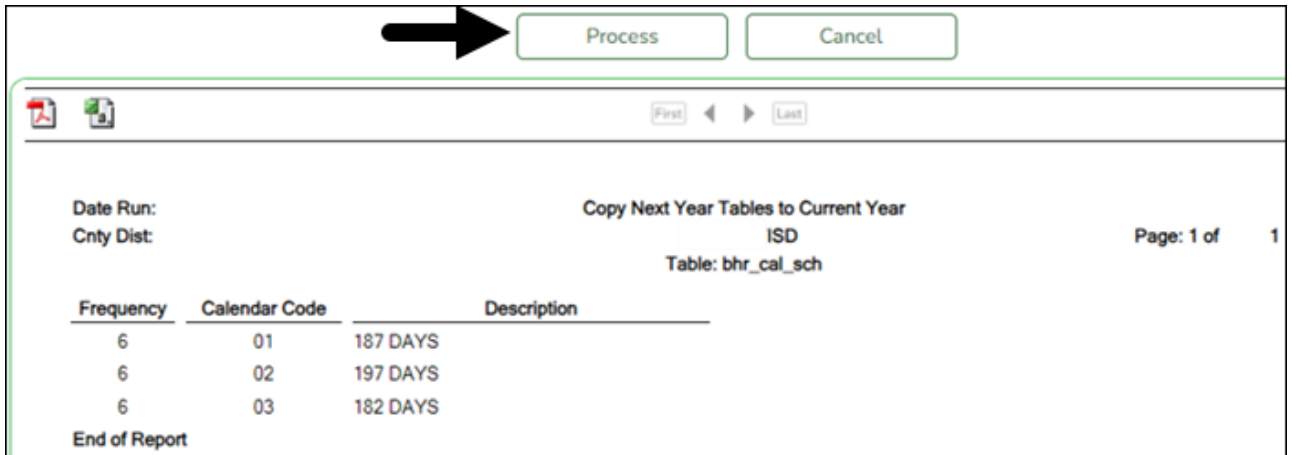
- Click **Select All Tables** to select all of the tables.

OR

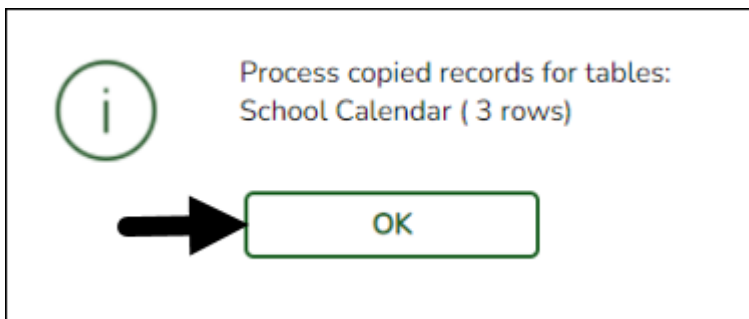
- Select  next to the table(s) you want to include.
- Select  again to unselect a table.



- Click  for the **School Calendar**. The School Calendars list is displayed. Select all of the necessary calendars.
- Click **OK**. All of the selected calendar codes are displayed in the **School Calendar** field.
- Click **Execute**. Only the selected tables are processed. As the reports are generated, click **Process** for each table. [Review the reports](#).



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 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.

#### 4. [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 with July contracts 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**.

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

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

Select **Preview Changes**.

Click **Execute**. Review the list and click **Process**.

### 5. [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).

Year: **Current Year** (dropdown menu open with 'Current Year' selected)  
 Frequency: 6 - Monthly CYR  
 [Apply] [Cancel]

- 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.

6. Update District HR options.

**Update District HR options**

[Payroll > Tables > District HR Options](#)

Update the **Payroll Clearing Fund/Year** field. It should be set to 163/X or 863/X.



**Reminder:** The first pay date of the school year should be a September pay date, even for July start LEAs.

Tables > District HR Options | Payroll

Save

**HR OPTIONS**

Retrieve [ ] Print [ ]

TRIS District ID: 4256  
 Federal ID Number (EIN): 52-9200984  
**Payroll Clearing Fund/Year: 199/5**  
 TWC District ID: 699932673  
 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 PR 95  
 Leave Code for State Personal: 08 STATE PERSON  
 Update Actual Hours From Payroll Processing:

Calculate Accrual Salaries:   
 Check Amount - Alpha:   
 Summarize Benefits Interface:   
 Supplemental Tax Rate: 25.00%  
 Standard Hours per Workday: 7.5  
 Max Gross Amt for District: 25,000.00  
 Auto Assign Employee Number:   
 Next Available Employee Number: 001486  
 School Year for PEIMS Codes: 2024  
 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: 6118  
 Para-Professional/Hourly: 6128  
 Other: [ ]

**TEA Health Ins Contribution**

Payroll	Amount	Obj	Subj
Payroll 4:	0.00	[ ]	[ ]
Payroll 5:	0.00	[ ]	[ ]
Payroll 6:	0.00	[ ]	[ ]

**First Pay Date of School Year**

Payroll 4: [ ]  
 Payroll 5: [ ]  
 Payroll 6: 09-25-2023

**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 new (upcoming) school year prior to the **First Pay Date of the School Year**.

[Additional first pay date notes](#)

### Fiscal Year versus School Year

- 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.

Click **Save**.

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

#### Enter school year pay dates

[Payroll > Tables > Pay Dates](#)

Enter pay dates for the new 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).

Tables > Pay Dates Payroll

Year: C

Start Pay Date:

Delete	Details	School Year	Pay Date	Begin Date	End Date	TRS Month	TWC Quarter	Print Alternate Address
<input type="checkbox"/>	<input type="checkbox"/>	2025	08-25-2025	08-01-2025	08-31-2025	08	3	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	07-25-2025	07-01-2025	07-31-2025	07	3	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	06-25-2025	06-01-2025	06-30-2025	06	2	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	05-26-2025	05-01-2025	05-31-2025	05	2	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	04-25-2025	04-01-2025	04-30-2025	04	2	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	03-25-2025	03-01-2025	03-31-2025	03	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	02-25-2025	02-01-2025	02-28-2025	02	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	01-24-2025	01-01-2025	01-31-2025	01	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	12-20-2024	12-01-2024	12-31-2024	12	4	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	11-22-2024	11-01-2024	11-30-2024	11	4	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	10-25-2024	10-01-2024	10-31-2024	10	4	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	09-25-2024	09-01-2024	09-30-2024	09	3	<input type="checkbox"/>

First  / 1 Last

8. Complete the accrual calendar.

**Complete the accrual calendar**

**Log on to the current year pay frequency.**

Payroll > Tables > Accrual Calendars > Accrual Calendar

If applicable or if your LEA processes monthly accruals, verify the accrual calendar for employees with July contracts. This may be necessary if you accrue any employees working longer than 10 months, for example, you have an 11-month employee.

- 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.

Tables > Accrual Calendars Payroll

Save

**ACCRUAL CALENDAR**

Retrieve Print

Delete	Details	Accrual Code	Total Days Worked
		A	187.0
		C	182.0
		D	202.0
		P	159.0
		T	197.0

Delete	Pay Date	Days Worked
	09-25-2024	33.00
	10-25-2024	22.00
	11-22-2024	16.00
	12-20-2024	15.00
	01-24-2025	19.00
	02-25-2025	19.00
	03-25-2025	16.00
	04-25-2025	21.00
	05-26-2025	21.00
	06-25-2025	5.00
	07-25-2025	0.00
	08-25-2025	0.00

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.

9. 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.

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

Fund	Fund Description	TRS Grant Cd
199	GENERAL OPERATING	<input type="text"/>
205	HEAD START	<input type="text"/>
211	TITLE I	<input type="text" value="11"/>
224	IDEA B - FORMULA	<input type="text" value="24"/>
225	IDEA B - PRESCHOOL	<input type="text" value="25"/>
226	HIGH COST FUNDS	<input type="text" value="26"/>
240	CHILD NUTRITION	<input type="text"/>
242	SUMMER FEEDING	<input type="text"/>
244	EFFECTIVE ADV IMPLEMENTATION	<input type="text" value="44"/>
255	TITLE II	<input type="text" value="55"/>
263	TITLE III	<input type="text" value="63"/>
279	TCLAS-ESSER III	<input type="text" value="79"/>
282	Not in Finance File ID: C	<input type="text" value="82"/>
288	SCHOOL SAFETY STANDARDS GRANT	<input type="text"/>
289	TITLE IV	<input type="text" value="36"/>

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.

10. [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. Review for employees with July contracts.

Reports > Payroll Information Reports > Account Code Comparison Payroll

Preview PDF CSV Clear Options

Payroll Information Reports HRS6000 - Account Code Comparison

- [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](#)

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	

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
199-11-6119.00-001-511000	000125	BLOUNT, BARBARA A	0499 - TEACHER
199-11-6119.00-001-511000	000355	DILLMAN, DAYLON SERIO	0499 - TEACHER
199-11-6119.00-001-511000	000413	FAUGHTENBERRY, DONNA C	0499 - TEACHER

- o Review the report and correct all of the errors.
- o 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:

- o If there are accounts that have a 4 for July and August start employees, perform a mass update of HR 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 [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.
- o 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:	Payroll Account Code Comparison	Program: HRS6000
Cnty Dist:	ISD	Page: 1 of 1
		Frequency: 6

11. [Generate the Employee Payroll Listing report.](#)

### Generate the Employee Payroll Listing report

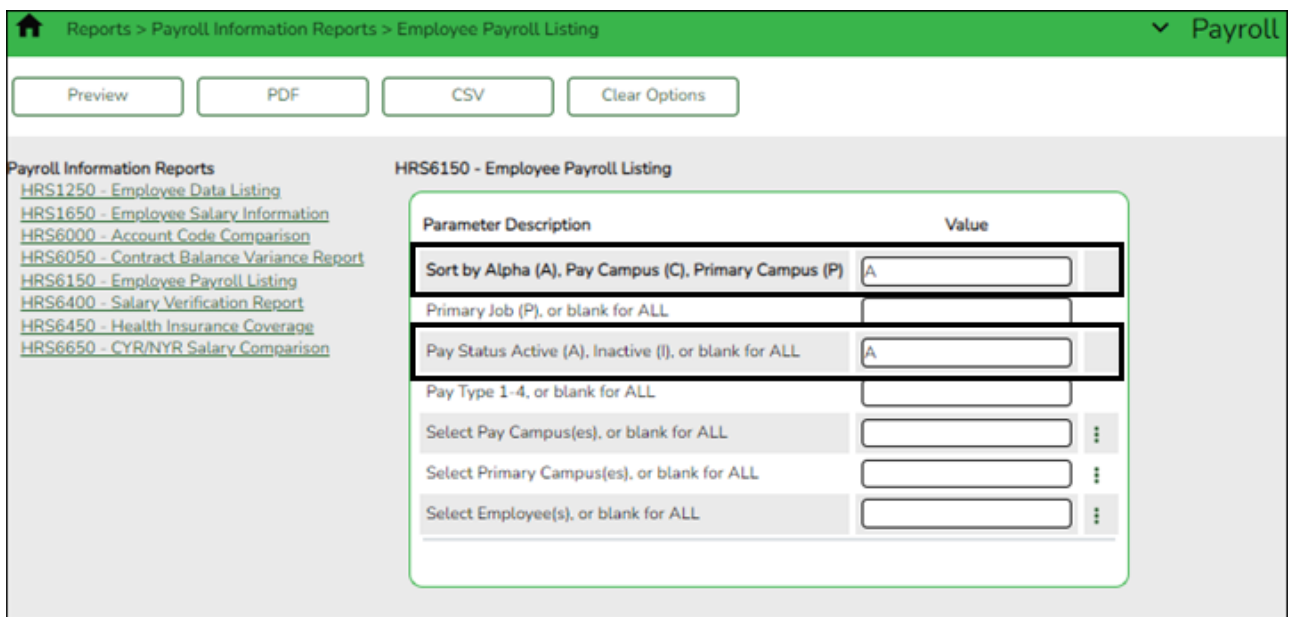
[Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing](#) or a User Created Report

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. Review for employees with July contracts. Verify that all current employees are listed.

Verify that distribution information has been updated for July contracts before the employees start their pay in the new fiscal year.



12. [Correct necessary payroll errors.](#)

**Correct necessary payroll errors**

[Payroll > Utilities > Pre-Edit Payroll Data](#)

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

- 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 July pay date.)
- Click **Execute**. Review the report.

Emp Nbr	Employee Name	Error Message
000046	AUSSEM, AMY J	JOB CODE: 0412 - TRS YEAR SELECTED FOR EMP HAS CONTRACT MONTH LESS 11
Total Employee Errors: 1		
000203	CAPO, BRYCE L	JOB CODE: 0204 - LOCAL PAY STEP IS EQUAL TO SPACES
Total Employee Errors: 1		
000284	COX, CHRISTY K	JOB CODE: 0300 - LOCAL PAY STEP IS EQUAL TO SPACES
Total Employee Errors: 1		

- Click **OK**. Repeat the process until all of the necessary errors are corrected.

13. [Address leave.](#)

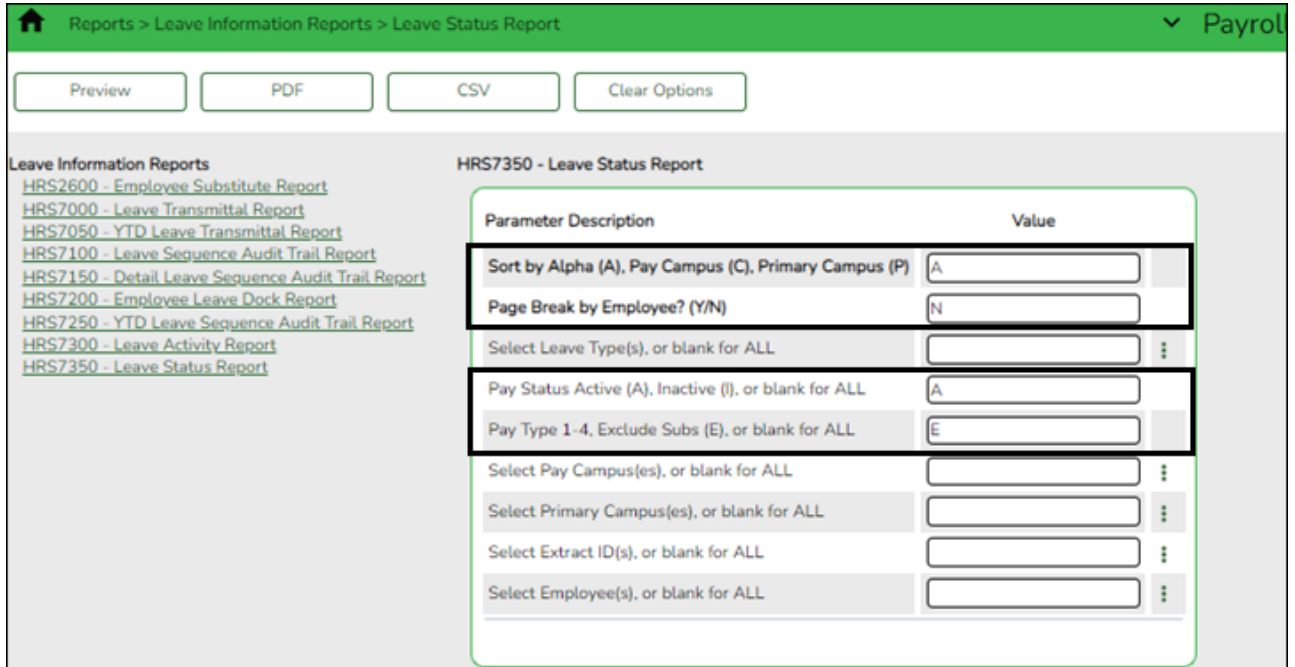
**Address leave**

[Payroll > Utilities > Mass Update > Leave](#)

If applicable, follow your LEA's local policy guidelines to determine when to update leave

balances for employees with July contracts.

☐ 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

**Payoff Date:**

**Pay Campus:** All

**Frequency:** 6 Monthly CYR

**Contract Begin Date:**

**Salary Concept:** All

**Contract End Date:**

**Extract ID:**

**Contract Months:**

**Employee Nbr:**

**Method**

Zero Leave Values for Employees

Add Leave Code to Employees

Delete Leave Code from Employees

Increment Leave Earned to Employees

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

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"/>

- 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 2023-2024 ending balances are rolled to the beginning balance fields for the 2024-2025 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 Reset

**Pay Type:** E Exclude Substitute

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:

Contract End Date:

Salary Concept: All

Contract Months:

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 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

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

Payoff Date:

Pay Campus: All

Frequency: 6 Monthly CYR

Contract Begin Date:

Salary Concept: All

Contract End Date:

Extract ID:

Contract Months:

Employee Nbr:

Reset

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**

Begin Balance: .000 Leave Earned: .000

Leave Used: .000 Ending Balance: .000 Update Ending Balance

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

Year: C Frequency: 6

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

Payoff Date:

Pay Campus: All

Frequency: 6 Monthly CYR

Contract Begin Date:

Salary Concept: All

Contract End Date:

Extract ID:

Contract Months:

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

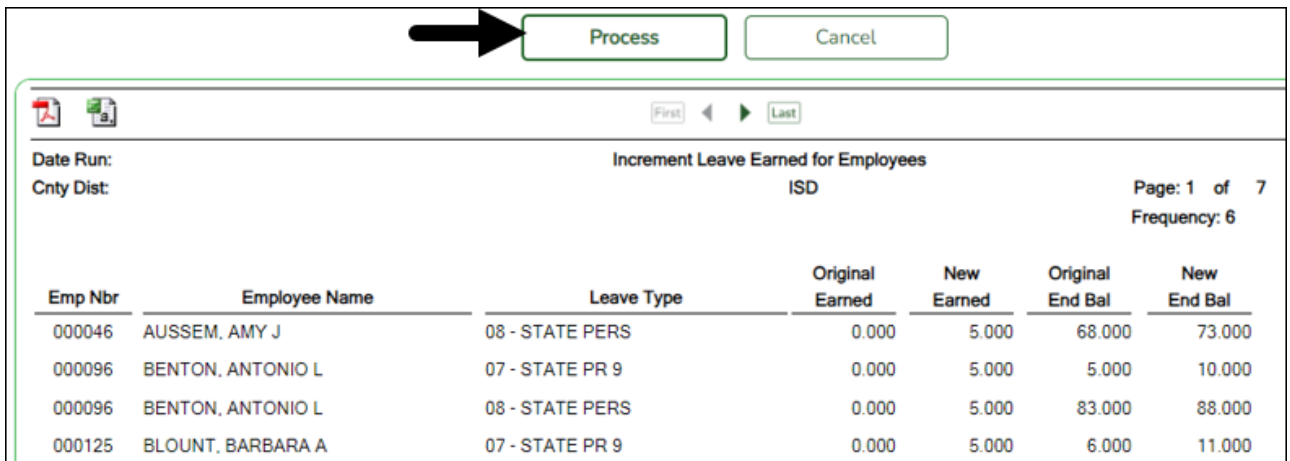
**Increment Leave Earned to Employees**

Type	Description	Leave Earned	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**.



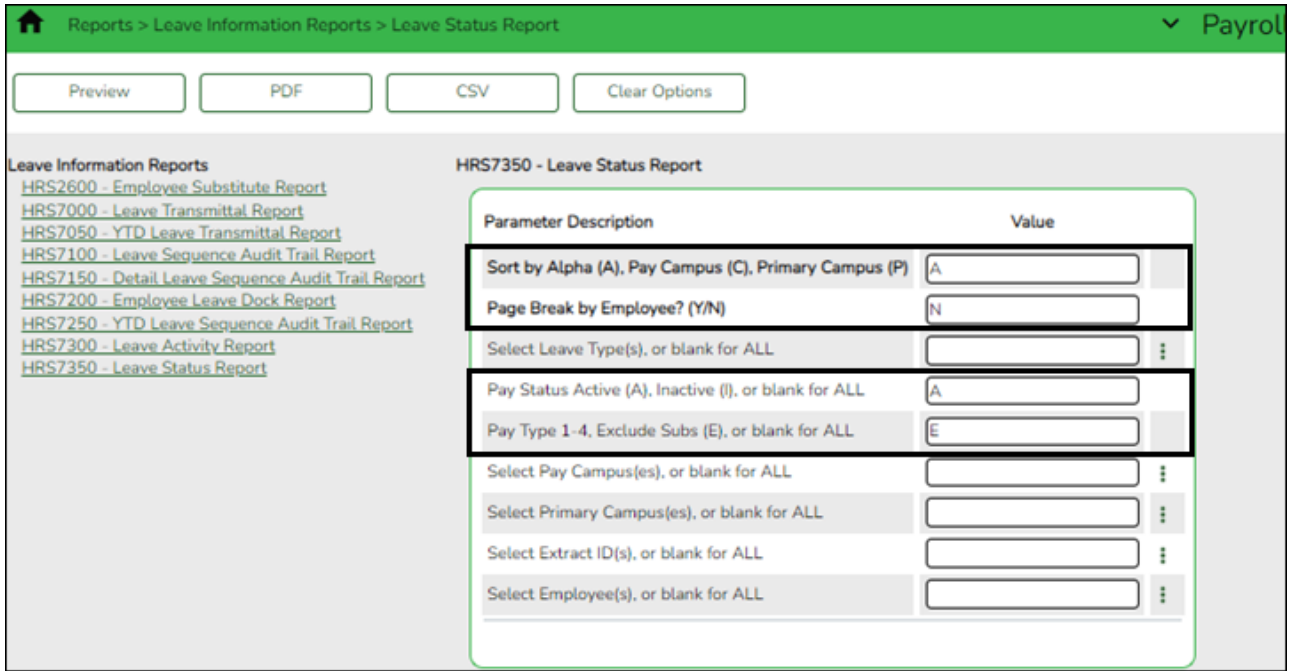
The screenshot shows a software interface with a 'Process' button highlighted by a black arrow. Below the button is a report window titled 'Increment Leave Earned for Employees' with the following data:

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.



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.

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

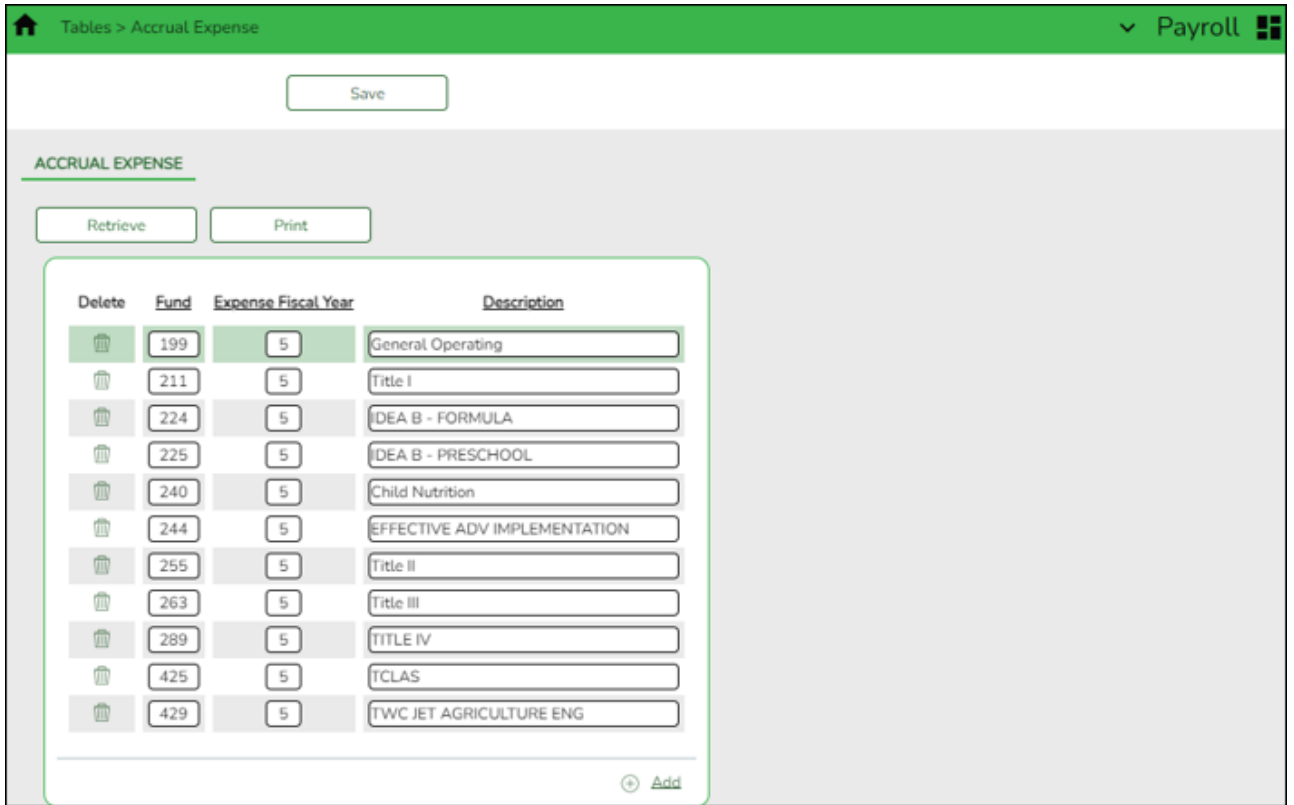
**(If applicable) Verify the accrual expense table**

[Payroll > Tables > Accrual Expense](#)

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) for employees with July contracts.

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





15. [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 them 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 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
000046	AUSSEM, AMY J	0412	2,465.25	12	29,583.00	29,000.00	-583.00
Campus Variance:		Campus Jobs with Variance:		1	Campus Avg. Variance:		583.00
Total All Variance:		Total Jobs with Variance:		1	Avg. Variance All:		583.00

End of Report

16. [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](#)

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy. Review for employees with July contracts.

Reports > Personnel Reports > Employee Verification Report Payroll

Preview PDF CSV Clear Options

**Personnel Reports**

- [HRS1100 - Employee Verification Report](#)
- [HRS1250 - Employee Data Listing](#)
- [HRS1650 - Employee Salary Information](#)

**HRS1100 - Employee Verification Report**

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 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 25		
							Frequency: 6		
Emp Nbr	Employee Name	Emp Date	Emp Status	Pay Status	Job Code				
Sex	Address	Term Date	Term Reason	Pay Campus	Primary Campus				
Birth Date	City State Zip	Pro Yrs Exp	Non-Pro Yrs Exp	Ext Lv Beg	St Step	GRD/LVL	/Sched		
	Telephone	In Dist	In Dist	Ext Lv End	Payoff Date	Pay Type	Pay Rate		
					TRS Beg Date	Annual Sal			
000046	AUSSEM, AMY J	08-03-2022	2 - Active auxiliary per	1 - Active	0412 - RECEPTIONIST				
F	21994 FIFTH AVENUE			<input type="checkbox"/>	001 - 001 Ascender High	001 - 001 Ascender High School			
06-01-1959	Alamo City TX 28094		18		08-25-2025	100%	005	/	18 /
			01		08-01-2003	29,583.00	2		2,465.25
000096	BENTON, ANTONIO L	08-01-1989	1 - Active professional	1 - Active	0499 - TEACHER				
F	7035 FIFTH AVENUE			<input type="checkbox"/>	102 - 102 Ascender Elem 03-06	102 - 102 Ascender Elem 03-06			
01-30-1967	Alamo City TX 28094	34			08-25-2025	100%	20	001	/ 30 /
	(555)461-0986	34			08-01-1989	72,000.00	1		6,000.00
000125	BLOUNT, BARBARA A	08-01-1994	1 - Active professional	1 - Active	0499 - TEACHER				
M	FIFTH AVENUE			<input type="checkbox"/>	041 - 041 Ascender Middle	041 - 041 Ascender Middle School			
10-05-1970	Alamo City TX 28094	29			08-25-2025	100%	20	197	/ 29 /
	(555)513-7537	29			08-01-1994	83,633.00	1		6,969.42

17. (If necessary) Mass update employee experience.

### (If necessary) Mass update employee experience

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

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

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.



- This process must be completed prior to the PEIMS fall submission.
- The **Prof Experience Yrs** and **Non-Prof Experience Yrs** should be incremented in separate instances.

### Total (Prof) Experience:

The screenshot shows the 'Personnel' mass update interface. The 'Parameters' section is highlighted with a box, showing 'Pay Status' set to 'Active', 'Pay Type' set to '1 Contracted employee', and 'Job Code' set to 'All'. The 'Update Experience' section is also highlighted, showing 'Total (Prof) Experience' and 'District (Prof) Experience' both checked, with 'If Employment Date <' set to '01-19-2024'. The 'Increment' dropdown is set to 'Increment'. An arrow points to the 'Execute' button.

**Total (Non-Prof) Experience:**

The screenshot shows the 'Personnel' mass update interface. The 'Parameters' section is highlighted with a box, showing 'Pay Status' set to 'Active', 'Pay Type' set to '2 Non-contracted emp', and 'Job Code' set to 'All'. The 'Update Experience' section is also highlighted, showing 'District (Non-Prof) Experience' and 'Total (Non-Prof) Experience' both checked, with 'If Employment Date <' set to '01-19-2024'. The 'Increment' dropdown is set to 'Increment'. An arrow points to the 'Execute' button.

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.

18. [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. Review for employees with July contracts.

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Include Reports (Select From List)	YY,N,YY,YY,N,Y
Include SSN on Report? (Y/N)	N
Include Number of Days Employed / in Contract on Report? (Y/N)	Y
Print Signature Statement - New (1), Original (2), or None(3)	2
Enter New Signature Statement	
Pay Status Active (A), Inactive (I), or blank for ALL	
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	
E-mail Subject	
E-mail Message	

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

Date Run:		Employee Salary Information		Program: HRS1650							
Cnty Dist:		ISD		Page: 1 of 1							
Name: ANTONIO L BENTON	Emp Nbr: 000096	Yrs Experience District:	Frequency:	6							
Address: 7035 Fifth Avenue	SSN:	Yrs Experience Total:	Pay Campus:	102							
Alamo City, TX 28094	DOB: 01-30-1967	Yrs Prof Exper District:	35 Primary Campus:	102							
Phone: (555) 461-0986	Degree: 1	Yrs Prof Exper Total:	35 W4 Filing Status:	M							
Original Emp Date: 08-01-1989	Latest Re-Emp Date:	Creditable Year of Service:	<input type="checkbox"/> Nbr Exempts:	0							
Estimated Annual Salary: \$0.00	Retirement Date:	Extract ID:	CTR								
W4 Multi-Job: N W4 Nbr Children Under 17: 0	W4 Nbr Other Dependents: 0	Work Email:									
W4 Other Income: \$0.00	W4 Other Deductions: \$0.00	W4 Other Exemptions: \$0.00									
Emergency Contact Information											
Name: JM	Relationship: HUSBAND	Phone: (555) 234-3429	Ext:								
Notes:											
Job Information											
Job: TEACHER	Payoff Date:	08-25-2025									
Primary: Y Assigned: 100.00%	Begin Date:	08-14-2024	# Months in Contract:	10	TRS Status: 1 - Eligible						
Grade: 001	End Date:	06-06-2025	# Days in Contract:	187	TRS Position: 02 - Teacher, librarian						
Step: 30	Contract Amount:	\$72,000.00	# of Annual Pmnts:	12	Retiree Excpn: -						
Sched:	Contract Balance:	\$72,000.00	Remaining Pymts:	12	FICA Eligibility: M - Subject to medicare						
Vacant: N	Local Contract Days:	187	Hourly Rate:	\$0.00	WC Code: A						
# of Days Empld: 187	Wkly Hrs Sched:	38	Wholly Sep Amt:	\$0.00							
Salary Calculation											
Annual Salary: \$72,000.00	State Min Salary: \$54,540.00	State Step:	20								
Pay Rate: \$6,000.00	OT Elig: N	Yrs in Career Ladder:	1								
Daily Rate: \$385.03	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	\$200.00	\$0.00	99	N	109 - DIST PD LIFE INSURANCE	\$0.00	\$3.25	99	N		
113 - M D LIVE	\$0.00	\$10.25	99	Y	220 - HARTFORD CHILDREN LIFE W//	\$1.70	\$0.00	99	N		
221 - HARTFORD EMPLOYEE W// AD&D	\$94.00	\$0.00	99	N	225 - MEDICAL TRANSPORTATION	\$14.00	\$0.00	99	N		
228 - U.S.OMNI	\$450.00	\$0.00	99	N							
Leave Information											
Type	Description	Beg Bal	Earned	Used	End Bal	Type	Description	Beg Bal	Earned	Used	End Bal
04	JURY DUTY	0	0	0	0	05	SCH BUS/WO	0	0	0	0
07	STATE PR 9	5,000	5,000	0	10,000	08	STATE PERS	83,000	5,000	0	88,000
09	LOCAL/CURR	0	0	0	0	10	DONATIONS	0	0	0	0
11	COMP TIME	0	0	0	0						
Bank Information											
Bank	Bank Acct Nbr	Bank Acct Type	Bank Acct Amt								
001 - INDEPENDENT BANK	*****6227	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 supercede any salary amounts previously quoted.											
Employee Signature _____											
Date _____											

19. 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. Review for employees with July contracts.

Payroll Processing > Run Payroll Payroll

Frequency: 6 Pay Date: 2024 School Year: 2025 Begin Date: -2024 End Date: -2024  
TRS Month: 09 TWC Qtr: 3 Print Alt Addr: N Adj Cycle: 000

Beginning Check Nbr: 048702 Wage / Earning Statement: A - All  
Payment Method: Electronic Fund Transfer Wage / Earning Statement Line 1:  
Beginning Reference Nbr: 144897 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: Campus Deduction Register Print Emp SSN:

**Increment Leave**

Lv Type	Description	Increment	Incr Amt
01	INVALID	<input type="checkbox"/>	0.000
02	LOCAL PR 91	<input type="checkbox"/>	0.000
03	LOCAL PR 95	<input type="checkbox"/>	0.000
04	JURY DUTY	<input type="checkbox"/>	0.000
05	SCH BUS/WORK	<input type="checkbox"/>	0.000
06	INVALID	<input type="checkbox"/>	0.000
07	STATE PR 95	<input type="checkbox"/>	0.000
08	STATE PERSON	<input type="checkbox"/>	0.000
09	LOCAL/CURREN	<input type="checkbox"/>	0.000
10	DONATIONS	<input type="checkbox"/>	0.000
11	COMP TIME hrs only	<input type="checkbox"/>	0.000
12	ADMINISTRATION APROV	<input type="checkbox"/>	0.000
13	DONATED DAY	<input type="checkbox"/>	0.000

**Deductions**

Deduct Cd	Abbrev	Description	Deduct	W2 Health Care
001	WH	ADDITIONAL WITHHOLDING TAX	<input checked="" type="checkbox"/>	<input type="checkbox"/>
002	M1	WAGE GARNISHMENTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
003	M1	KAUFMAN CO DISTRICT ATTORNEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
004	CU	CREDIT UNION OF TEXAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005	UD	TX FEDERATION OF TEACHERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
006	TC	AETNA LONG TERM CARE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
007	UD	ATPE DUES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
008	M2	ALTERNATIVE CERTIFICATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>
009	AN	AVIVA LIFE INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
010	LI	MUTUAL OF OMAHA LIFE INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
011	LI	AMERICAN FIDELITY LIFE INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012	AN	LSW LIFE INSURANCE CO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
013	UD	TSTA DUES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
014	LI	TEXAS LIFE INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
015	M3	TRS SERVICE PURCHASE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
016	M1	HUNT CO DISTRICT COURT	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Back Next Cancel



After completing the above steps for July-start employees, proceed to the [First Payroll of the School Year \(September Start LEAs\)](#) document and complete the necessary steps for employees with August contracts.