



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



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

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**Reviewed:** 06/27/2025

**Revised:**



**CAUTION:** Before addressing the steps in this guide:

- If applicable or if your LEA uses monthly accruals, ensure that the [End-of-Year \(EOY\) Accruals for June Year-End LEAs](#) process is complete.
- Ensure that 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 for July start LEAs. All steps in this guide are based on the [First Payroll of the School Year \(September Start LEAs\)](#) guide. This version has been specifically formatted for July Start LEAs.

**Note:** Certain steps in this guide must be reviewed again as each group of employees begins their new pay cycle (e.g., July, August, and September contract start dates).

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

- 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   |
|-------------------------------------|---|
| <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 the applicable Payroll verification items. This should be completed before each group of employees start their new pay for the new year.

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

|   |
|---|
| <input type="checkbox"/> Verify that service records were created and/or updated with leave.  |
| <input type="checkbox"/> Verify that <b>Distribution</b> codes are accurate and reflect the correct fiscal year.  |
| <input type="checkbox"/> Verify that the applicable <b>Distribution</b> codes have a federal <b>Fund to Grant Code</b> . (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 <b>Begin</b> and <b>End Dates</b> are within the applicable school year.  |
| <input type="checkbox"/> Verify the <b>Number of Days Employed</b> .  |
| <input type="checkbox"/> Verify the <b>% of Day Assigned</b> (Did employees change from part-time/full-time?)   |
| <input type="checkbox"/> Verify the <b>Number of Months</b> in the contract.  |
| <input type="checkbox"/> Verify the <b>Number of Payments</b> and <b>Number of Remaining Payments</b> .   |
| <input type="checkbox"/> Verify TRS eligibility using the View Employee Information screen in the TRS RE Portal.  |
| <input type="checkbox"/> Verify the employees who are coded Non-TRS eligible (should only be seasonal, subs, retirees, etc.)  |
| <input type="checkbox"/> Verify unemployment. Per the TASB May 2017 newsletter, superintendent wages are now subject to unemployment. Student workers are the only exempt exceptions.   |
| <input type="checkbox"/> Reference the <a href="#">FICA/Medicare - Quick Reference</a> to verify FICA eligibility for all employees coded Y specifically substitutes who were hired as full-time employees (e.g., teacher). (only subs, seasonal, not students) |
| <input type="checkbox"/> Verify salaries, distribution codes, and whether <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 <b>Payoff Dates</b> for active employees reflect June, July, or August.   |
| <input type="checkbox"/> | Verify new <b>Deductions</b> . Deductions can either be manually entered or imported.   |
| <input type="checkbox"/> | Verify next year payroll to budget.   |
| <input type="checkbox"/> | Verify employee status; active or inactive.<br><br>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 State Minimum salary 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"/> | Subs - Run a user-created report to verify the following information: <ul style="list-style-type: none"> <li>• TRS Member Positions</li> <li>• Contract Begin and End Dates (First day when sub begins work for the school year through last day of school)</li> <li>• FICA Eligibility</li> <li>• No TRS</li> </ul>  |
| <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 and End Dates (First day when retiree begins work for the school year through last day of school)</li> <li>• FICA Eligibility</li> <li>• No TRS</li> </ul>                              |
| <input type="checkbox"/> | Use the <a href="#">August TRS Reporting Process</a> guide to address TRS reporting for August.   |
| <input type="checkbox"/> | If applicable and not addressed in the August TRS Reporting Process, address August adjustment days.  |
| <input type="checkbox"/> | Ensure that auxiliary role IDs are set up for applicable employees. This task is included in the <a href="#">TSDS PEIMS Fall Submission Data for Business</a> guide. It is important to verify that this field and additional business data for Fall PEIMS for applicable staff are reported accurately. All business-related data that is reported for Fall PEIMS is listed in the linked guide. |

### EOY Flowchart for July Start LEAs

## First Payroll of the School Year (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.

**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.

The screenshot shows the 'District Finance Options' form. The 'FINANCE OPTIONS' tab is active. The 'School Year' field is set to '2025-2026'. Other fields include 'Current Finance Fiscal Year' (6) and 'Previous Year File ID' (5). The 'Purchasing Options' section has 'Print Federal ID Number on PO' and 'Use Automatic CYR Requisition Number Assignment' checked.

## 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**.

The screenshot shows the 'Payroll' form. The 'Year' dropdown menu is open, showing 'Current Year' and 'Next Year' options. The 'Frequency' is set to '6 - Monthly CYR'. An arrow points to the 'Apply' button.

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

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## Prepare NYR payroll for move to CYR

Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

### [Payroll > Reports > User Created Reports](#)

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.
- Identify all employees with 11, 12, and/or 13 in the **# of Months in Contract** field on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab as these are the employees that will be moved. Before July payroll, the first group should be 12-month employees with July contracts, before August payroll, the second group should be 11-month employees with August contracts, and then before September payroll, it should be 10-month employees with September contracts.

**Note:** If changes are required, you can continue to update data when it is moved to the Current Year frequency.

- Verify payoff dates in the next year payroll frequency. You may use the above criteria to copy employee data from next year to current year.
- Verify that Distribution information has been updated for those employees being moved. It is important that only the specified groups are moved to the Current Year frequency at the appropriate times (July contracts before July payroll, August contracts before August payroll, and September contracts before the September payroll), as each group starts their pay in the new fiscal year.

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### [Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing](#)

Generate the HRS6150 report to verify the pay status of applicable employees. Employees being moved must have an *Active* pay status. Ensure that any employees who should not be moved at this time are set to *Inactive*. For example, when moving the July contracts, you want the 11- and 10-month employees to be set to *Inactive* at that time. As you move each group, ensure all employees who do not need to be moved to the Current Year frequency are set to *Inactive*. The status is updated in the [Payroll > Maintenance > Staff Job/Pay Data > Pay Info](#) tab.

Print and/or save this report.

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

Use the Pay Info tab to inactivate an employee. 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).

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

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

### Copy NYR tables to CYR

Do not copy all tables at this time. Review only for employees with July contracts who receive their first paycheck in July. Only copy tables that are applicable to the group of employees currently being moved. For example, when updating Current Year payroll information for the July employees, only move specific table information for July contracts. This process will be repeated in August for employees with August contracts and then in September for employees with September contracts.

### Log on to the next year payroll frequency.

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

Copy the necessary school calendar information from Next Year to Current Year. The school calendars should be moved at the same time as a specific group of employees are moved from Next Year to Current Year. For example, if you are moving July contract employees to the current year payroll, only move workday/school calendars for July contract employees to current year payroll, etc.



**CAUTION:** Take caution when moving tables from the Next Year frequency to the Current Year. Keep in mind that selecting the main checkbox indicates that you want all tables selected for the move; however, you can select the ellipsis for each table and select more specific options.

Next Year > Copy NYR Tables to CYR Payroll

Year: N Frequency: F

**COPY NEXT YEAR TABLES**

Execute Select All Tables

|                             |                    |                                     |   |
|-----------------------------|--------------------|-------------------------------------|---|
| Accrual Calendar            |                    | <input type="checkbox"/>            | : |
| Extra Duty Pay              | 10, 14, 23, H1, D2 | <input type="checkbox"/>            | : |
| Hourly / Daily Salary       |                    | <input type="checkbox"/>            | : |
| Job Code                    | AD1                | <input type="checkbox"/>            | : |
| Local Annual Salary         |                    | <input type="checkbox"/>            | : |
| Midpoint Salary             |                    | <input type="checkbox"/>            | : |
| School Calendar             | 01,TR              | <input checked="" type="checkbox"/> | : |
| State Minimum Salary        |                    | <input type="checkbox"/>            | : |
| Substitute Salary           |                    | <input type="checkbox"/>            | : |
| Workers' Compensation Rates |                    | <input type="checkbox"/>            | : |

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

OR

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

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

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

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

Process Cancel

First < > Last

Date Run: Copy Next Year Tables to Current Year  
 Cnty Dist: ISD Page: 1 of 1  
 Table: bhr\_cal\_sch

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

End of Report

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



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

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

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

### Copy active staff to the CYR

Complete this step only for employees with July contracts who receive their first paycheck in July. Use the list of employees from the User Created report run on Step 3. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

**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.**



**CAUTION:** 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.

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**.

6. [Change to the current year frequency.](#)

### Change to the current year frequency

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

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



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

7. Update District HR options.

**Update District HR options**

Payroll > Tables > District HR Options

Update only the the **Payroll Clearing Fund/Year** field.

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



**Reminder:** The **First Pay Date of the School Year** field should be a September pay date, even for July start LEAs. Do not change this date at this time, it will be updated in a later step.

The screenshot shows the 'District HR Options' form. The 'Payroll Clearing Fund/Year' field is highlighted with a black box and contains the value '163/X'. Other visible fields include TRS District ID (4321), TWC District ID (987654321), Use Direct Deposit (E - Electronic Funds Transfer), TRS Cost Education Index (1.0000), Distributions Built By Amt or % (A - Amount), Apply Leave Used or Earned First (E - Earned First), Leave Code for State Sick (03 SICK LEAVE BANK), and Leave Code for State Personal (01 STATE PERSONAL). There are also checkboxes for 'Calculate Accrual Salaries', 'Check Amount - Alpha', 'Summarize Benefits Interface', 'Standard Hours per Workday' (8.0), 'Max Gross Amt for District' (20000.00), 'Auto Assign Employee Number', 'Next Available Employee Number' (001000), 'School Year for PEIMS Codes' (2025), 'Use Emp Nbr or SSN in EFT File' (E - Employee Nbr), and 'Set Demo Alpha Fields to Uppercase'.



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

## 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**.

### 8. [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

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

First  / 3

9. [Generate the Account Code Comparison report.](#)

**Generate the Account Code Comparison report**

Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

[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. Verify for the applicable group of employees currently being moved from NY payroll to CY.



**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) for July payroll.

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                  |       |

First ◀ ▶ Last

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                    |
|---------------------------|---------|------------------------|-----------------------------|
| 281-11-6119.00-999-699000 | 000006  | ACHIMON, AARON JAY     | 0178 - WWE REG ED TEACHER   |
| 281-11-6119.00-999-699000 | 001267  | PARSONS, MAUREEN GENE  | 0001 - TEACHER              |
| 281-11-6119.00-999-699000 | 001729  | WALTHALL, TERRY SHERYL | 0316 - MTSS/504 FACILITATOR |

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

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

- If there are accounts that have a 5 for July and August start employees, perform a mass update of Payroll distributions. You can either mass update records by fund/year using the [Payroll > Utilities > Mass Change Payroll Account Codes > Mask Crosswalk](#) page **OR** mass update all records 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. 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     |

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

### **Generate the Employee Payroll Listing report**

Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

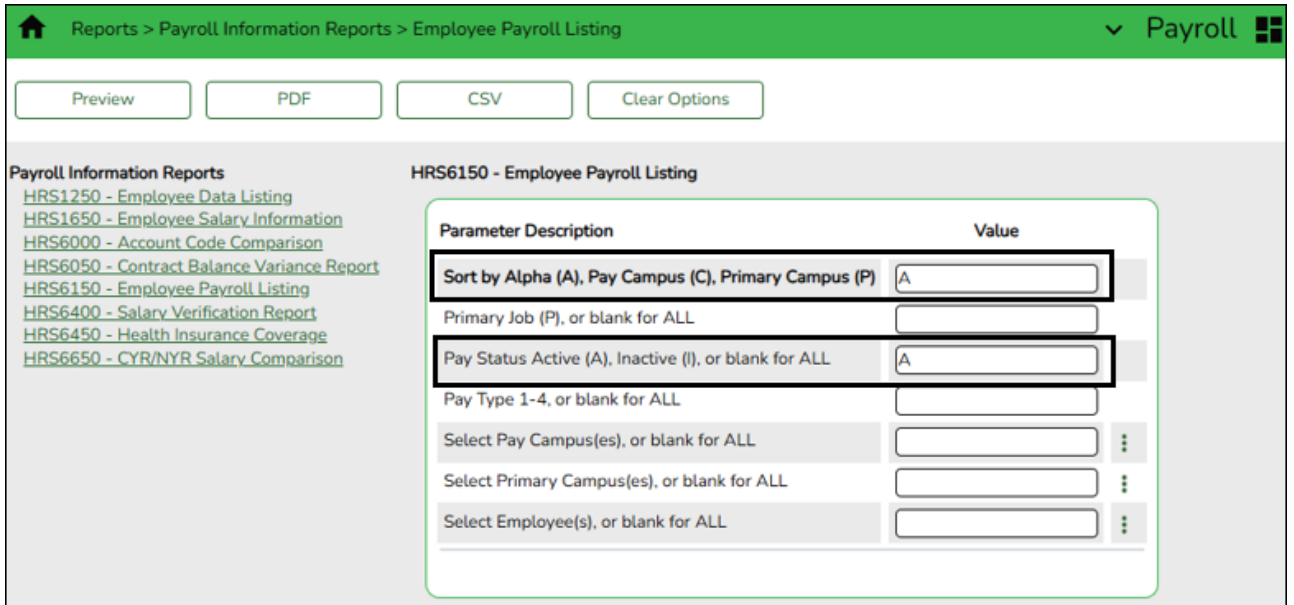
[Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing](#) or a User Created Report

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 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.



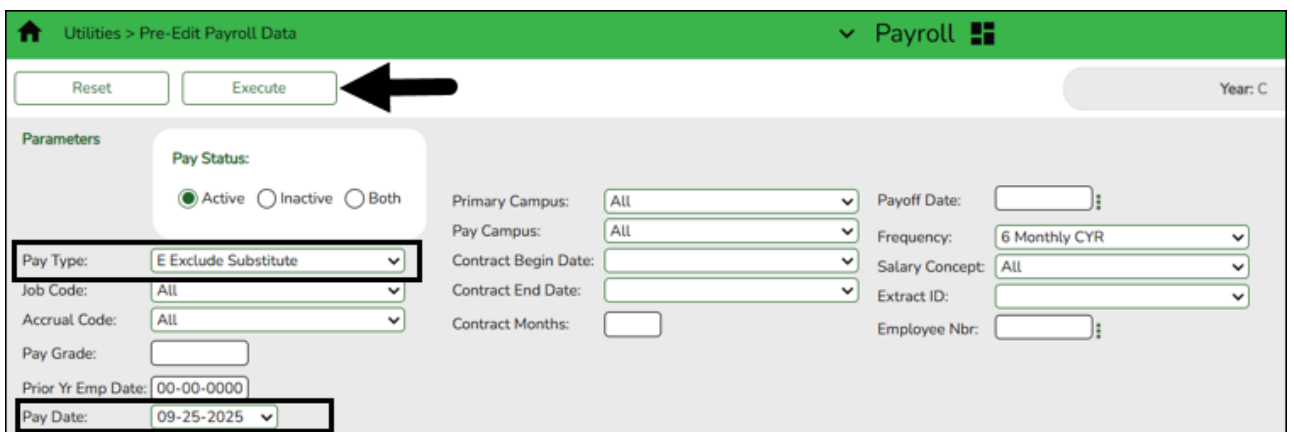
11. [Correct necessary payroll errors.](#)

**Correct necessary payroll errors**

Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

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

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



- 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.

| Pre Edit Error Listing   |               |   |
|--------------------------|---------------|---|
| Date Run:                | ISD           | Page: 1 of 4  |
| Cnty Dist:               |               | Frequency: 6  |
| Emp Nbr                  | Employee Name | Error Message   |
| 000321                   |               | JOB CODE: 01F - LOCAL PAY STEP IS EQUAL TO SPACES                         |
| Total Employee Errors: █ |               |   |
| 000365                   |               | JOB CODE: 42A - CONTRACT BALANCE EQUALS ZERO                              |
|                          |               | JOB CODE: 42A - NUMBER OF REMAINING PAYMENTS IS ZERO FOR CONTRACT PAYMENT |
|                          |               | JOB CODE: 42A - TRS YEAR SELECTED FOR EMP HAS CONTRACT MONTH LESS 11      |
| Total Employee Errors: █ |               |   |
| 000384                   |               | JOB CODE: 41A - LOCAL PAY STEP IS EQUAL TO SPACES                         |
| Total Employee Errors: █ |               |   |
| 000389                   |               | JOB CODE: 45B - REG HRS WORKED EQUALS ZERO                                |
|                          |               | JOB CODE: 45B - REG HRS WORKED EQUALS ZERO                                |
| Total Employee Errors: █ |               |   |

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.

## 12. [Address leave.](#)

### **Address leave**

If applicable at this time, complete this step only for employees with July contracts who receive their first paycheck in July. Follow your LEA's local policy guidelines to determine when to update leave balances for employees with July contracts as it may be updated later.

Depending on when leave is provided, this process may be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

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

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.

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.

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:

Job Code:

Accrual Code:

Pay Grade:

Prior Yr Emp Date:

Primary Campus:

Pay Campus:

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency:

Salary Concept:

Extract ID:

Employee Nbr:

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Method

Zero Leave Values for Employees

Add Leave Code to Employees

Delete Leave Code from Employees

Increment Leave Earned to Employees

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

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select **E Exclude Substitute**.
- Under **Method**, select **Zero Leave Values for Employees**.
- Under **Leave Earned** and **Leave Used**, select all leave types to be set to zero for the new school year. Be sure to process both options at the same time to prevent inaccurate balances.

- Do not select **End Balance** unless you want to set the balance to zero for that specific leave type. If this field is not selected, the 2024-2025 ending balances are rolled to the beginning balance fields for the 2025-2026 school year.
- Click **Execute**.
- Review and print the report.

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

The screenshot shows the 'Utilities > Mass Update' interface for 'Payroll'. The 'Parameters' section includes fields for 'Pay Status' (Active, Inactive, Both), 'Pay Type' (E Exclude Substitute), 'Job Code' (All), 'Accrual Code' (All), 'Pay Grade', and 'Prior Yr Emp Date' (00-00-0000). There are also dropdowns for 'Primary Campus', 'Pay Campus', 'Contract Begin Date', 'Contract End Date', and 'Contract Months', along with input fields for 'Payoff Date' and 'Employee Nbr'. A 'Reset' button is located in the top right.

The 'LEAVE' tab is selected, showing a 'Method' section with 'Zero Leave Values for Employees' selected. Below this is a table with columns: Type, Description, Leave Earned, Leave Used, and End Balance. The table contains 9 rows of leave types, all with checkboxes checked in the 'Leave Earned', 'Leave Used', and 'End Balance' columns.

| 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"/> |

An 'Execute' button is located at the bottom right, with a large black arrow pointing down to it.

- 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

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**

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

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

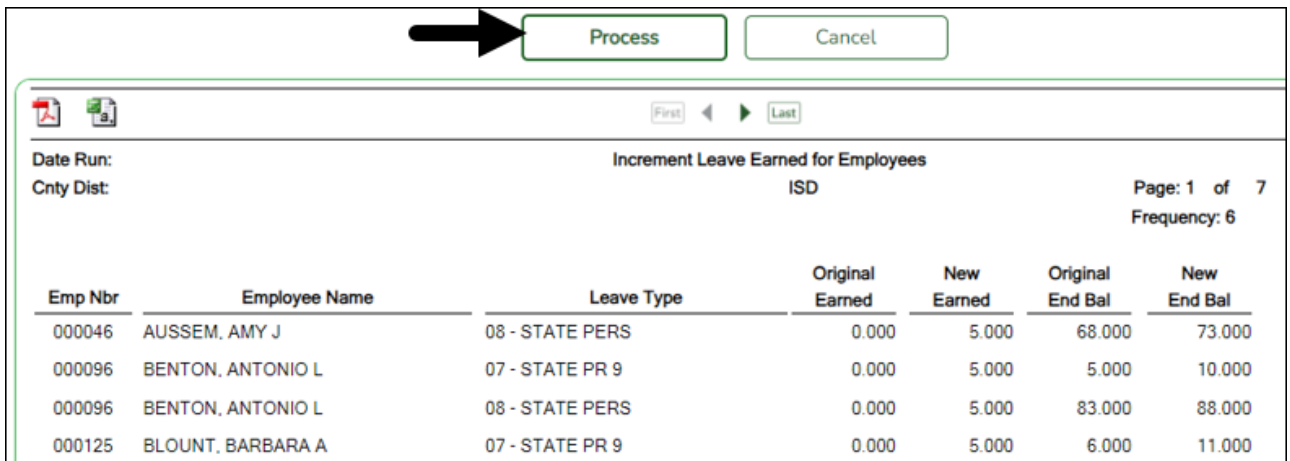
**Increment Leave Earned to Employees**

| Type | Description | Leave Earned                        | 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 a table of employee data. The report includes fields for Date Run, Cnty Dist, and Page: 1 of 7. The table has columns for Emp Nbr, Employee Name, Leave Type, Original Earned, New Earned, Original End Bal, and New End Bal.

| 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.

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                  |       |

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](#)

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

Save

ACCRUAL EXPENSE

Retrieve Print

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

14. [Generate the Contract Balance Variance Report.](#)

### Generate the Contract Balance Variance Report

Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

[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                           |



| 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                  |       |

| Emp Nbr             | Employee Name | Job Cd    | Pay Rate                   | Remain Pymts | Computed Bal | Actual Bal            | Variance  |        |
|---------------------|---------------|-----------|----------------------------|--------------|--------------|-----------------------|-----------|--------|
| 003349              |               | 41A       | 1,685.46                   | 12           | 20,225.52    | 20,225.22             | -30       |        |
| 003462              |               | 41A       | 1,652.25                   | 12           | 19,827.00    | 18,827.00             | -1,000.00 |        |
| Campus Variance:    |               | -1,000.30 | Campus Jobs with Variance: |              | 2            | Campus Avg. Variance: |           | 500.15 |
| Total All Variance: |               | -1,000.30 | Total Jobs with Variance:  |              | 2            | Avg. Variance All:    |           | 500.15 |

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

End of Report

15. [Generate the Employee Verification report.](#)

### Generate the Employee Verification report

Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

[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*. Verify for the applicable group of employees currently being moved from NY payroll to CY.

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

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

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

16. [Generate the Employee Salary Information report.](#)

### Generate the Employee Salary Information report

Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

[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. Verify for the applicable group of employees currently being moved from NY payroll to CY.

The screenshot shows the 'HRS1650 - Employee Salary Information' report configuration screen. On the left, there is a list of report parameters such as 'Sort by Alpha (A), Pay Campus (C), Primary Campus (P)', 'Include Reports (Select From List)', 'Include SSN on Report? (Y/N)', etc. The 'Value' column contains input fields for these parameters. On the right, a 'Include Reports' dialog box is open, showing a list of report components with checkboxes: Emergency Contact, Job, Budget, Salary, XTRA Duty, Deduction, Leave, Specialty Area, and Bank. An arrow points to the 'Include Reports' dialog box.

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:  | AARON JAY ACHIMON                    | Emp Nbr:                    | 000006        | Yrs Experience District:    | 02                           | Frequency:            | 6                       |              |          |      |         |
| Address:   | 36911 CR 412<br>Alamo City, TX 25497 | SSN:                        |               | Yrs Experience Total:       | 02                           | Pay Campus:           | 107                     |              |          |      |         |
| Phone:   | (555) 586-0643                       | DOB:                        | 07-12-1960    | Yrs Prof Exper District:    | 22                           | Primary Campus:       | 107                     |              |          |      |         |
| Original Emp Date:   | 11-27-2000                           | Degree:                     | 2             | Yrs Prof Exper Total:       | 22                           | W4 Filing Status:     | M                       |              |          |      |         |
| Estimated Annual Salary:   | \$0.00                               | Latest Re-Emp Date:         |               | Creditable Year of Service: | <input type="checkbox"/>     | Nbr Exempts:          | 1                       |              |          |      |         |
| W4 Multi-Job:  | N                                    | W4 Nbr Children Under 17:   | 0             | Retirement Date:            |                              | Extract ID:           | 187                     |              |          |      |         |
| W4 Other Income:   | \$0.00                               | W4 Nbr Other Dependents:    | 0             | W4 Other Deductions:        | \$0.00                       | Work Email:           | allan.ruan@region10.org |              |          |      |         |
|  |                                      |                             |               |                             |                              | W4 Other Exemptions:  | \$0.00                  |              |          |      |         |
| Emergency Contact Information  |                                      |                             |               |                             |                              |                       |                         |              |          |      |         |
| Name:  |                                      | Relationship:               |               | Phone:                      | ( ) -                        | Ext:                  |                         |              |          |      |         |
| Notes:   | Region10                             |                             |               |                             |                              |                       |                         |              |          |      |         |
| Job Information  |                                      |                             |               |                             |                              |                       |                         |              |          |      |         |
| Job:   | WWE REG ED TEACHER                   |                             |               | Payoff Date:                | 08-25-2026                   |                       |                         |              |          |      |         |
| Primary:   | Y                                    | Assigned:                   | 100.00%       | Begin Date:                 | 08-11-2025                   | # Months in Contract: | 10                      |              |          |      |         |
| Grade:   | 10T                                  | End Date:                   | 05-29-2026    | # Days in Contract:         | 187                          | TRS Status:           | 1 - Eligible            |              |          |      |         |
| Step:  | 22                                   | Contract Amount:            | \$61,800.00   | # of Annual Pmnts:          | 12                           | Retiree Excpn:        | -                       |              |          |      |         |
| Sched:   |                                      | Contract Balance:           | \$61,800.00   | Remaining Pymts:            | 12                           | FICA Eligibility:     | M - Subject to medicare |              |          |      |         |
| Vacant:  | N                                    | Local Contract Days:        | 197           | Hourly Rate:                | \$0.00                       | WC Code:              | A                       |              |          |      |         |
| # of Days Empld:   | 187                                  | Wkly Hrs Sched:             | 0             | Wholly Sep Amt:             | \$0.00                       |                       |                         |              |          |      |         |
| Salary Calculation   |                                      |                             |               |                             |                              |                       |                         |              |          |      |         |
| Annual Salary:   | \$61,800.00                          | State Min Salary:           | \$54,540.00   | State Step:                 | 20                           |                       |                         |              |          |      |         |
| Pay Rate:  | \$5,150.00                           | OT Elig:                    | N             | Yrs in Career Ladder:       | 0                            |                       |                         |              |          |      |         |
| Daily Rate:  | \$330.48                             | OT Rate:                    | \$0.00        |                             |                              |                       |                         |              |          |      |         |
| Deduction Information  |                                      |                             |               |                             |                              |                       |                         |              |          |      |         |
| Deduction Code   | Net Amount                           | Empl Contrib                | Remain 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                                | 109.000                     | 5.000         | 0                           | 114.000                      | 14                    | test                    | 0            | 0        | 0    | 0       |
| Bank Information   |                                      |                             |               |                             |                              |                       |                         |              |          |      |         |
| Bank   | Bank Acct Nbr                        | Bank Acct Type              | Bank Acct Amt |                             |                              |                       |                         |              |          |      |         |
| 010 - CEFCU  | *****1561                            | 2 - Checking account        | \$0.00        |                             |                              |                       |                         |              |          |      |         |
| <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                  |                         |              |          |      |         |

17. Calculate a sample payroll.

### Calculate a sample payroll

Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

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

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

the first payroll in July.

Payroll Processing > Run Payroll Payroll

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

Beginning Check Nbr: 010101 Wage / Earning Statement: Y - Direct Deposit  
Payment Method: Electronic Fund Transfer Wage / Earning Statement Line 1:  
Beginning Reference Nbr: 060050 Wage / Earning Statement Line 2:  
Print Voided Checks: 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      | STATE PERSONAL       | <input type="checkbox"/> | 0.000    |
| 02      | LOCAL                | <input type="checkbox"/> | 0.000    |
| 03      | SICK LEAVE BANK      | <input type="checkbox"/> | 0.000    |
| 04      | EXTENDED LEAVE       | <input type="checkbox"/> | 0.000    |
| 05      | STATE BUS            | <input type="checkbox"/> | 0.000    |
| 06      | LOCAL BUS            | <input type="checkbox"/> | 0.000    |
| 09      | NON-DUTY DAY         | <input type="checkbox"/> | 0.000    |
| 11      | OLD STATE SICK LEAVE | <input type="checkbox"/> | 0.000    |
| 14      |                      | <input type="checkbox"/> | 0.000    |
| 15      |                      | <input type="checkbox"/> | 0.000    |
| 16      |                      | <input type="checkbox"/> | 0.000    |

**Deductions**

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

Back Next Cancel

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

Payroll Processing > Run Payroll Payroll

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

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

Review the following pre-post reports from the Run Payroll process prior to running your actual payroll (important for July, August, and September):

- [Personnel > Reports > Personnel Reports > HRS1000 - Roster of Personnel](#): Review and save for the auditors.
- [Payroll > Reports > Payroll Reports > HRS2400 - Bank Account Listing](#): Review for accuracy.

Address the following steps when preparing for the September payroll. Review Steps 3-5, 9-12, and 14-17 of this document before continuing to the following steps.

```

- ++Update District HR
options. |{{page>general:firstpayrolloftheschoolyear_julystart:step7&inline}}
++
- ++Enter school year pay
dates. |{{page>general:firstpayrolloftheschoolyear_julystart:step8&inline}}++
- ++(If applicable) Complete the accrual
calendar. |{{page>general:firstpayrolloftheschoolyear_julystart:step9&inline}}

```

```
}++
- ++Verify/update TRS
rates.|{{page>general:humanresources:checklists:firstpayrolloftheschoolyearc
hecklist:trsrates&inline}}++
- ++Verify/update Unemployment
rates.|{{page>general:humanresources:checklists:firstpayrolloftheschoolyearc
hecklist:unemploymentrates&inline}}++
- ++Verify/update Workers' Compensation
rates.|{{page>general:humanresources:checklists:firstpayrolloftheschoolyearc
hecklist:step12&inline}}++
- ++Recalculate the state minimum
salary.|{{page>general:humanresources:checklists:firstpayrolloftheschoolyear
checklistmass_update_salary&inline}}++
- ++(If applicable) Update substitute
information.|{{page>general:humanresources:checklists:firstpayrolloftheschoo
lyearchecklist:step13&inline}}++
- ++Review data for September
employees.|{{page>general:review_data_for_september_employees&inline}}++
- ++(If necessary) Mass update employee
experience.|{{page>general:firstpayrolloftheschoolyear_julystart:step23&inli
ne}}++
- ++Verify payoff
dates.|{{page>general:humanresources:checklists:firstpayrolloftheschoolyearc
hecklist:step24&inline}}++
- ++(If available) Import annual benefits
file.|{{page>general:humanresources:checklists:firstpayrolloftheschoolyearch
ecklist:importbenefitsfile&inline}}++
- ++Generate the Employee Salary Information
report.|{{page>general:humanresources:checklists:firstpayrolloftheschoolyear
checklist:step26&inline}}++
- ++Calculate a sample
payroll.|{{page>general:humanresources:checklists:firstpayrolloftheschoolyea
rchecklist:step27&inline}}++
```