



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

Table of Contents

ASCENDER - First Payroll of the School Year (July Start LEAs) i
ASCENDER - First Payroll of the School Year (July Start LEAs) 1

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

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

Verify important payroll items:

Payroll Verification Items

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

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

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

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

EOY Flowchart for 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.

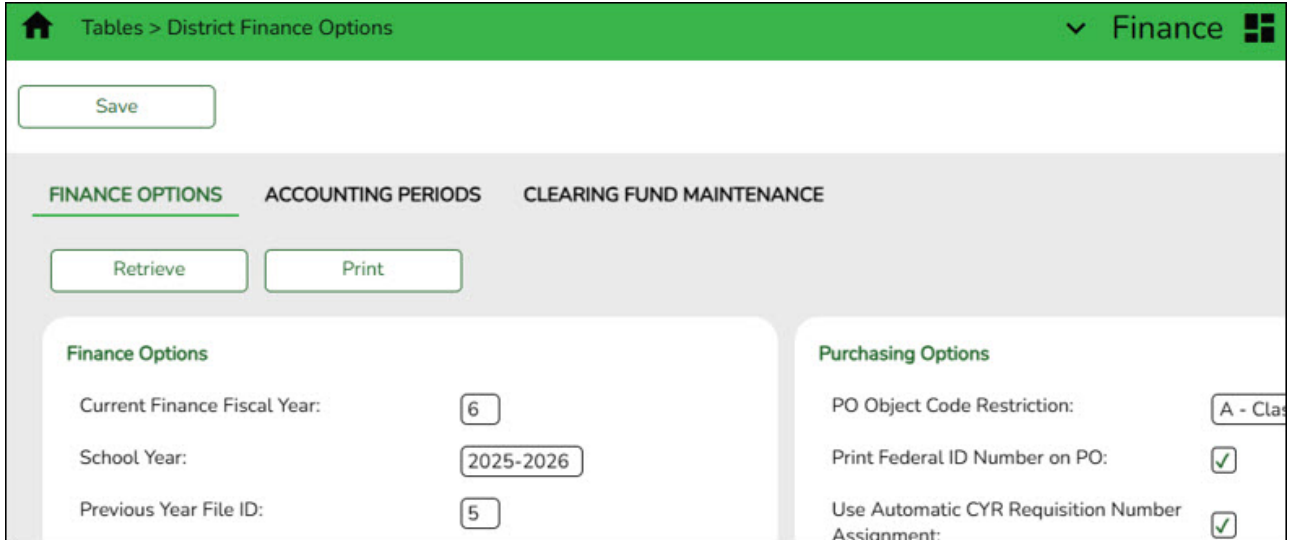
1. [Verify finance options.](#)

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.



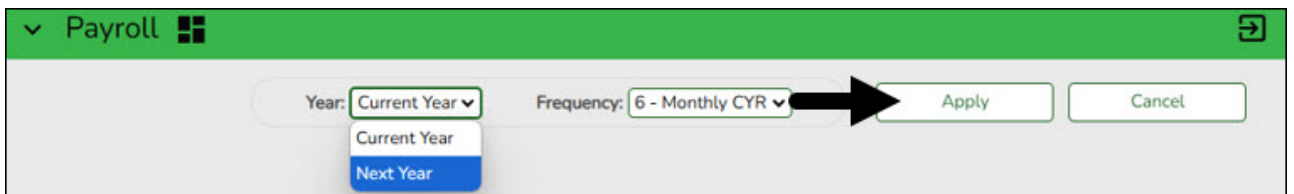
2. [Verify payroll frequency.](#)

Verify payroll frequency

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

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

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



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

Prepare NYR payroll for move to CYR

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.

[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.

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

Select **Preview Changes**.

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

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 fields include TRS District ID (4321), TWC District ID (987654321), and various checkboxes and dropdown menus for payroll processing options. The 'First Pay Date of School Year' field is set to '09-25-2024'. The 'TEA Health Ins Contribution' table shows zero amounts for all payrolls. The 'TRS Extract Options' section shows 'P - Pay Dates For TRS Month' selected for all three pay types.



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.

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.

□ 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:

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. Below the parameters, there are tabs for 'DEDUCTIONS', 'LEAVE', 'EMPLOYEE', 'EXTRA DUTY', 'JOB CODE', and 'SALARY CALCULATION'. The 'LEAVE' tab is active, showing a 'Method' section with 'Zero Leave Values for Employees' selected. A table lists leave types with columns for 'Type', 'Description', 'Leave Earned', 'Leave Used', and 'End Balance'. A large black arrow points down to an 'Execute' button.

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"/>

- 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**.

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.

13. (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.

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 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	TRB 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				
07-12-1960	Alamo City TX 25497	21	02	08-25-2026	100%	20	10T	/	22 /
(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				
02-04-1959	Alamo City TX 28178	18	00	08-25-2026	100%	18	10T	/	18 /
(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				
01-17-1964	Alamo City TX 25497	00	23	06-25-2026	100%	701	/	10 /	
(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.

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

First ◀ ▶ Last

Date Run: _____ **Employee Salary Information** **Program:** HRS1650
Cnty Dist: _____ **ISD** **Page:** 1 of 1

Name: AARON JAY ACHIMON Address: 36911 CR 412 Alamo City, TX 25497 Phone: (555) 586-0643 Original Emp Date: 11-27-2000 Estimated Annual Salary: \$0.00 W4 Multi-Job: N W4 Nbr Children Under 17: 0 W4 Other Income: \$0.00	Emp Nbr: 000006 SSN: _____ DOB: 07-12-1960 Degree: 2 Latest Re-Emp Date: _____ Retirement Date: _____ W4 Nbr Other Dependents: 0 W4 Other Deductions: \$0.00	Yrs Experience District: 02 Frequency: 6 Yrs Experience Total: 02 Pay Campus: 107 Yrs Prof Exper District: 22 Primary Campus: 107 Yrs Prof Exper Total: 22 W4 Filing Status: M Creditable Year of Service: <input type="checkbox"/> Nbr Exempts: 1 Extract ID: 187 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 TRS Status: 1 - Eligible
Grade: 10T	End Date: 05-29-2026 # Days in Contract: 187 TRS Position: 02 - Teacher, librarian
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

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** _____

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"/>

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.

1. [Update District HR options](#).

Update District HR options

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

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

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

The screenshot shows the 'District HR Options' payroll form. Key fields are highlighted with red boxes: 'Payroll Clearing Fund/Year' is set to 163/6, and 'School Year for PEIMS Codes' is set to 2026. Other visible fields include TRS District ID (4321), Federal ID Number (12-3456789), TWC District ID (987654321), and various checkboxes for 'Calculate Accrual Salaries', 'Check Amount - Alpha', and 'Summarize Benefits Interface'. There are also sections for 'Automatically Compute' and 'W-2 Print Options'.

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

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

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

[Additional first pay date notes](#)

Fiscal Year versus School Year

- If your fiscal year is July through June and the 10-month employees are paid from September through August, this date should be September.
- If your fiscal year is July through June and all employees (including 10-month employees)

are paid from August through July, those employees should all have **TRS Year** selected on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.

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

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

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

Notes:

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

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

Click **Save**.

2. Enter school year pay dates.

Enter school year pay dates

Payroll > Tables > Pay Dates

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

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

Delete	Details	Accrual Code	Total Days Worked
		A	187.0
		B	207.0

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

3. (If applicable) Complete the accrual calendar.

(If applicable) Complete the accrual calendar**Log on to the current year pay frequency.**

Payroll > Tables > Accrual Calendars > Accrual Calendar

August year-end LEAs - If your LEA accrues monthly, complete this step if it is not already completed.
 Enter the new pay dates and accrual days for all applicable accrual codes. The total number of days should equal the number of days employed for that group of employees.

Tables > Accrual Calendars Payroll

Save

ACCRUAL CALENDAR

Retrieve Print

Delete	Details	Accrual Code	Total Days Worked
		A	187.0
		B	207.0

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

+ Add

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

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

4. [Verify/update TRS rates.](#)

Verify/update next year TRS rates

Log on to the CYR payroll frequency.

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

Update the TRS rates.



CAUTION: Be sure to retrieve the 2026 school year data prior to updating this tab.



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

Tables > Tax/Deductions Payroll

Save

School Year: 2027 Retrieve Delete

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

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

Delete Print

TRS Rate	Member Retirement Contribution:	8.25%	
TRS Insurance	Member Care Contribution:	0.65%	Employer Paid: <input type="checkbox"/>
District Rate	State Contribution:	8.250%	
TRS Care Rate	Federal TRS Care:	1.25%	
TRS Care Emplr Contrib	RE TRS Care Contribution:	0.75%	
TRS IRS Salary Cap:		345,000.00	
TRS Non-OASDI Rate	Public Education Employer Contribution (PEEC):	2.000%	

To create a new TRS rates record:

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

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

Verify/update Unemployment rates

Log on to the current year pay frequency.

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

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

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

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

6. [Verify/update Workers' Compensation rates.](#)

Verify/update Workers' Compensation rates

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

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

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

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

Codes, descriptions, and rates are LEA-specific.

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

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

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

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

Recalculate the state minimum salary

Log on to the current year pay frequency.

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



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

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

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

8. (If applicable) Update substitute information.

(If applicable) Update substitute information

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

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

9. Review data for September employees.

Review data for September employees

Log on to the CYR payroll frequency.

Verify that all applicable data has been updated for all employees with a September contract. Refer to the **Before You Begin** section of this guide to review the **Payroll Verification Items**.

Generate the following Payroll Reports to thoroughly review data prior to running the September payroll:

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

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

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

Reports > Year To Date Reports > School YTD Accrual Payroll Account Distr Payroll

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Year To Date Reports

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

HRS3550 - School YTD Accrual Payroll Account Distr

Parameter Description	Value
School Year (YYYY)	2026
Summary (S) or Detail (D) information for employees, or Fund Recap (R) only	R
Print Acct Codes with zero accrual amounts? (Y/N)	Y
Include report of variances between School YTD and Distribution History? (Y/N)	Y
Print Acct Codes not in General Ledger? (Y/N)	Y
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, Exclude Subs (E), or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	

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

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

Payroll > Reports > Payroll Information Reports > HRS6000 - Account Code Comparison

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

Reports > Payroll Information Reports > Contract Balance Variance Report
Payroll

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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)	<input type="text" value="A"/>
Maximum Acceptable Difference	<input type="text" value=".11"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text" value="A"/>
Pay Type 1-4, or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/>
Select Primary Campus(es), or blank for ALL	<input type="text"/>
Select Employee(s), or blank for ALL	<input type="text"/>

Date Run:		Contract Balance Variance Report					Program: HRS6050	
Cnty Dist:		ISD					Page: 1 of 1	
Variance Threshold: 0.11							Frequency: 6	
Emp Nbr	Employee Name	Job Cd	Pay Rate	Remain Pymts	Computed Bal	Actual Bal	Variance	
003349		41A	1,685.46	12	20,225.52	20,225.22	-.30	
003462		41A	1,652.25	12	19,827.00	18,827.00	-1,000.00	
Campus Variance:		-1,000.30	Campus Jobs with Variance:		2	Campus Avg. Variance:		500.15
Total All Variance:		-1,000.30	Total Jobs with Variance:		2	Avg. Variance All:		500.15

End of Report

Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing OR

[Payroll > Reports > HRS900 - User Created Report](#)

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

Review the following pre-post report from the Payroll > Payroll Processing > Run Payroll process before running your actual September payroll: HRS2250 - Deduction Register by Employee - Verify deductions are correct.

If leave was not updated in an earlier step, be sure to update appropriate leave balances now.

[Address leave.](#)

Address leave

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

Update the employee master leave record balances.

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



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

Leave type codes are LEA-specific.

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

Utilities > Mass Update Payroll

Year: C

Parameters

Pay Status:
 Active Inactive Both

Pay Type: E Exclude Substitute

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All

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 2024-2025 ending balances are rolled to the beginning balance fields for the 2025-2026 school year.
- Click **Execute**.
- Review and print the report.

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

Utilities > Mass Update Payroll

Year: C

Parameters

Pay Status:
 Active Inactive Both 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

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 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.

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 necessary) [Mass update employee experience.](#)

(If necessary) Mass update employee experience

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

Note: This process is typically not performed until before the start of your September payroll. You must verify that service records have already been run before proceeding.



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

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

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



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

Total (Prof) Experience:

The screenshot shows the 'Mass Update' interface for 'Personnel'. In the 'Parameters' section, 'Pay Status' is set to 'Active' and 'Pay Type' is '1 Contracted employee'. In the 'Update Experience' section, 'Total (Prof) Experience' is checked with an 'Increment' dropdown, and 'District (Prof) Experience' is also checked with an 'Increment' dropdown. Both have an 'If Employment Date <' field set to '01-18-2025'. An arrow points from the 'Execute' button in the 'Update Experience' section to the 'Execute' button in the bottom right.

Total (Non-Prof) Experience:

The screenshot shows the 'Mass Update' interface for 'Personnel'. In the 'Parameters' section, 'Pay Status' is set to 'Both' and 'Pay Type' is '2 Non-contracted emp'. In the 'Update Experience' section, 'District (Non-Prof) Experience' is checked with an 'Increment' dropdown, and 'Total (Non-Prof) Experience' is also checked with an 'Increment' dropdown. Both have an 'If Employment Date <' field set to '01-18-2025'. An arrow points from the 'Execute' button in the 'Update Experience' section to the 'Execute' button in the bottom right.

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.

The screenshot shows the 'Mass Update' interface for Personnel. The 'Parameters' section is highlighted with a red box and includes the following fields:

- Pay Status: Active Inactive Both
- Pay Type: 1 Contracted employee
- Job Code: All
- Accrual Code: All
- Pay Grade: [Empty]
- Prior Yr Emp Date: 00-00-0000
- Primary Campus: All
- Pay Campus: All
- Contract Begin Date: [Empty]
- Contract End Date: [Empty]
- Contract Months: [Empty]
- Payoff Date: [Empty]
- Frequency: 6 Monthly CYR
- Salary Concept: All
- Extract ID: [Empty]
- Employee Nbr: [Empty]

The 'Update Experience' section is also highlighted with a red box and includes the following fields:

- Total (Prof) Experience
- District (Prof) Experience
- District (Non-Prof) Experience
- Total (Non-Prof) Experience
- Prior Teaching Experience
- Job Codes: [Empty]

A large black arrow points from the 'Parameters' section down to the 'Execute' button.

11. [Verify payoff dates.](#)

Verify payoff dates

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

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

12. (If available) Import annual benefits file.

(If available) Import annual benefits file

[Payroll > Utilities > Employee Benefits Interface > Import Annual File](#)

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



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

Generate the Employee Salary Information report

[Payroll > Reports > Payroll Information Reports > HRS1650 - Employee Salary Information](#)

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



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

First ◀ ▶ Last

Date Run: _____ **Employee Salary Information** **Program:** HRS1650
Cnty Dist: _____ **ISD** **Page:** 1 of 1

Name: AARON JAY ACHIMON Address: 36911 CR 412 Alamo City, TX 25497 Phone: (555) 586-0643 Original Emp Date: 11-27-2000 Estimated Annual Salary: \$0.00 W4 Multi-Job: N W4 Nbr Children Under 17: 0 W4 Other Income: \$0.00	Emp Nbr: 000006 SSN: _____ DOB: 07-12-1960 Degree: 2 Latest Re-Emp Date: _____ Retirement Date: _____ W4 Nbr Other Dependents: 0 W4 Other Deductions: \$0.00	Yrs Experience District: 02 Frequency: 6 Yrs Experience Total: 02 Pay Campus: 107 Yrs Prof Exper District: 22 Primary Campus: 107 Yrs Prof Exper Total: 22 W4 Filing Status: M Creditable Year of Service: <input type="checkbox"/> Nbr Exempts: 1 Extract ID: 187 Work Email: allan.ruan@region10.org W4 Other Exemptions: \$0.00
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Emergency Contact Information

Name: _____	Relationship: _____	Phone: () - Ext: _____
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Notes: Region10

Job Information

Job: WWE REG ED TEACHER Primary: Y Assigned: 100.00% Grade: 10T Step: 22 Sched: _____ Vacant: N # of Days Empld: 187	Begin Date: 08-11-2025 # Months in Contract: _____ End Date: 05-29-2026 # Days in Contract: _____ Contract Amount: \$61,800.00 # of Annual Pmnts: _____ Contract Balance: \$61,800.00 Remaining Pymts: _____ Local Contract Days: 197 Hourly Rate: \$0.00 Wkly Hrs Sched: 187 Wholly Sep Amt: \$0.00	Payoff Date: 08-25-2026 10 TRS Status: 1 - Eligible 187 TRS Position: 02 - Teacher, librarian 12 Retiree Excptn: - 12 FICA Eligibility: M - Subject to medicare \$0.00 WC Code: A
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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

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** _____

14. Calculate a sample payroll.

Calculate a sample payroll

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

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

IMPORTANT:



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

Payroll Processing > Run Payroll Payroll

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

Beginning Check Nbr: Wage / Earning Statement:

Payment Method: Wage / Earning Statement Line 1:

Beginning Reference Nbr: 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: Deduction Register Print Emp SSN:

Increment Leave

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

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

Calculation Reports

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

Generate Reports Consolidate Rpts Select All Unselect All

Back Next Cancel