business_payroll_juneyearend_firstpayrolloftheschoolyear

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Created: 06/XX/2023
Reviewed: In Progress
Revised: In Progress

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

The purpose of this document is to guide you through the necessary steps to process the first payroll of the school year for June year-end LEAs. The steps included in this process need to be reviewed again in August for all employees with August contracts.

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

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

This document assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.

Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

Before You Begin

Before you begin:

Terms:

Terms:

Term	Description
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

Review the applicable Payroll verification items before running the July payroll and then again before running the August payroll.

Ensure that accruals will zero out for contracts ending in June and July.

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:

❑	Verify that service records were created and/or updated with leave.
❑	Verify that **Distribution** codes are accurate and reflect the correct fiscal year.
❑	Verify that the applicable **Distribution** codes have a federal **Fund to Grant Code**. (240 may not have a grant code)
❑	Verify that the **Original Employment Date** or **Latest Re-Employ Date** fields are populated.
❑	Verify if there are any changes to the **Employment Type**, **Retiree Employment Type** and/or **Sub Type** fields.
❑	Verify all retirees for applicable surcharges.
❑	Verify that the contract **Begin** and **End Dates** are within the applicable school year.
❑	Verify the **Number of Days Employed**.
❑	Verify the **% of Day Assigned** (Did employees change from part-time/full-time?)
❑	Verify the **Number of Months** in the contract.
❑	Verify the **Number of Payments** and **Number of Remaining Payments**.
❑	Verify TRS eligibility using the View Employee Information screen in the TRS RE Portal.
❑	Verify the employees who are coded Non-TRS eligible (should only be seasonal, subs, retirees, etc.)
❑	Verify unemployment. Per the TASB May 2017 newsletter, superintendent wages are now subject to unemployment. Student workers are the only exempt exceptions.
❑	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)

❑	Verify salaries, distribution codes, and whether **Expense 373** is selected for all applicable employees.
❑	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**.
❑	Verify that **Payoff Dates** for active employees reflect June, July, or August.
❑	Verify new **Deductions**. Deductions can either be manually entered or imported.
❑	Verify next year payroll to budget.
❑	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.
❑	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.
❑	Subs - Run a user-created report to verify the following information: • 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
❑	Retirees - Run a user-created report to verify the following information: • 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
❑	Use the August TRS Reporting Process guide to address TRS reporting for August.
❑	If applicable and not addressed in the August TRS Reporting Process, address August adjustment days.
❑	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.

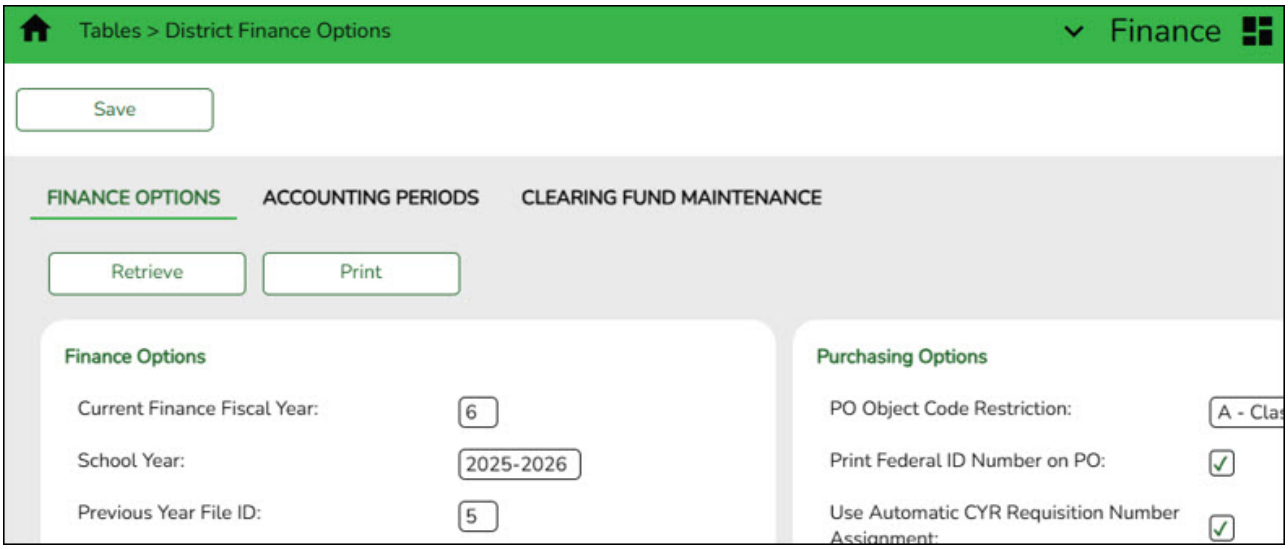
First Payroll of the School Year for June Year-End LEAs Process

1. Verify finance options.

Verify finance options

Finance > Tables > District Finance Options

Verify that the **School Year** field contains the new school year. This field should not be updated prior to completing the Finance EOY Process.



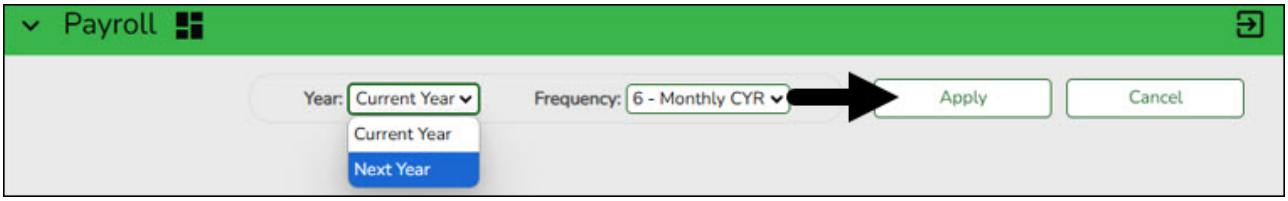
2. Verify payroll frequency.

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

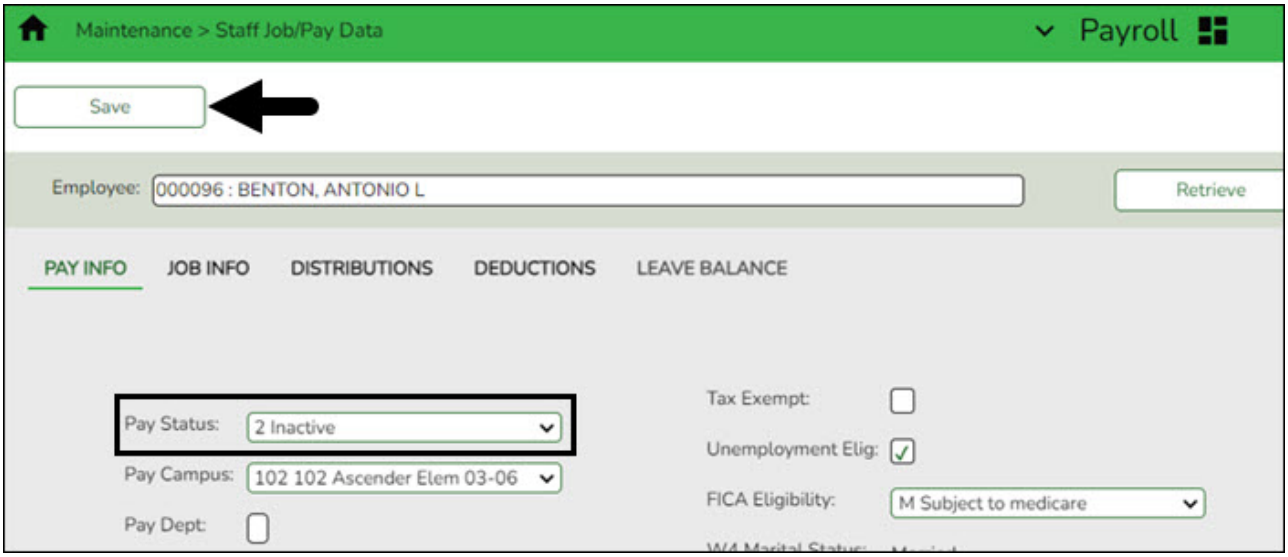
Complete this step for July contracts only at this time. Then, perform this step again in August for August contracts.

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

Employees being moved must have an active **Pay Status**. Generate the Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing to verify the pay status of employees.

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

Use the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab to inactivate an employee.



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

4. Copy NYR tables to CYR.

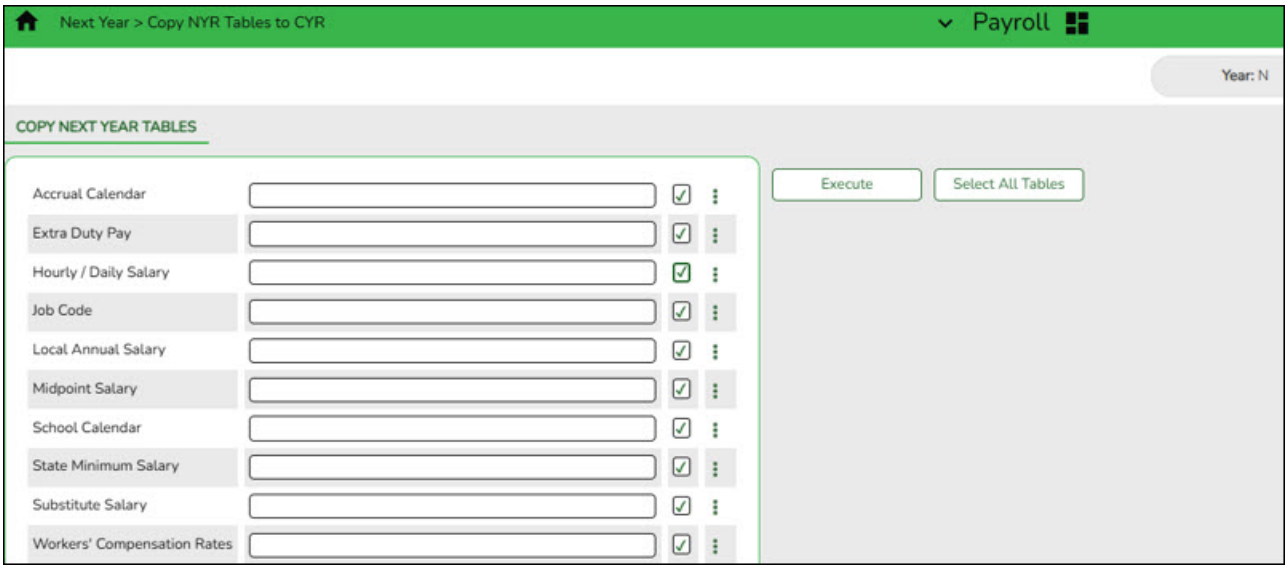
Copy NYR tables to CYR

Complete this step for July contracts only at this time. Then, perform this step again in August for August contracts.

Log on to the next year payroll frequency.

Payroll > Next Year > Copy NYR Tables to CYR

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



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

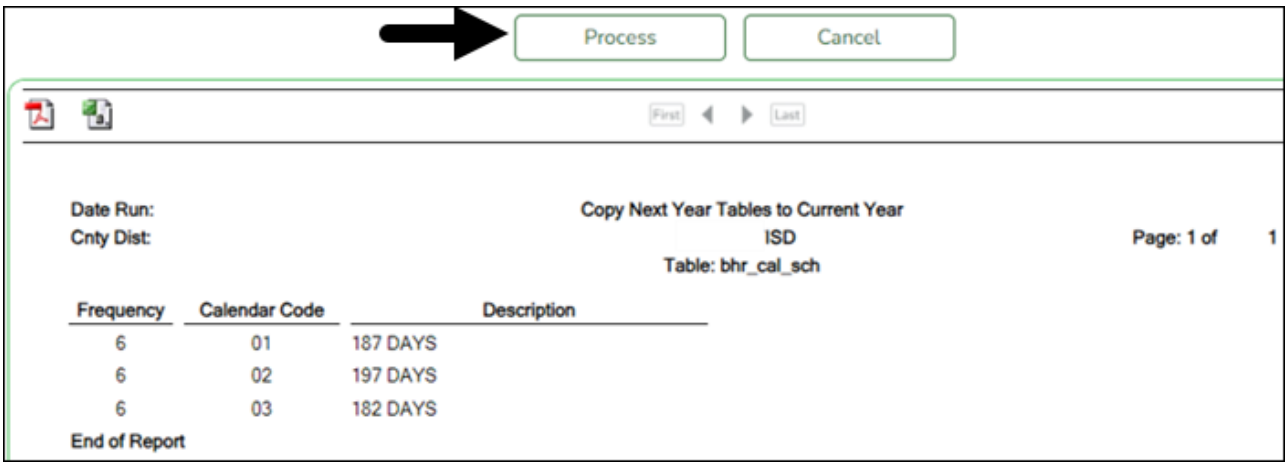
OR

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

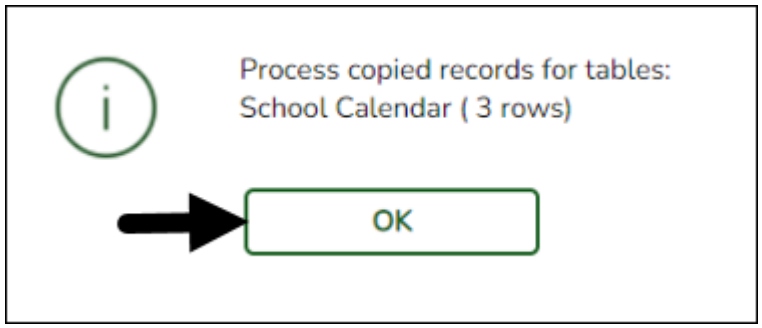
❑ Click ⋮ for the **School Calendar**. The School Calendars list is displayed. Select all of the necessary calendars.

❑ Click **OK**. All of the selected calendar codes are displayed in the **School Calendar** field.

❑ Click **Execute**. Only the selected tables are processed. As the reports are generated, click **Process** for each table. Review the reports.



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



Review the process report to verify that all applicable calendars, 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

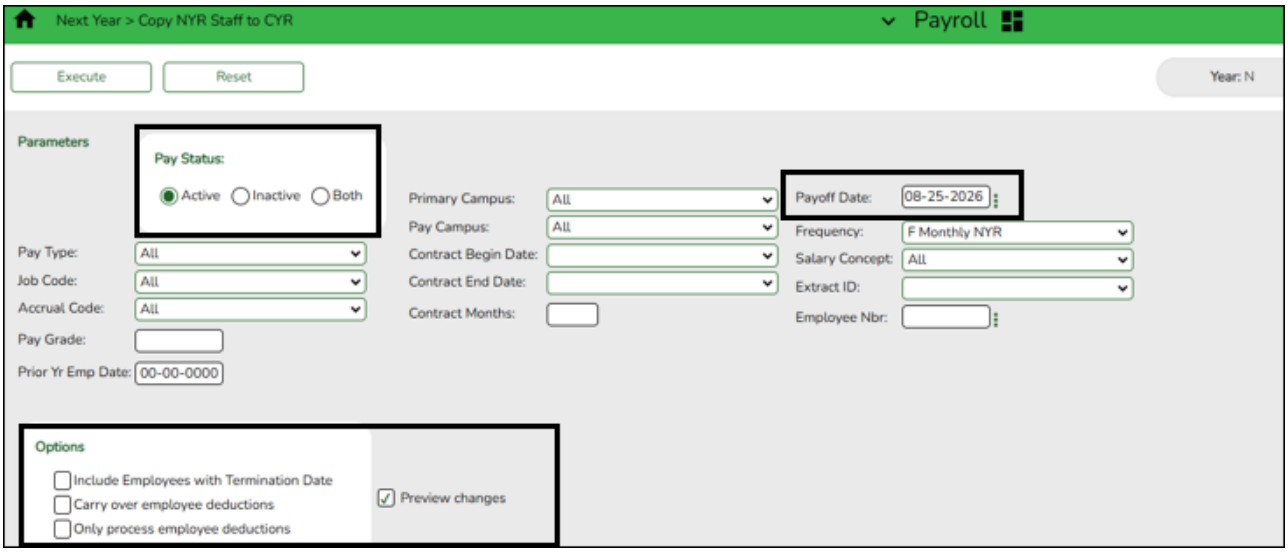
Complete this step for July contracts only at this time. Then, perform this step again in August for August contracts.

Log on to the next year payroll frequency.

Payroll > Next Year > Copy NYR Staff to CYR

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

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



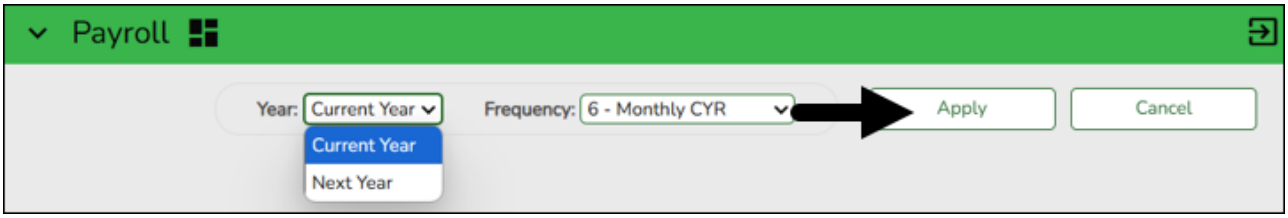
❑ Select **Preview Changes**.

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

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**.

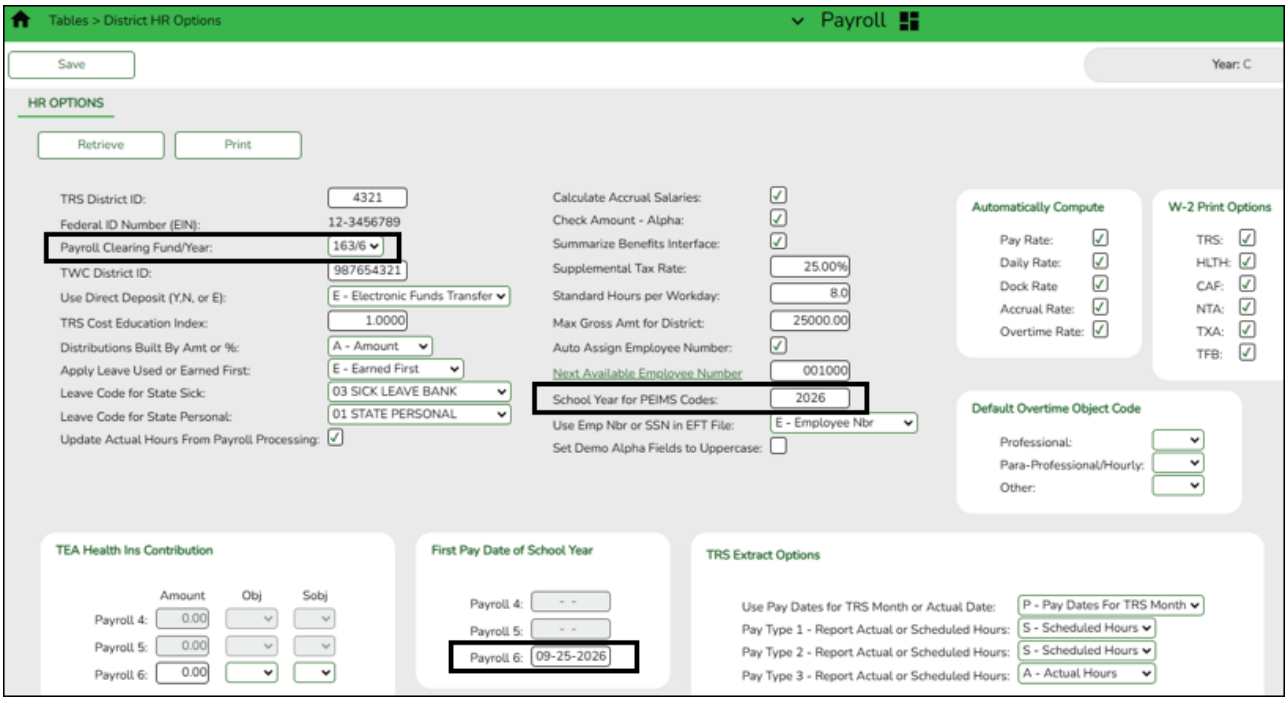
The following steps should be performed in the current year frequency unless otherwise noted.

7. Update District HR options.

Update District HR options

Payroll > Tables > District HR Options

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



CAUTION: No payrolls should be processed 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.

The **First Pay Date of School Year** should be a September date even for June Year-End LEAs.

❑ 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**.

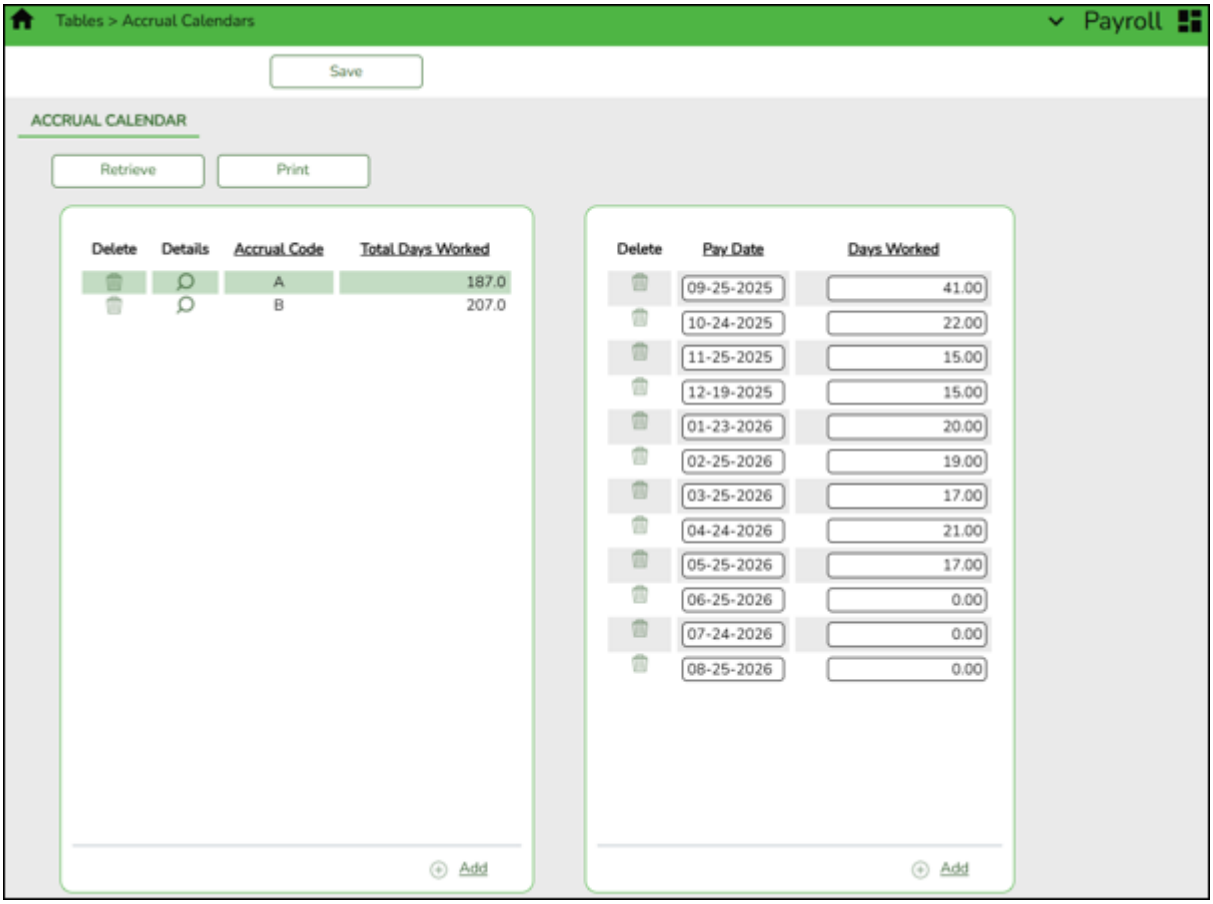
8. Enter school year pay dates.

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).



9. Complete the accrual calendar.

(If applicable) Complete the accrual calendar

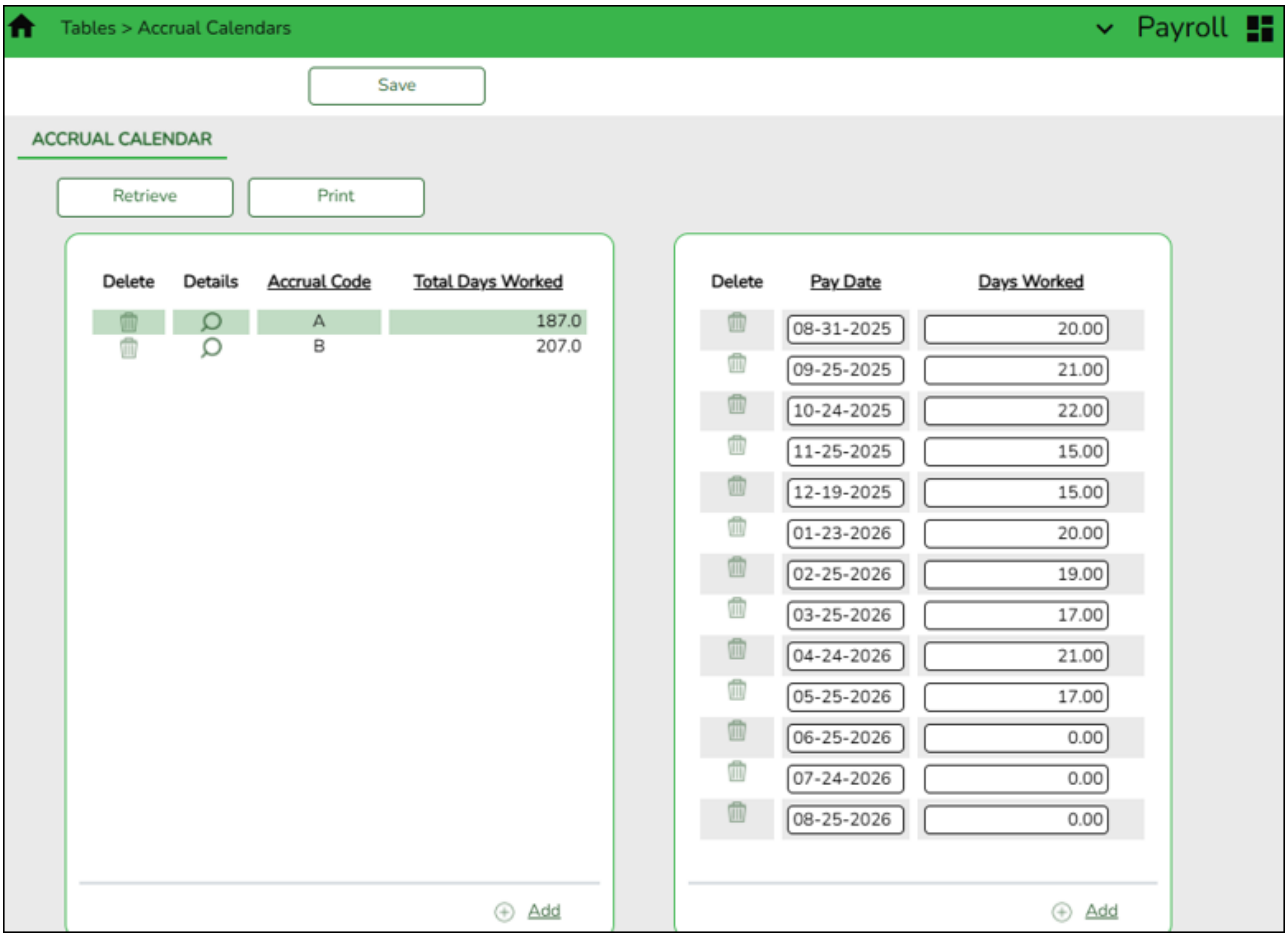
Log on to the current year pay frequency.

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.



- 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.

10. Complete fund to grant information.

Complete fund to grant information

Log on to the current year payroll frequency.

Personnel > Tables > Salaries > Fund to Grant

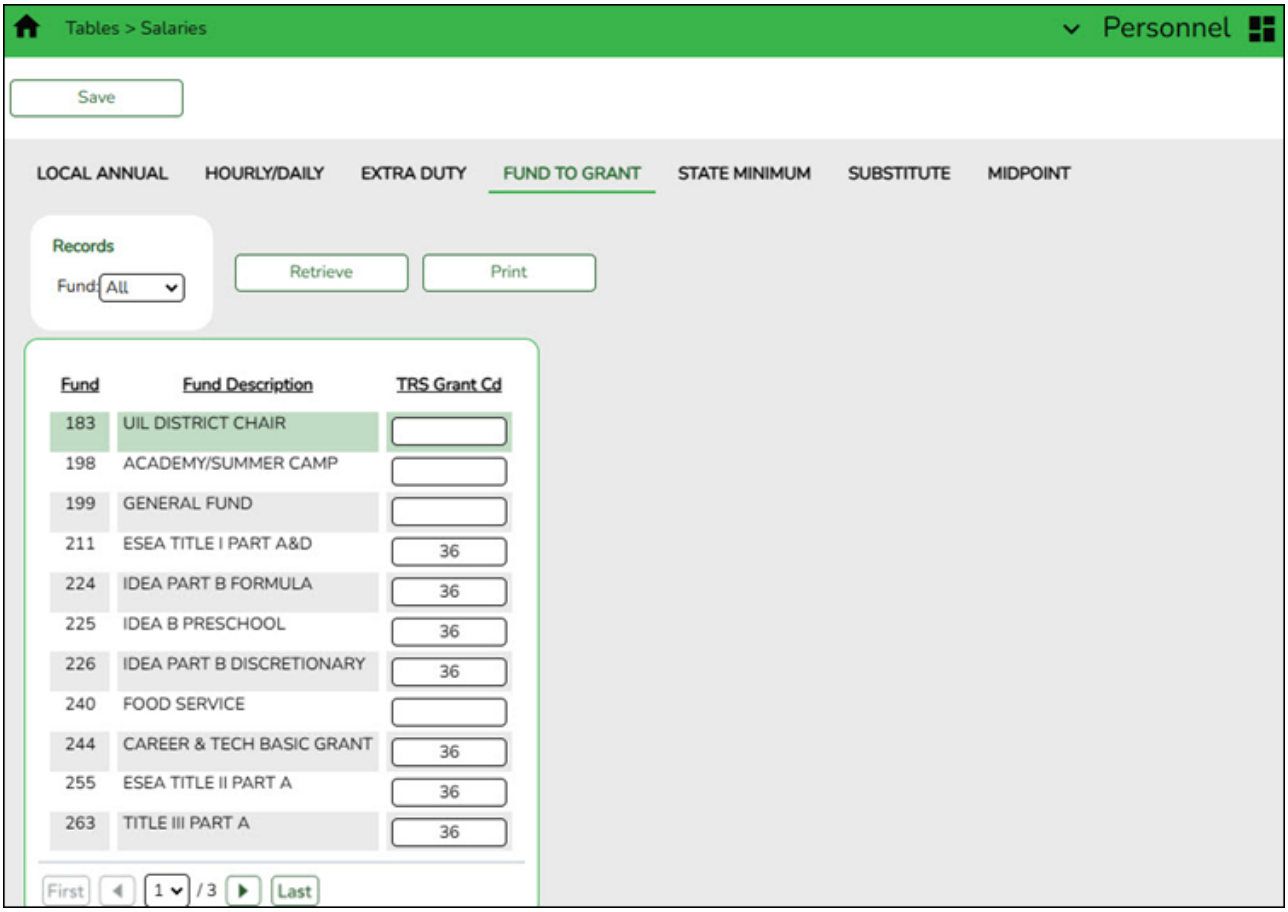
IMPORTANT: All applicable federal grants must have a fund to grant code listed in the **TRS Grant Cd** field on this tab. If not, TRS federal grant care and TRS federal grant deposit amounts **will not** be calculated for that specific fund during payroll.

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.



11. Verify TRS rates.

Verify/update next year TRS rates

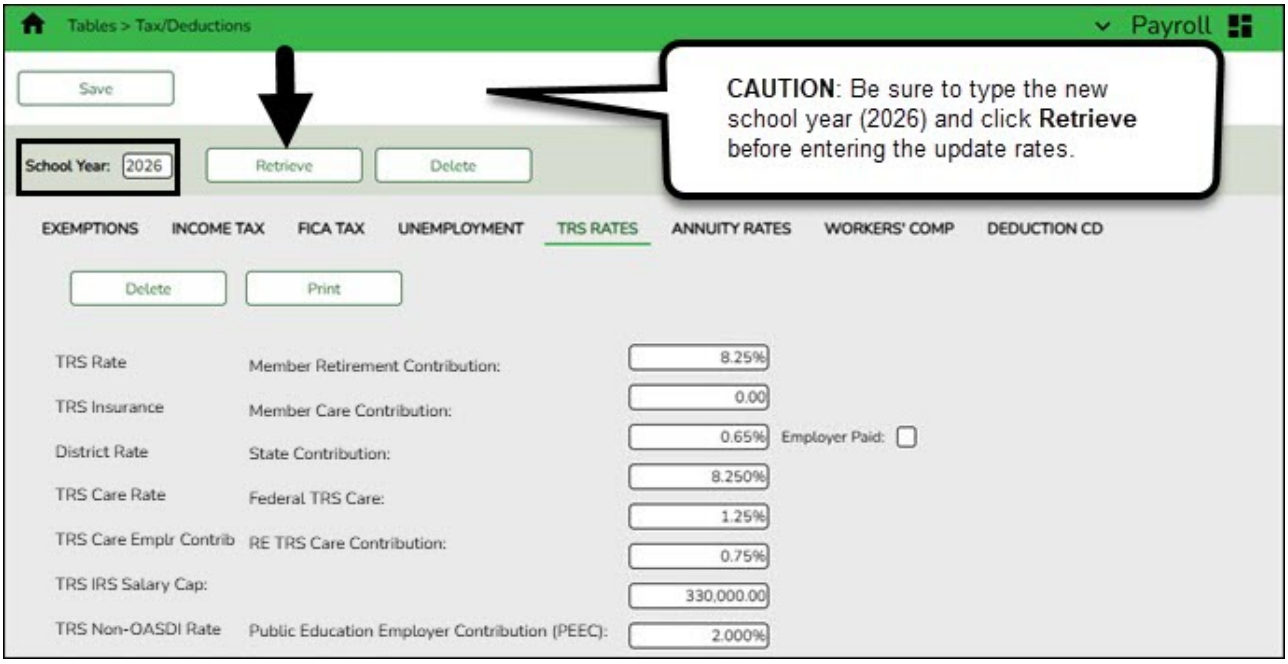
Log on to the CYR payroll frequency.

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.



To create a new TRS rates record:

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

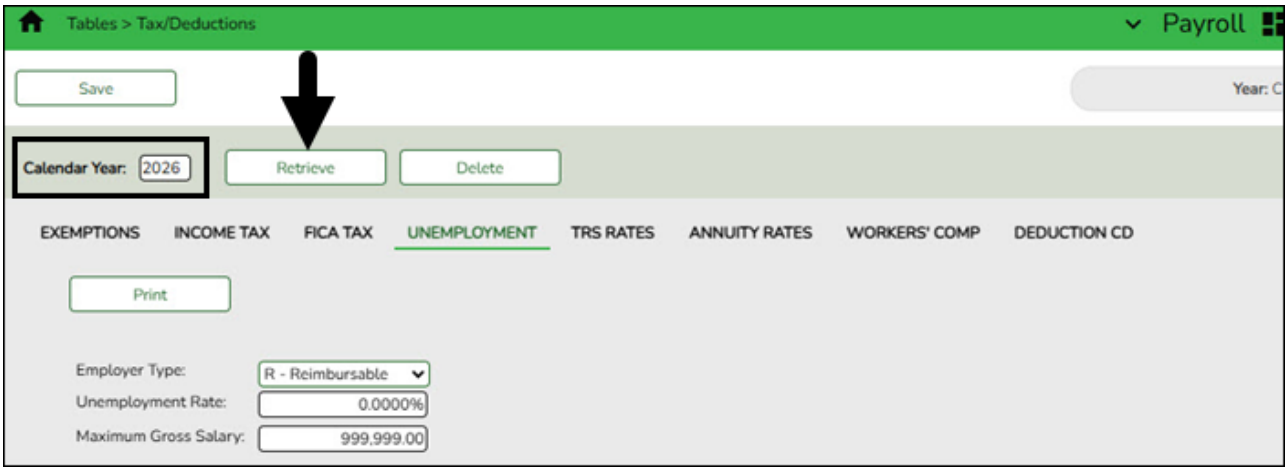
12. Verify Unemployment rates.

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.

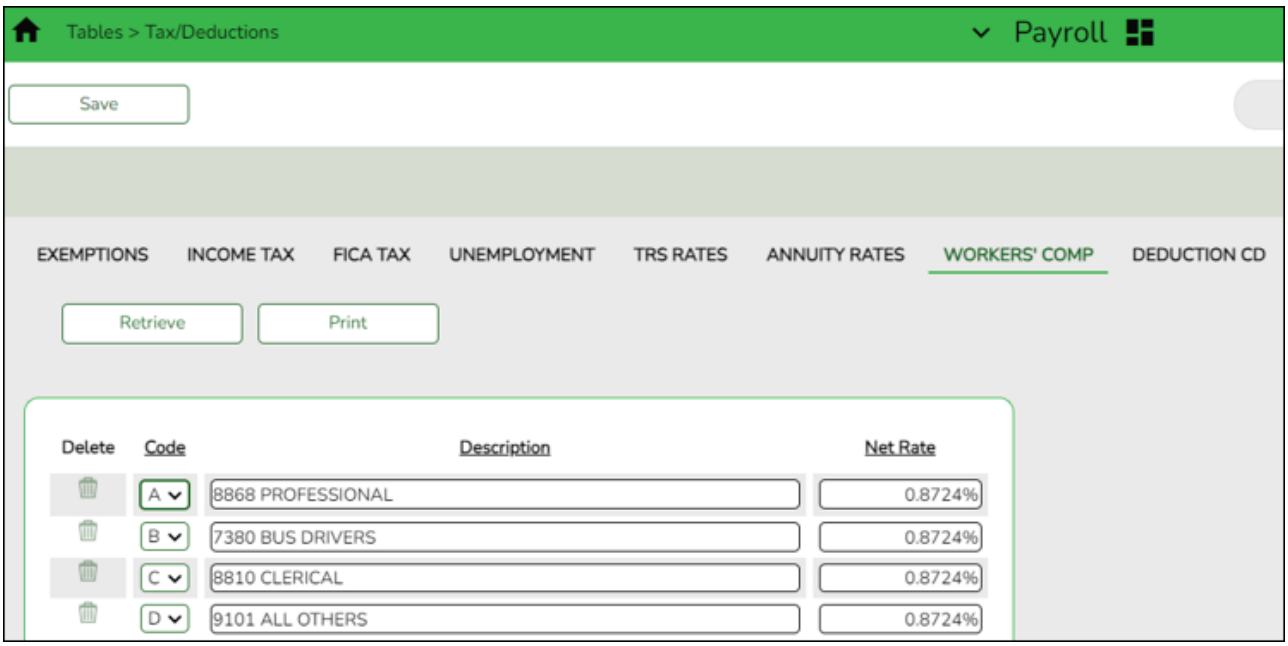
- Verify the accuracy of the rates.
- Make the necessary updates and click **Save**.

13. Verify 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.



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

Codes, descriptions, and rates are LEA-specific.

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

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

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

14. Recalculate the state minimum salary.

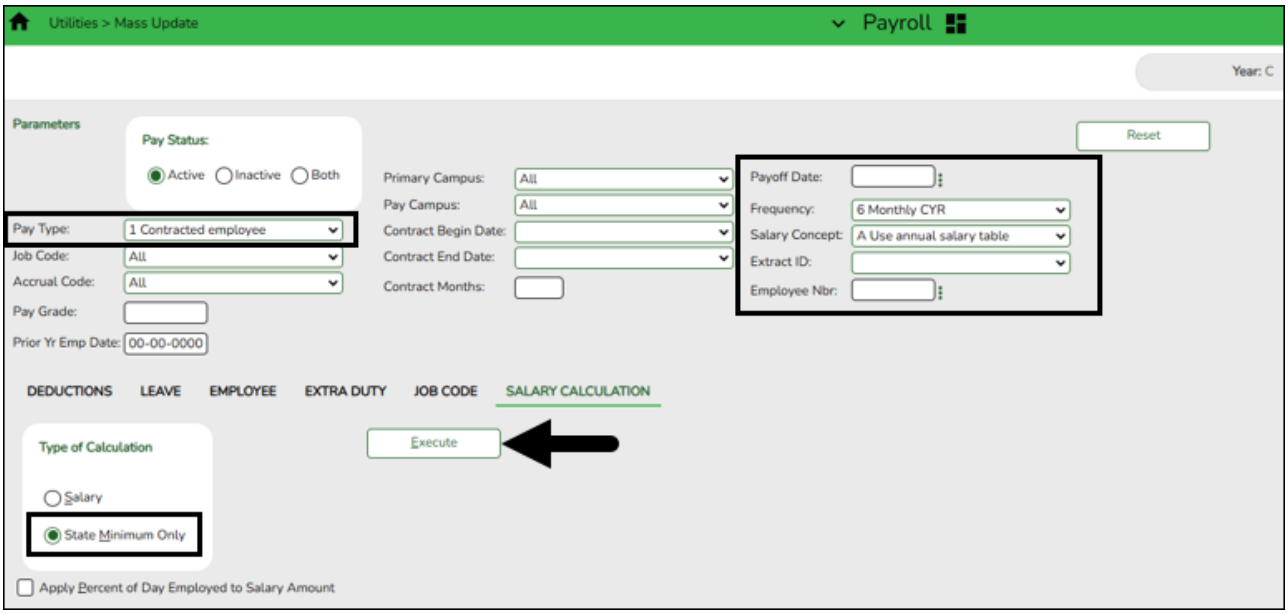
Recalculate the state minimum salary

Log on to the current year pay frequency.

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

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

Payroll > Utilities > Mass Update > Salary Calculation



❑ In the **Pay Type** field, select *1 Contracted employee*.

❑ Under **Type of Calculation**, select **State Minimum Only** to recalculate the state minimum salary for the new school year.

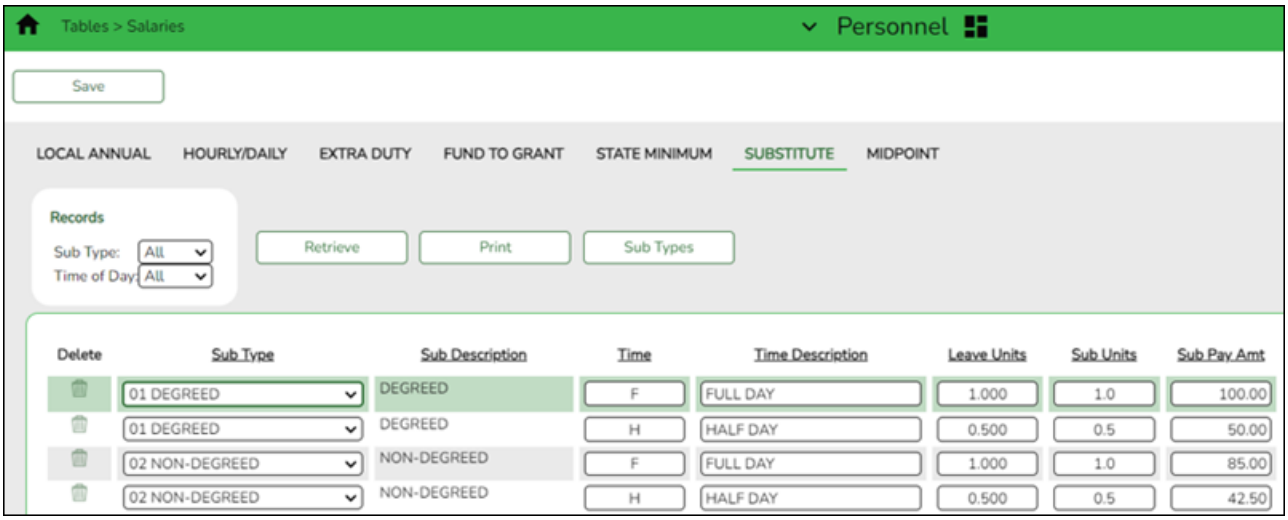
❑ In the **Salary Concept** field, select *A Use annual salary* table.

❑ Click **Execute**.

15. (If applicable) Update substitute information.

(If applicable) Update substitute information

Update the substitute information on the Personnel > Tables > Salaries > Substitute tab.

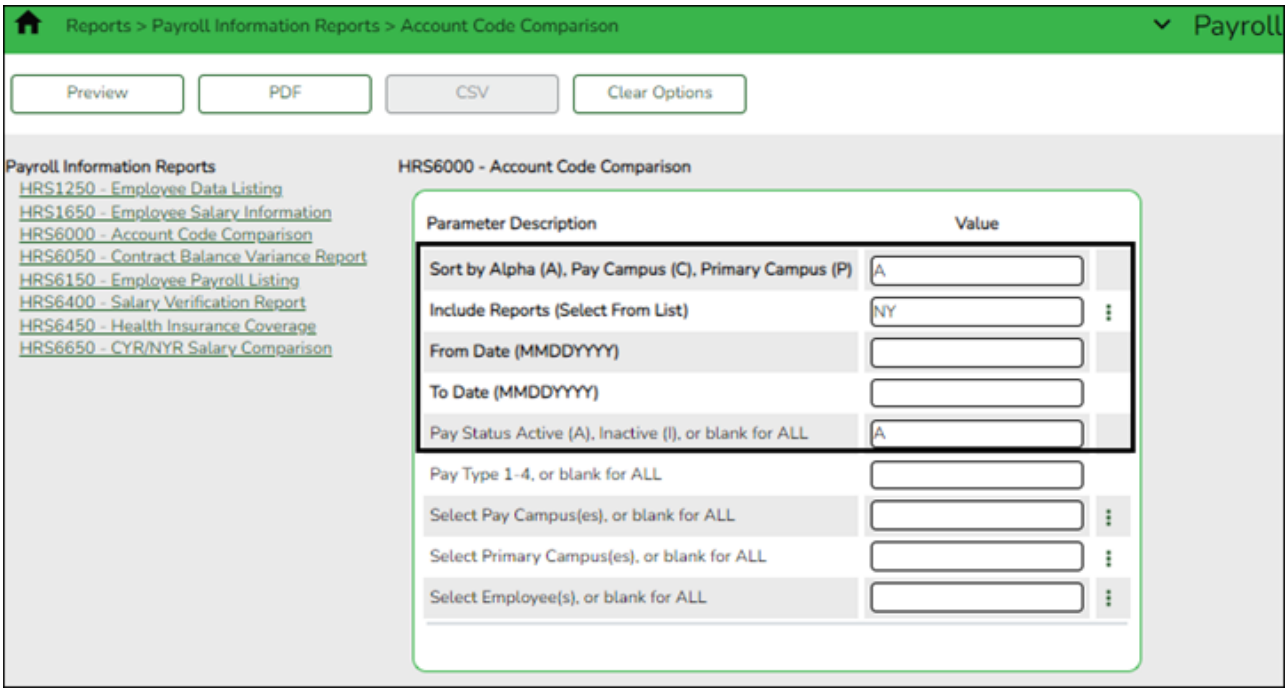


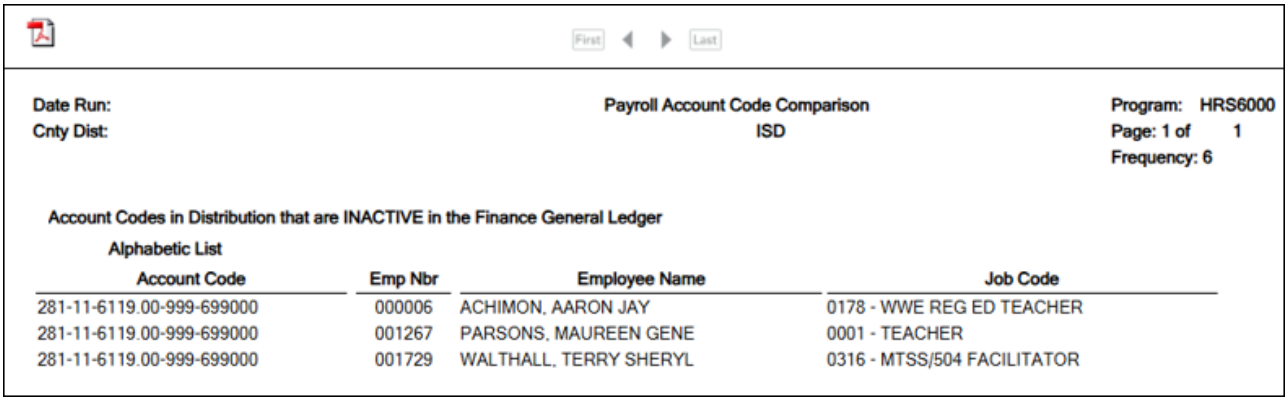
16. Generate the Account Code Comparison report.

Generate the Account Code Comparison report

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

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





Date Run:
Cnty Dist:

Payroll Account Code Comparison
ISD

Program: HRS6000
Page: 1 of 1
Frequency: 6

Account Codes in Distribution that are INACTIVE in the Finance General Ledger

Alphabetic List

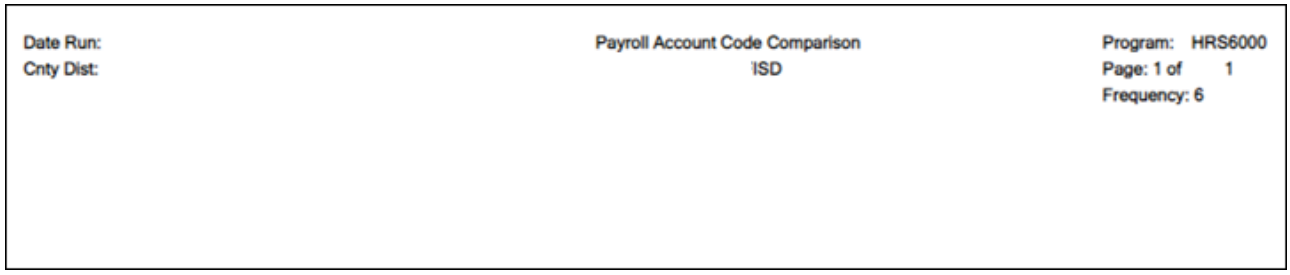
Account Code	Emp Nbr	Employee Name	Job Code
281-11-6119.00-999-699000	000006	ACHIMON, AARON JAY	0178 - WWE REG ED TEACHER
281-11-6119.00-999-699000	001267	PARSONS, MAUREEN GENE	0001 - TEACHER
281-11-6119.00-999-699000	001729	WALTHALL, TERRY SHERYL	0316 - MTSS/504 FACILITATOR

- 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 by using the **Fiscal Year** field on the Payroll > Utilities > Mass Update > Employee tab. Employees who are paid out of federal funds may need their distributions reviewed and changed for a different fund year, if necessary. For example, federal funds may still be available for the previous year.
- If there are other accounts that need to be added, add them on the Finance > Maintenance > Create Chart of Accounts page.

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



17. Generate the Employee Payroll Listing report.

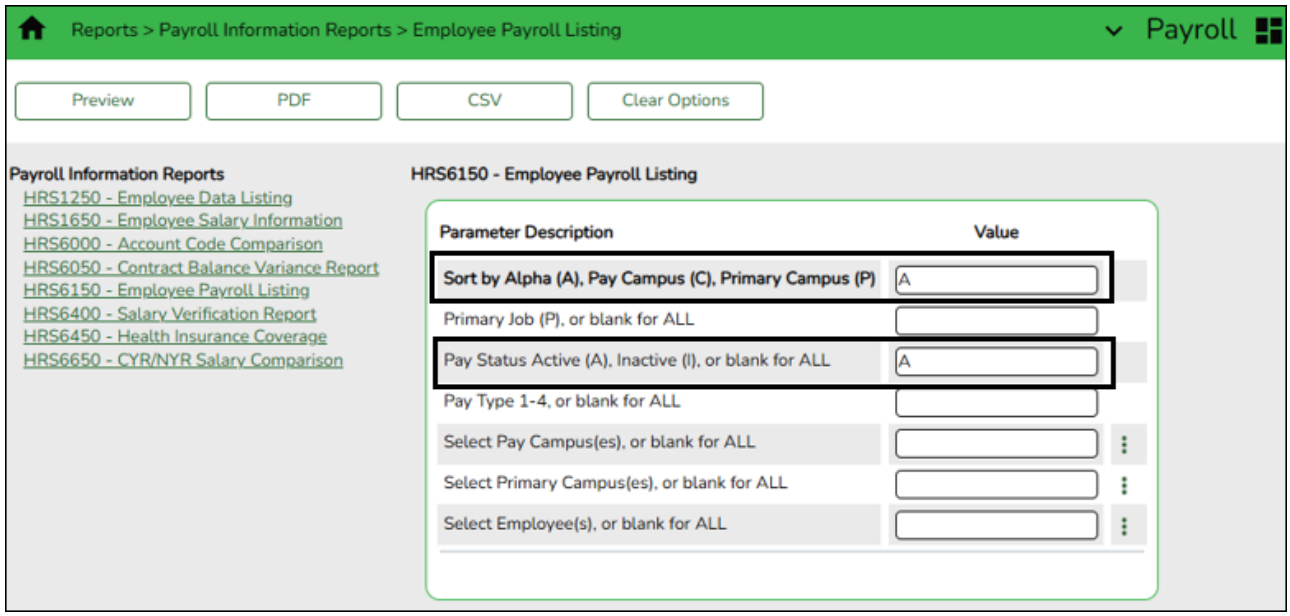
Generate the Employee Payroll Listing report

Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing **OR** Payroll > Reports > User Created Report

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

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

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

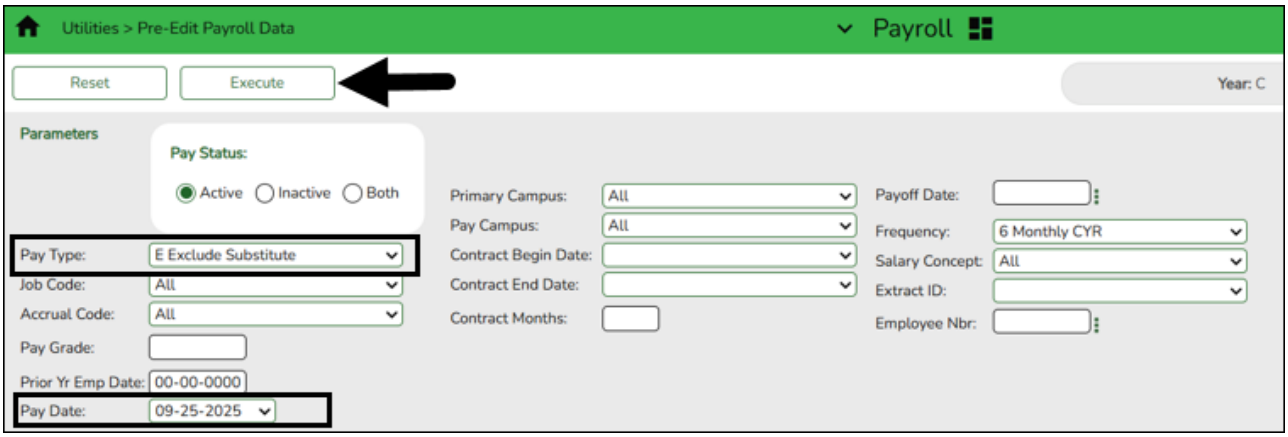


18. Correct necessary payroll errors.

Correct necessary payroll errors

Payroll > Utilities > Pre-Edit Payroll Data

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

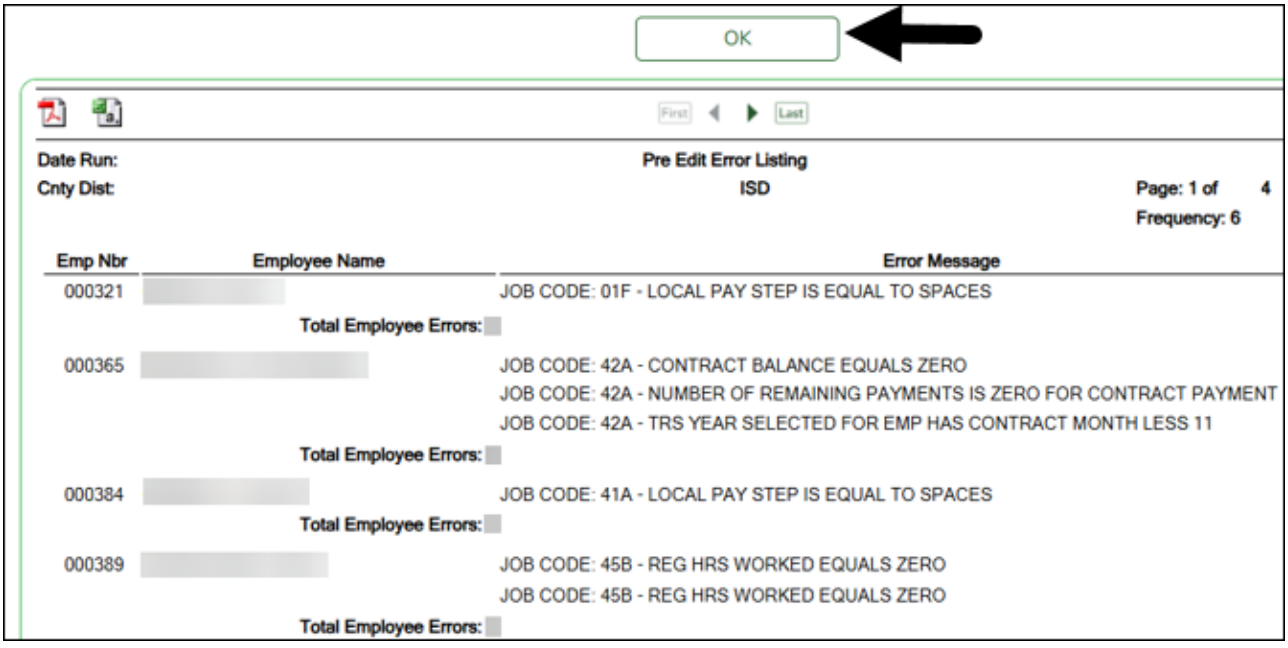


❑ Under **Pay Status**, select **Active**.

❑ In the **Pay Type** field, select *E Exclude Substitute*.

❑ In the **Pay Date** field, select the first available pay date (LEA's first pay date).

❑ Click **Execute**. Review the report.



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

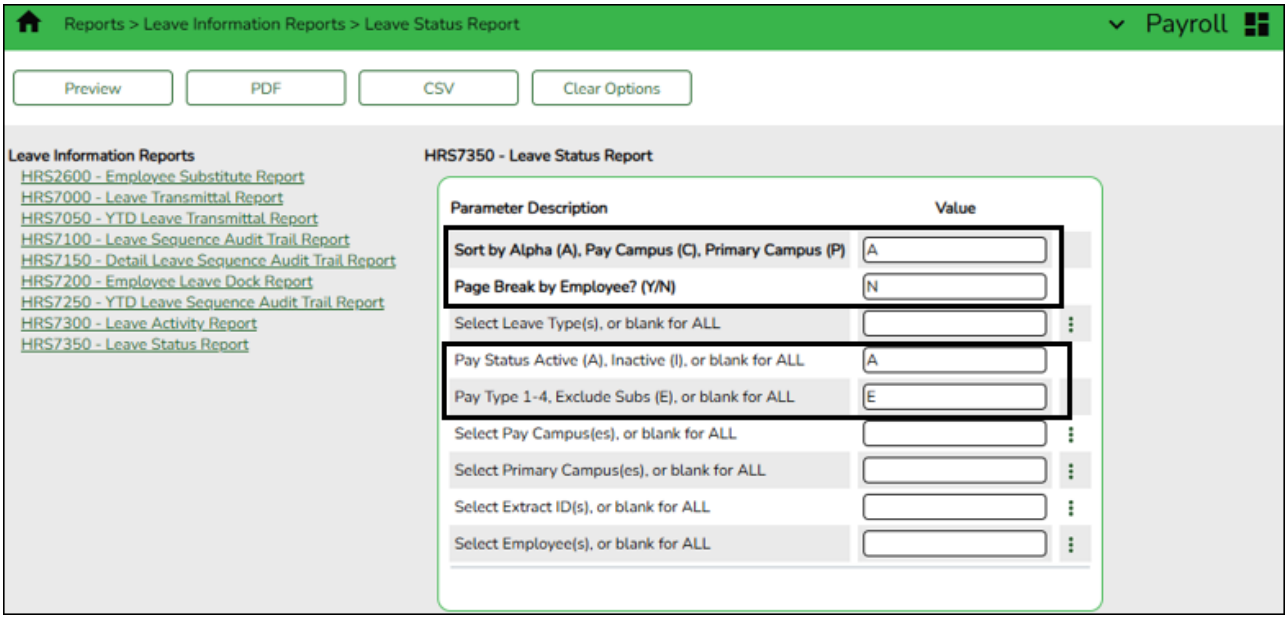
19. Address leave.

Address leave

Payroll > Utilities > Mass Update > Leave

Update the employee master leave record balances.

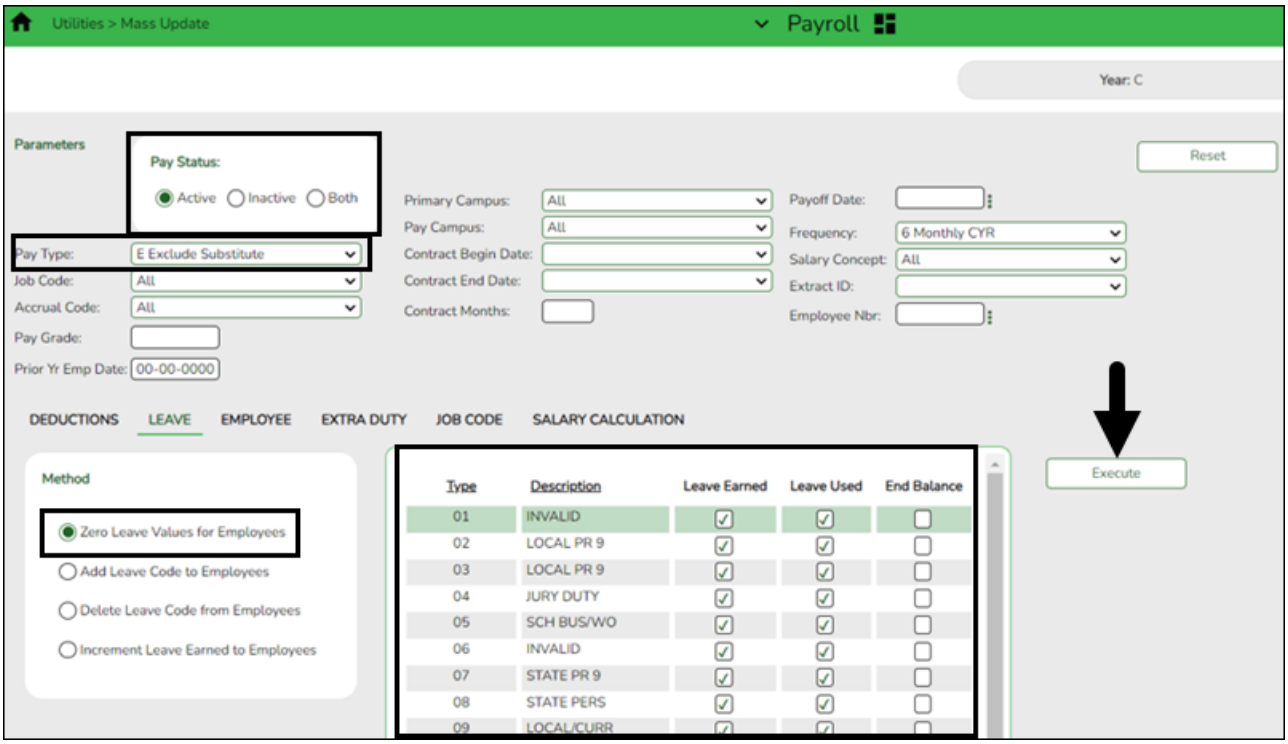
❑ In the current year payroll frequency, generate the Payroll > Reports > Leave Information Reports > HRS7350 - Leave Status Report for active employees and exclude substitutes. Print and/or save this report and review it for accuracy.



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

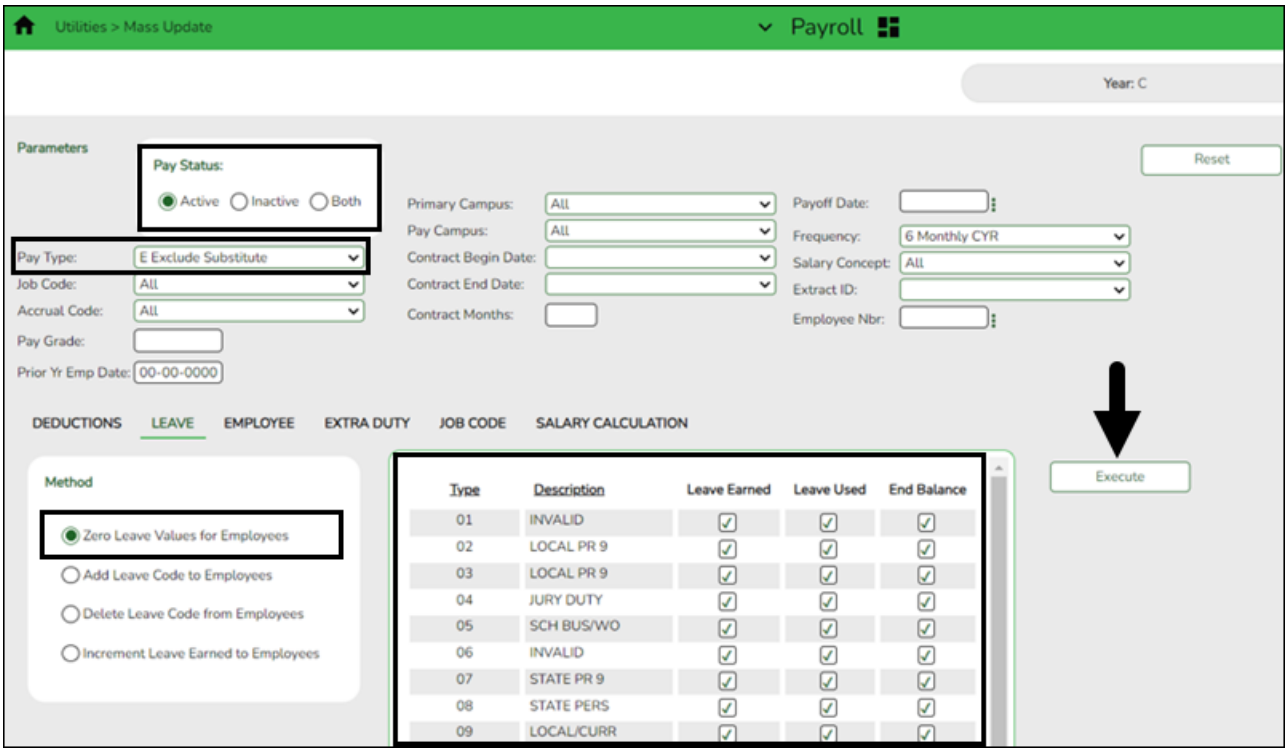
Leave type codes are LEA-specific.

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



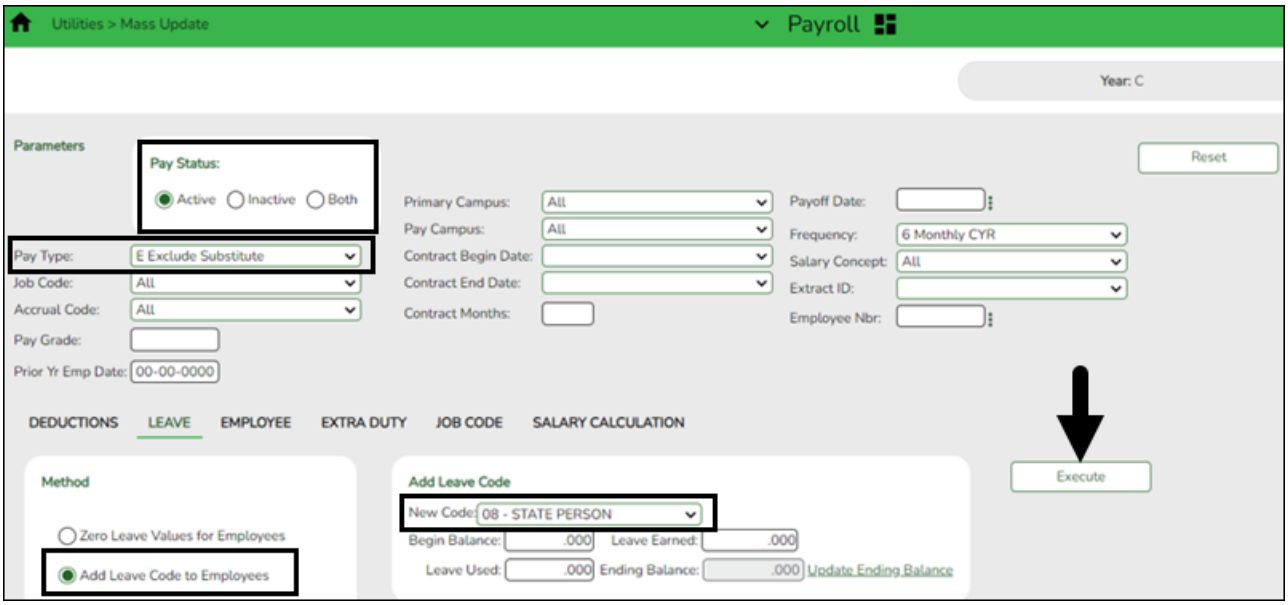
- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Zero Leave Values for Employees**.
- Under **Leave Earned** and **Leave Used**, select all leave types to be set to zero for the new school year. Be sure to process both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



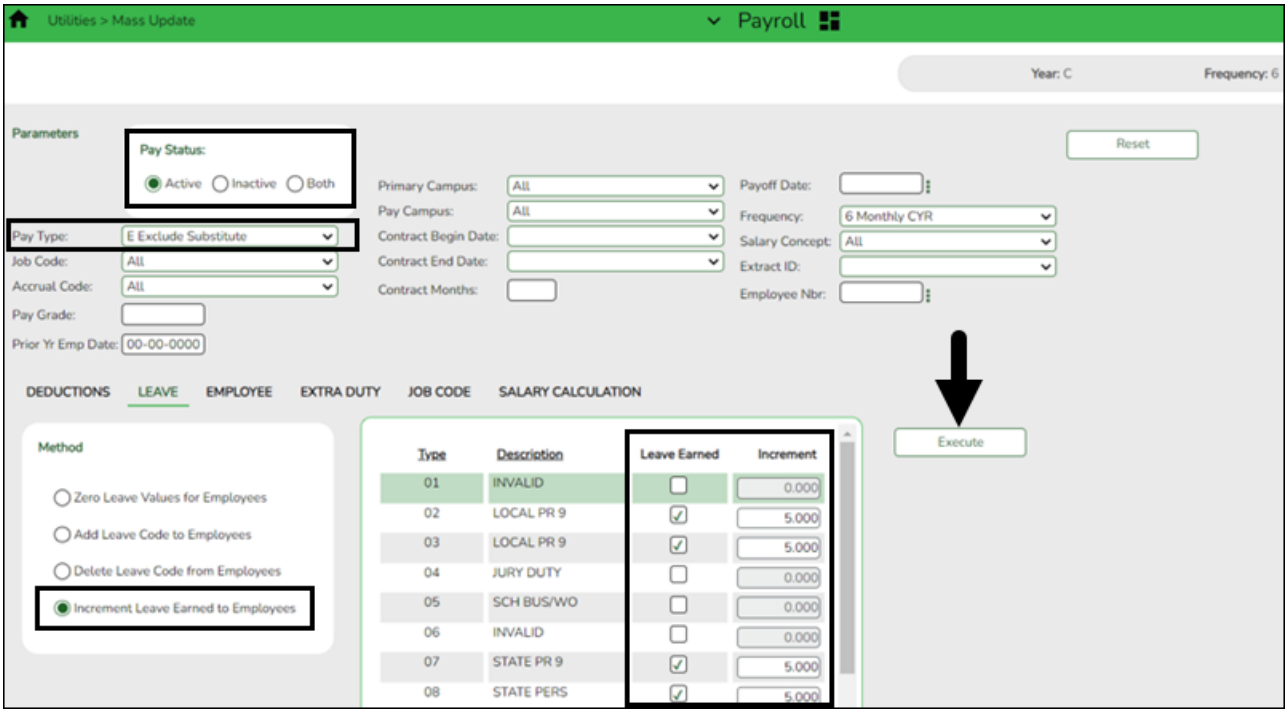
- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Zero Leave Values for Employees**.
- Select **Leave Earned**, **Leave Used**, and **End Balance** for all leave types you want to zero out completely and not carry forward 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.



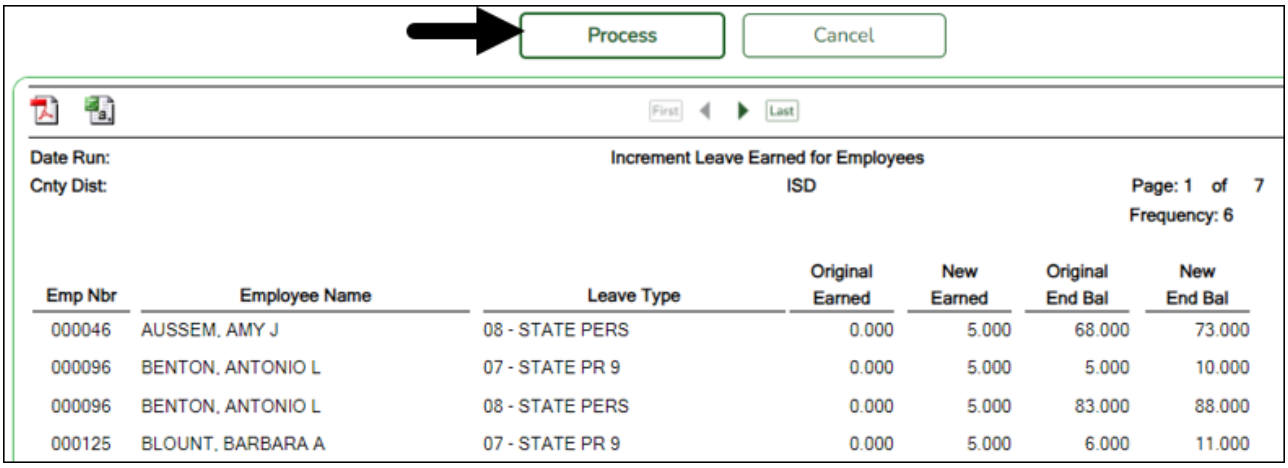
- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Add Leave Code to Employees**.
- In the **New Code** field, select the leave code.
- Do not add balances.
- Click **Execute**.
- Review and print the report. The report 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:



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**.

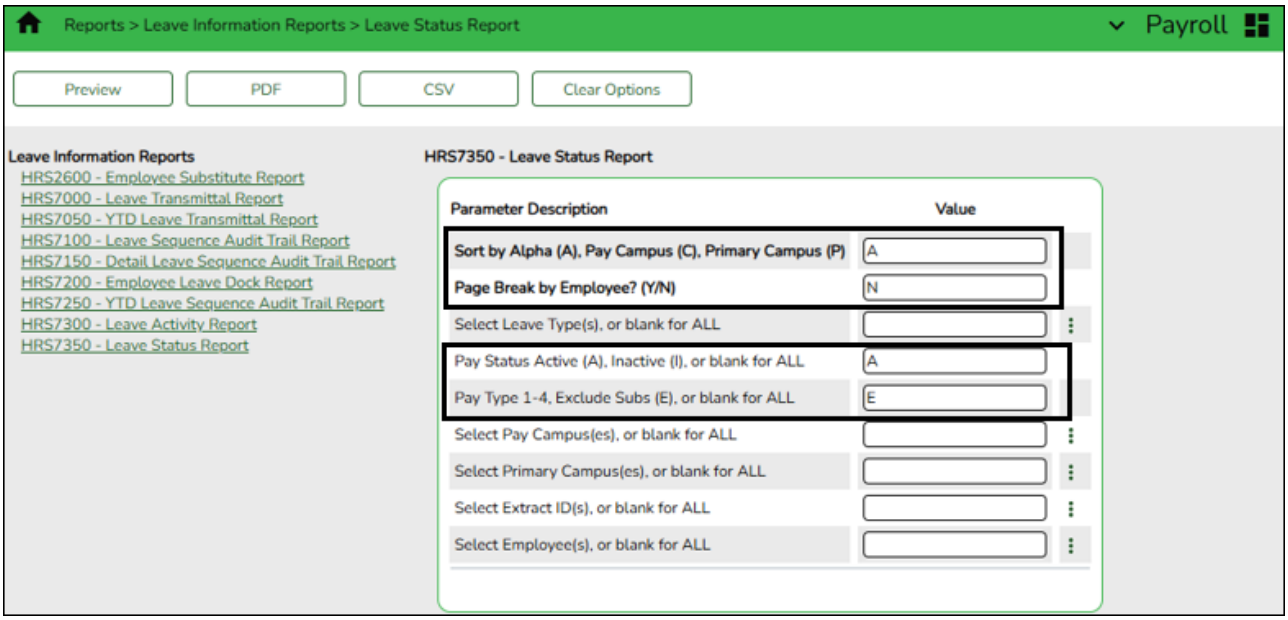


Emp Nbr	Employee Name	Leave Type	Original Earned	New Earned	Original End Bal	New End Bal
000046	AUSSEM, AMY J	08 - STATE PERS	0.000	5.000	68.000	73.000
000096	BENTON, ANTONIO L	07 - STATE PR 9	0.000	5.000	5.000	10.000
000096	BENTON, ANTONIO L	08 - STATE PERS	0.000	5.000	83.000	88.000
000125	BLOUNT, BARBARA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



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

20. Post to master file.

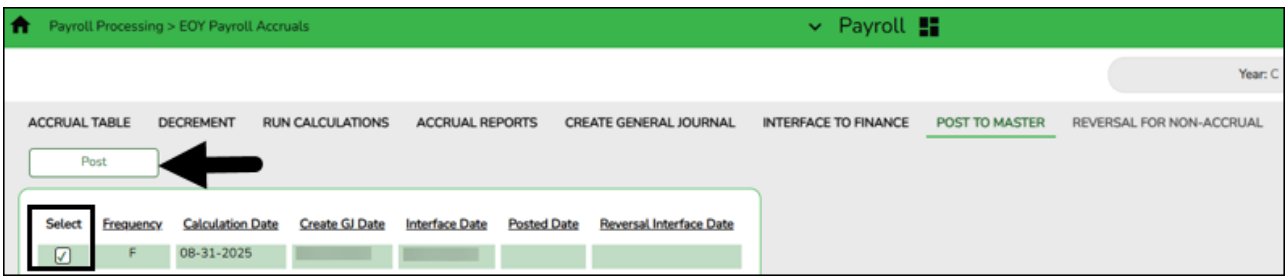
Post to master file

Payroll > Payroll Processing > EOY Payroll Accruals > Post to Master

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

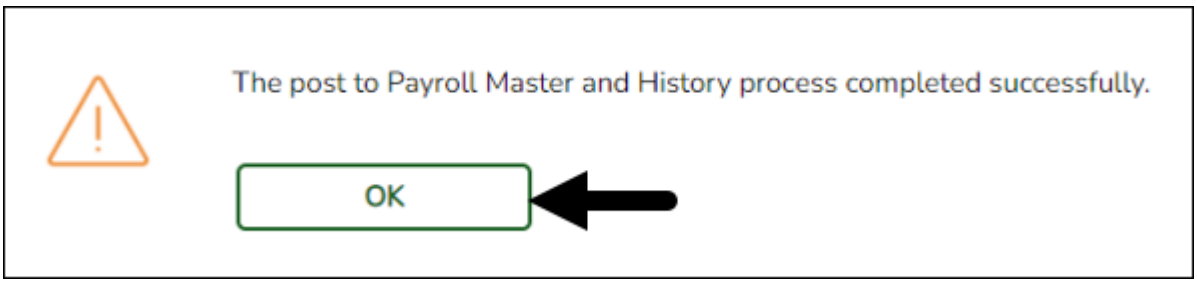
CAUTION: Before the first payroll of the school year is processed, you must post the master file that was created during the August Accruals process.

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



❑ Select a data row to be posted. If more than one frequency is used, there may be multiple data rows displayed.

❑ Click **Post**. The following message is displayed.



❑ Click **OK**.

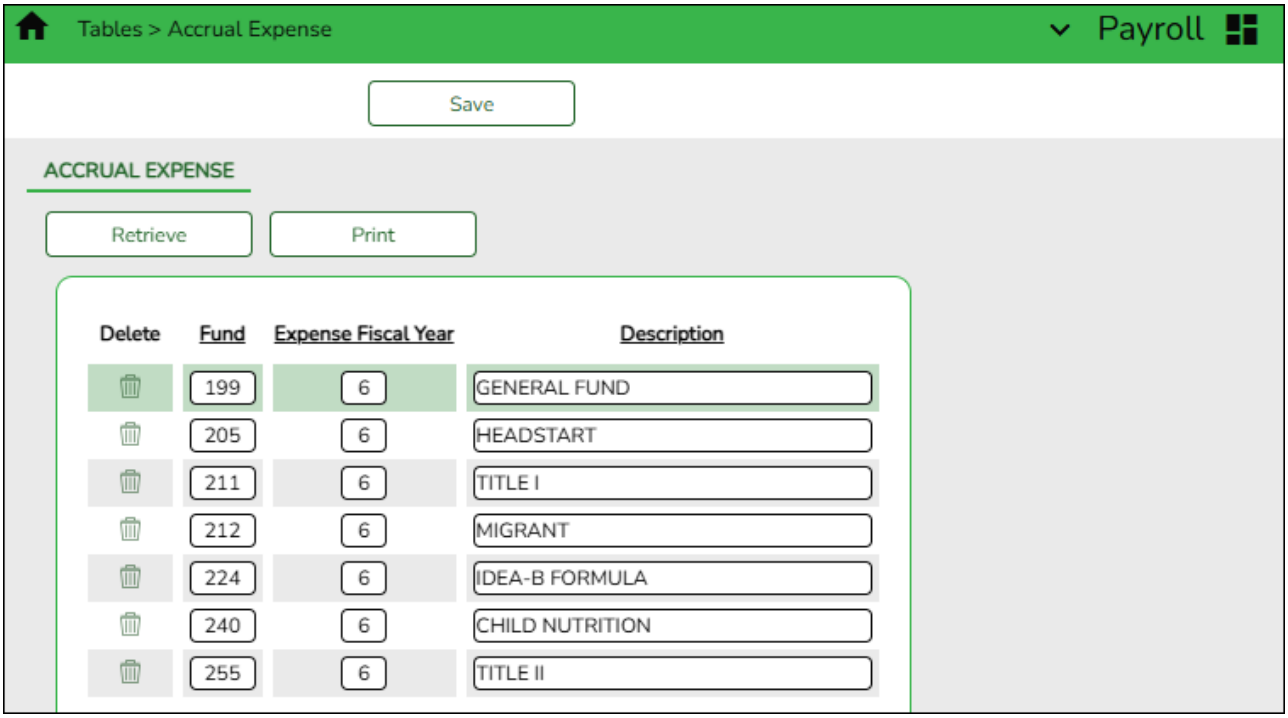
21. (If applicable) Verify the accrual expense table.

(If applicable) Verify the accrual expense table

Payroll > Tables > Accrual Expense

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

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



22. Generate the School YTD report.

Generate the School YTD report

Payroll > Reports > Year To Date Reports > HRS3050 - School Year to Date Report

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

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

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

Date Run:
Cnty Dist:
Pay Period: -- thru -- Payrun Date: --

School YTD (Sept 1 Thru Aug 31 2026)
ISD

Program: HRS3050
Page: 54 of 54
Frequency: 6

Employee Name / Emp Nbr / Prim Campus / Accrual Code	Contract / Ovtm Grs / Emplr Care / A Fed Dep	Non Contr / Emplr Cont / NPay Bus / A Fed Care	Supplement / NTax Allow / Accru Pay / Accru Care	NTRS Ex / NTRS Bs / FICA Accru / Ret Pensn	FICA Tax / Bus Allow / E HI Acc / Care Surc	Med Tax / Emplr 457 / E An Acc / New TRS	Abs Ded / TEA Contr / 457 Accru / Misc Ded	TRS Dep / NT NP Bus / TEA Acc / A Misc Ded	Reg Hrs / Empl Dep / Unemp Acc / A 403B FICA	Ovtm Hrs / Acc Dep

District Totals:

Contract Pay	.00	Non-TRS Non-Tax Bus Allow	.00	Absence Deduction	.00
Non-Contract Pay	.00	Non-TRS Bus Allow	.00	TRS Deposit	.00
Supplemental Pay	.00	FICA Tax	.00	Accrued Pay	1,822,967.77
Accrued Federal Deposit	8,165.53	Medicare Tax	.00	Unemployment Accrued	.00
Emplr Health Insurance Accrued	.00	FICA/Medicare Accrued	25,673.10	Emplr 457 Accrued	.00
Emplr Annuity Accrued	.00	Accrued Federal Care	1,237.22	Non-TRS Reimbr Excess	.00
Emplr Annuity Contrib	.00	Overtime Gross	.00	Non-TRS Reimbr Base	.00
Emplr 457 Contrib	.00	TEA Health Ins Accrued	.00	Non-Pay Bus Allowance	.00
TEA Health Ins Contrib	.00	Emplr TRS Care Accrued	13,569.42	Non-Tax NPay Bus Allow	.00
Emplr TRS Care Contrib	.00	New TRS Member Contrib	.00	Emplr TRS Care Surcharge	.00
Ret Emplr Pension Surcharge	.00	Emplr Dependent Care	.00	Emplr Dependent Care Accru	.00
Emplr Misc Ded Contrib	.00	Emplr Misc Ded Contrib Accru	.00	Emplr 403B FICA Contrib Accru	.00

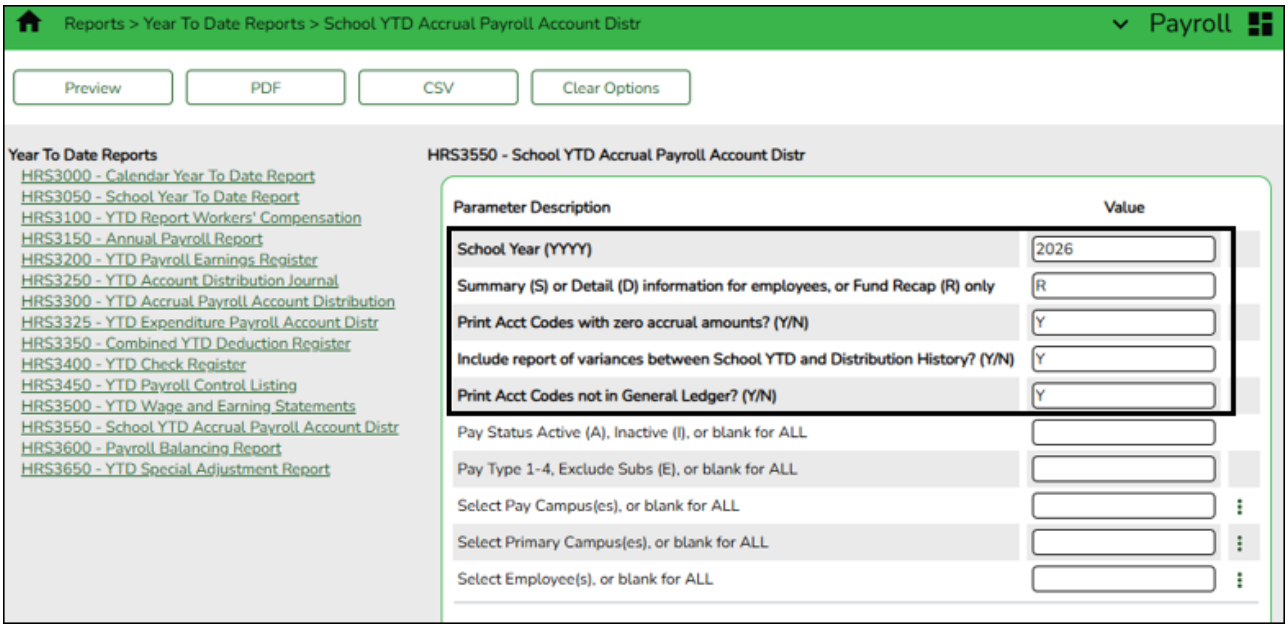
End of Report

23. Generate the School YTD Accrual Payroll Account Distribution Report.

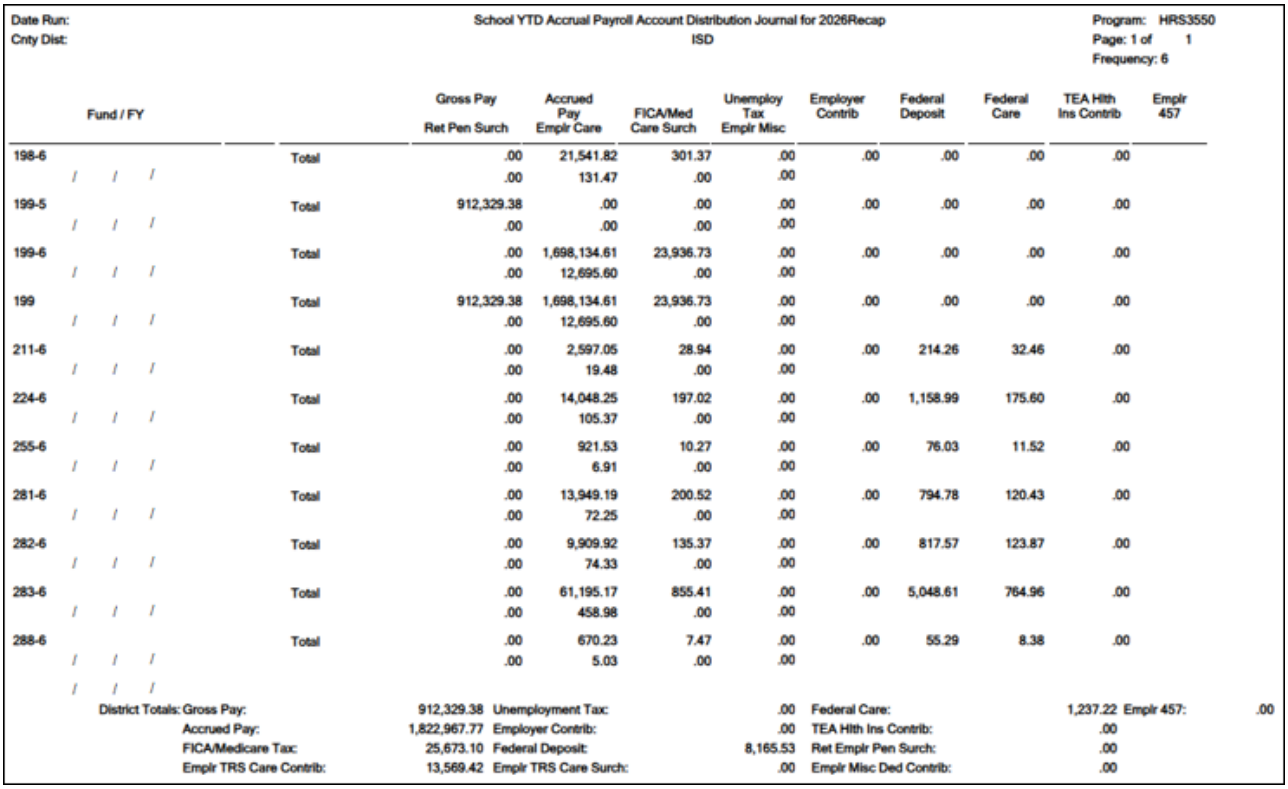
Generate the School YTD Accrual Payroll Account Distribution Report

Payroll > Reports > Year To Date Reports > HRS3550 - School YTD Accrual Payroll Account Distr

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



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



Date Run:
Cnty Dist:

School YTD Accrual Payroll Account Distribution Journal for 2026Recap
ISD

Program: HRS3550
Page: 1 of 1
Frequency: 6

Fund / FY		Gross Pay / Ret Pen Surch	Accrued Pay / 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	131.47	.00	.00					
199-5	Total	912,329.38	.00	.00	.00	.00	.00	.00	.00	
/ / /		.00	.00	.00	.00					
199-6	Total	.00	1,698,134.61	23,936.73	.00	.00	.00	.00	.00	
/ / /		.00	12,695.60	.00	.00					
199	Total	912,329.38	1,698,134.61	23,936.73	.00	.00	.00	.00	.00	
/ / /		.00	12,695.60	.00	.00					
211-6	Total	.00	2,597.05	28.94	.00	.00	214.26	32.46	.00	
/ / /		.00	19.48	.00	.00					
224-6	Total	.00	14,048.25	197.02	.00	.00	1,158.99	175.60	.00	
/ / /		.00	105.37	.00	.00					
255-6	Total	.00	921.53	10.27	.00	.00	76.03	11.52	.00	
/ / /		.00	6.91	.00	.00					
281-6	Total	.00	13,949.19	200.52	.00	.00	794.78	120.43	.00	
/ / /		.00	72.25	.00	.00					
282-6	Total	.00	9,909.92	135.37	.00	.00	817.57	123.87	.00	
/ / /		.00	74.33	.00	.00					
283-6	Total	.00	61,195.17	855.41	.00	.00	5,048.61	764.96	.00	
/ / /		.00	458.98	.00	.00					
288-6	Total	.00	670.23	7.47	.00	.00	55.29	8.38	.00	
/ / /		.00	5.03	.00	.00					
/ / /										

District Totals: Gross Pay:	912,329.38	Unemployment Tax:	.00	Federal Care:	1,237.22
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

Emplr 457:	.00

24. Generate the Contract Balance Variance Report.

Generate the Contract Balance Variance Report

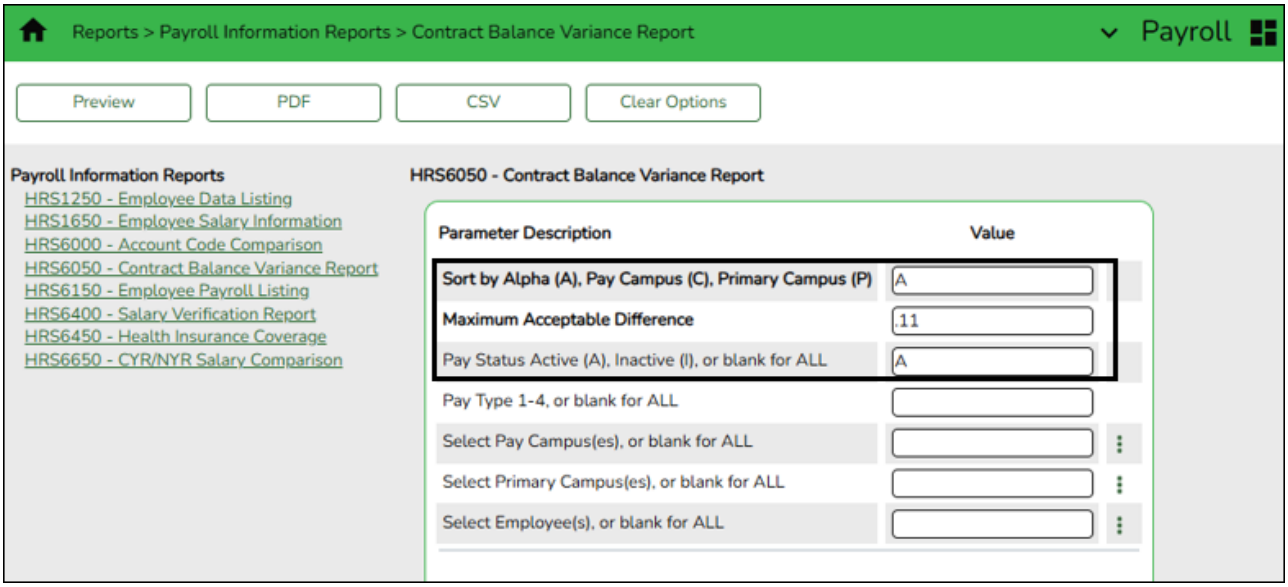
Payroll > Reports > Payroll Information Reports > HRS6050 - Contract Balance Variance Report

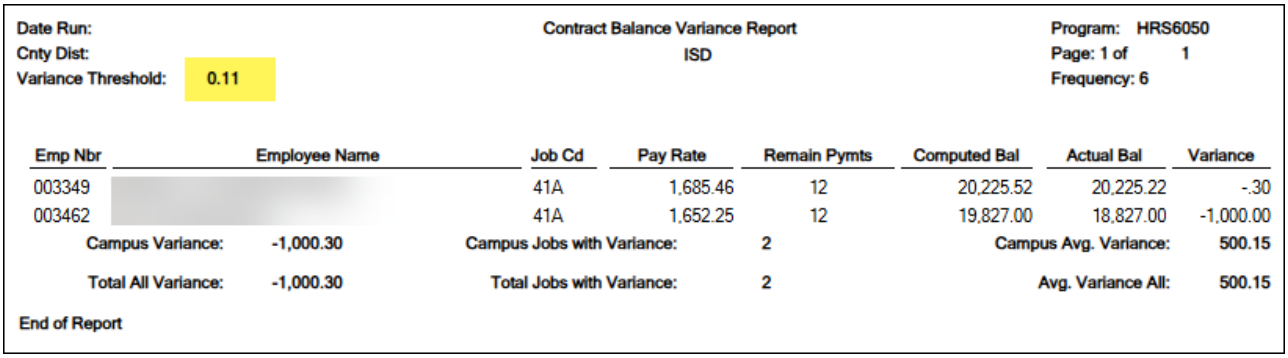
Complete the applicable report parameters and generate the report. Print and/or save this report. This report should have been reviewed during the Finance EOY Process but be sure to verify the information is accurate at this time.

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

Use the following variance thresholds accordingly:

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





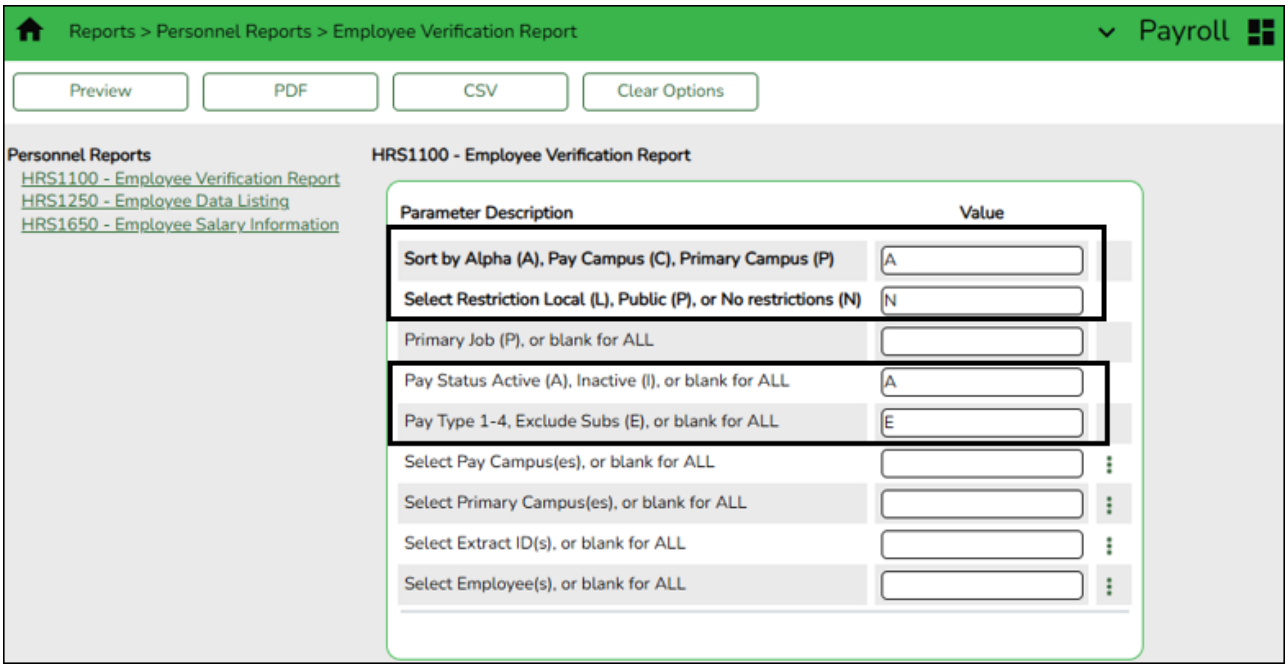
25. Generate the Employee Verification report.

Generate the Employee Verification report

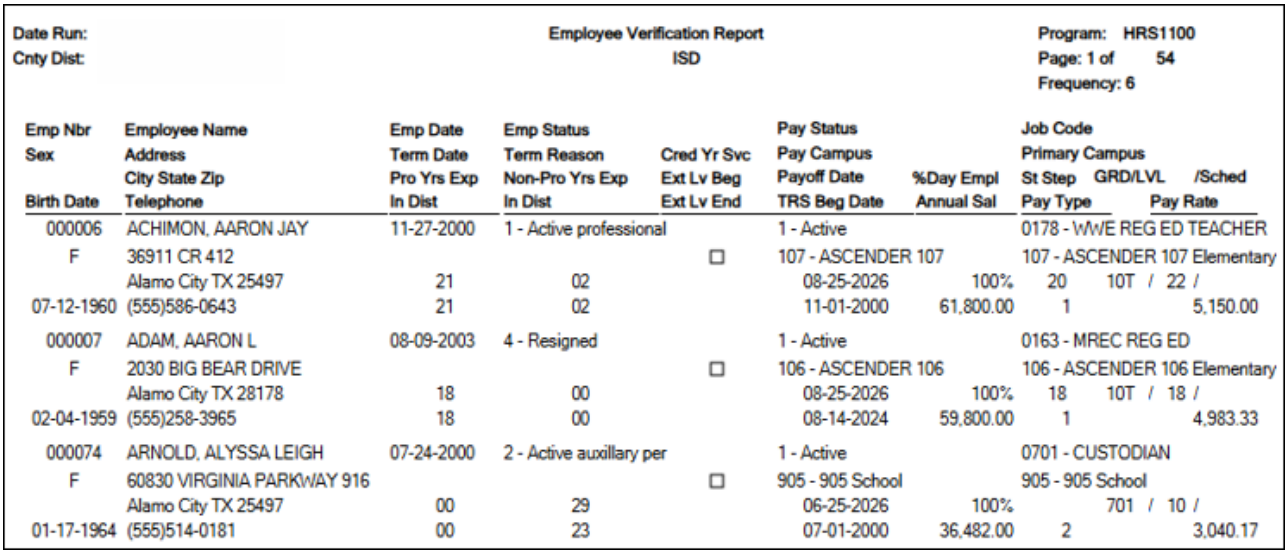
Personnel > Reports > Personnel Reports > HRS1100 - Employee Verification Report **OR** Payroll > Reports > Personnel Reports > HRS1100 - Employee Verification Report

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

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



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



Date Run:
Cnty Dist:

Employee Verification Report
ISD

Program: HRS1100
Page: 1 of 54
Frequency: 6

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

26. (If necessary) Mass update employee experience.

(If necessary) Mass update employee experience

Personnel > Utilities > Mass Update > Employee

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

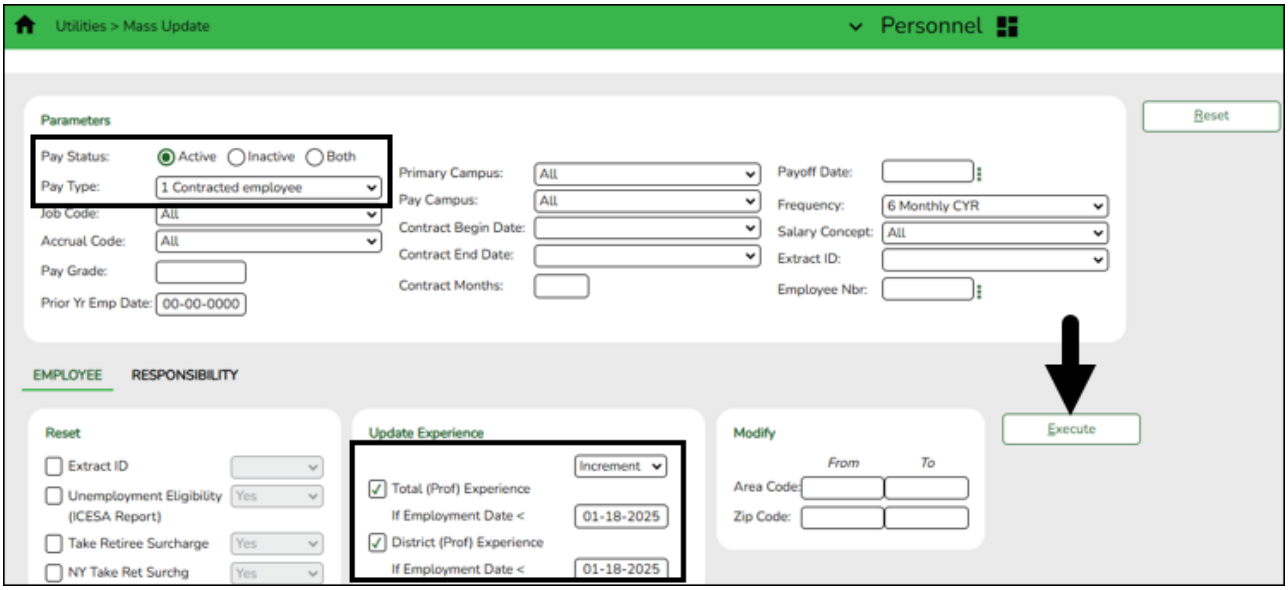
Additionally, you can use this page to increment the prior years of teaching experience for those individuals in a teaching role. The **Prior Teaching Experience** is the total number of

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

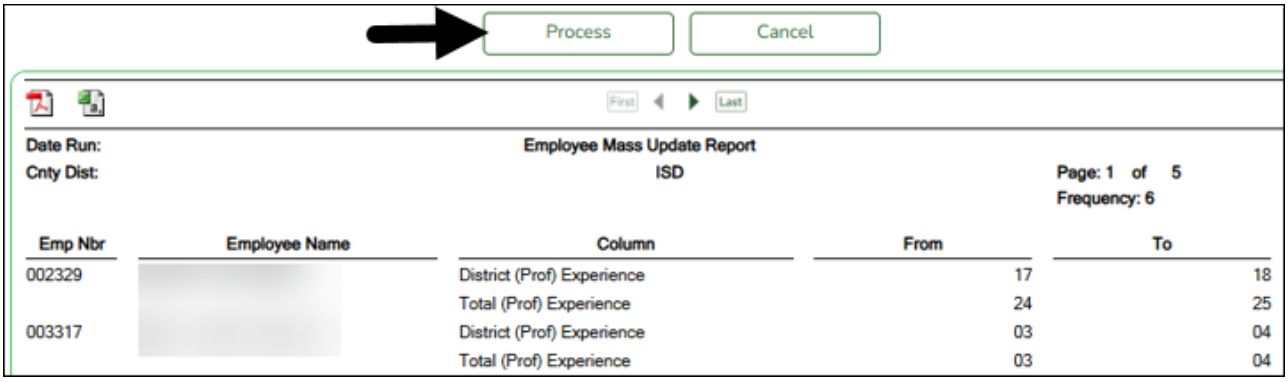
If this process has not already been completed, it must be done at this time. It is highly important to confirm that it is completed.

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

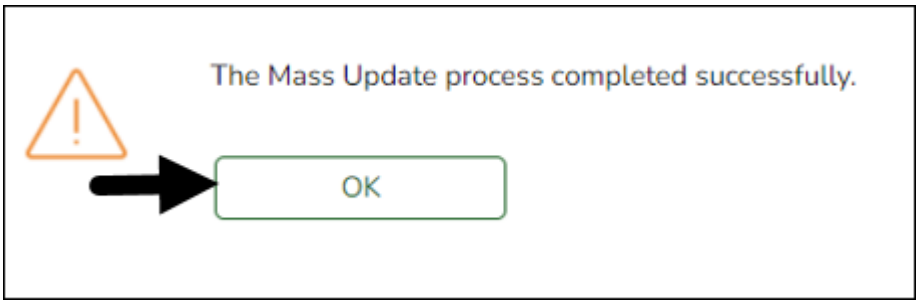
Total (Prof) Experience:



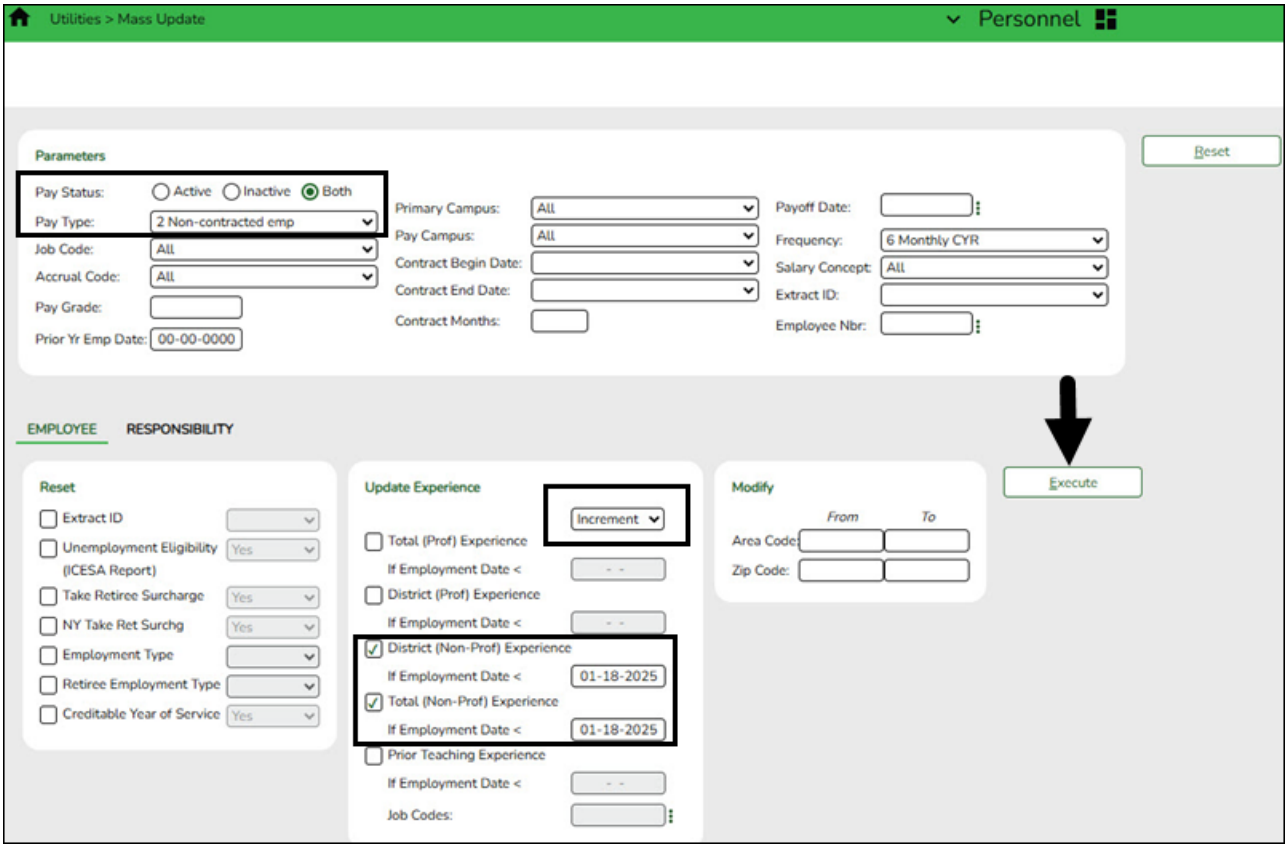
❑ Click **Execute**. The Employee Mass Update Report is displayed.



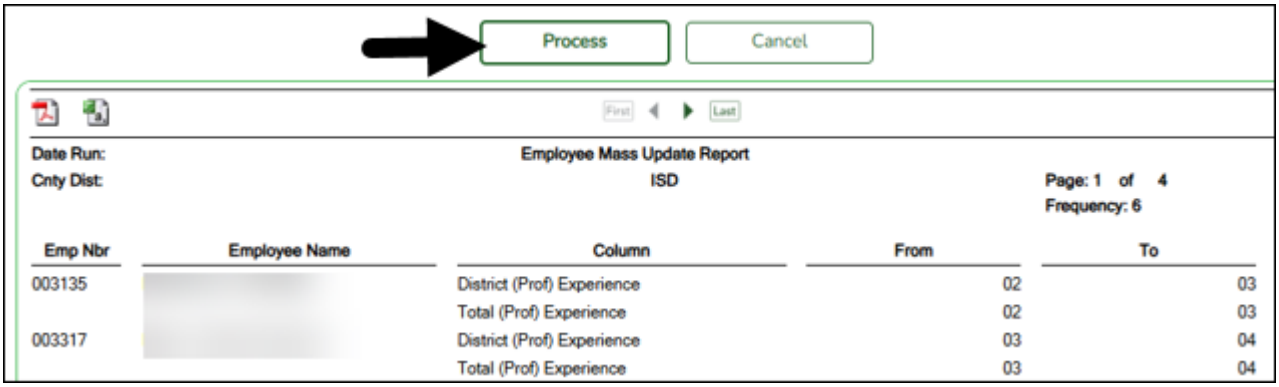
❑ Click **Process**. The following message is displayed.



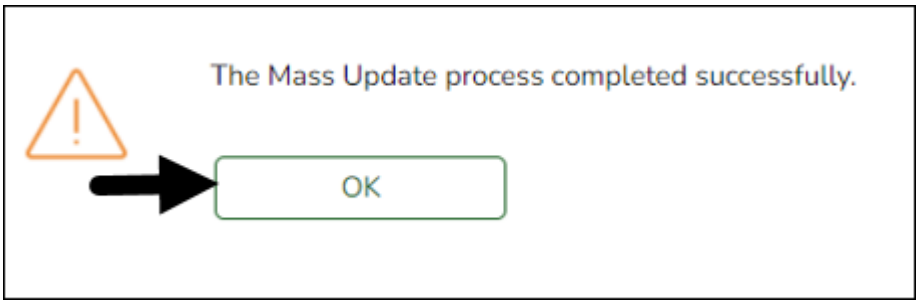
Total (Non-Prof) Experience:



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

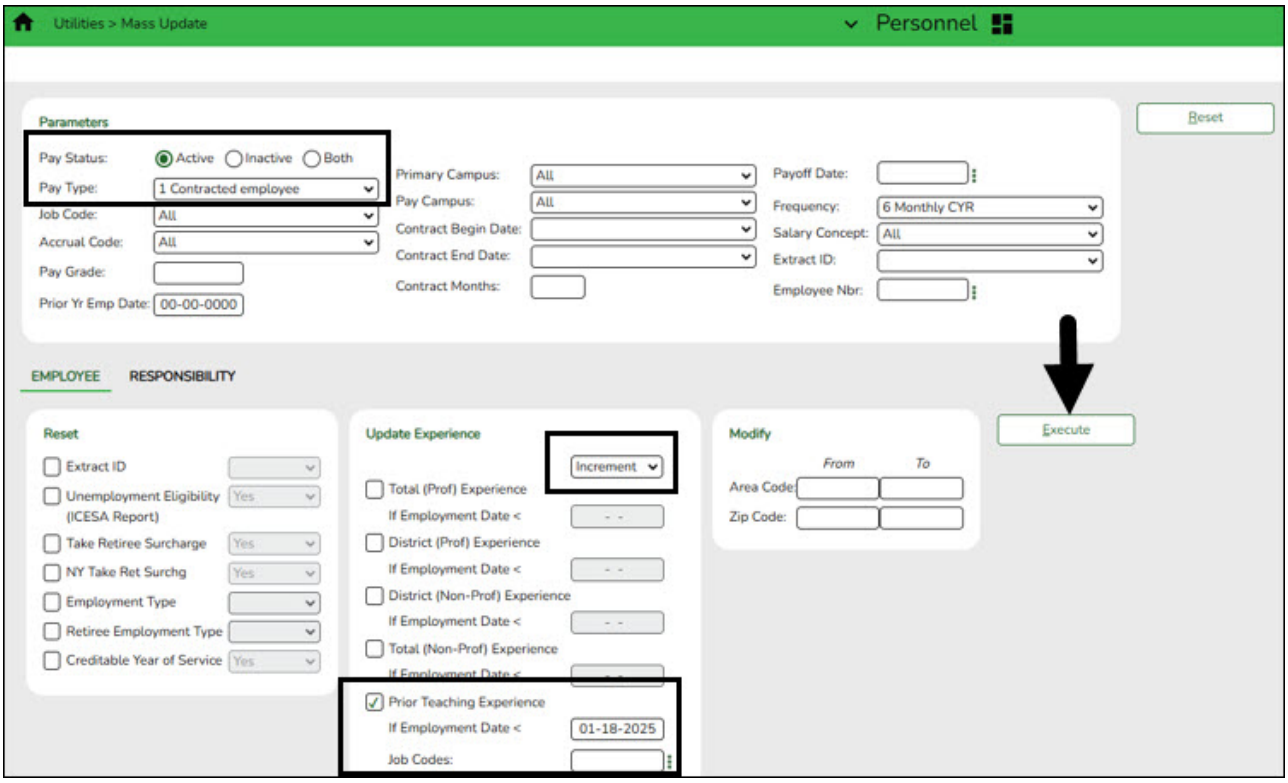


❑ Click **Process**. The following message is displayed.

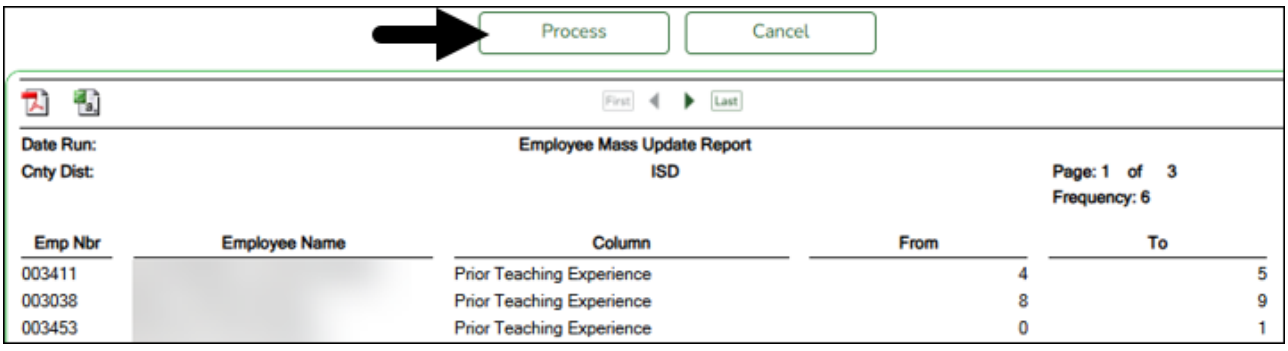


Use the Personnel > Reports > Personnel Reports > HRS1100 - Employee Verification Report to verify the accuracy of the years of experience.

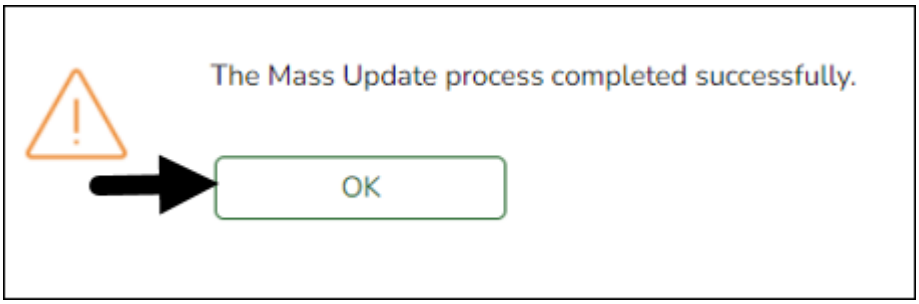
Prior Teaching Experience:



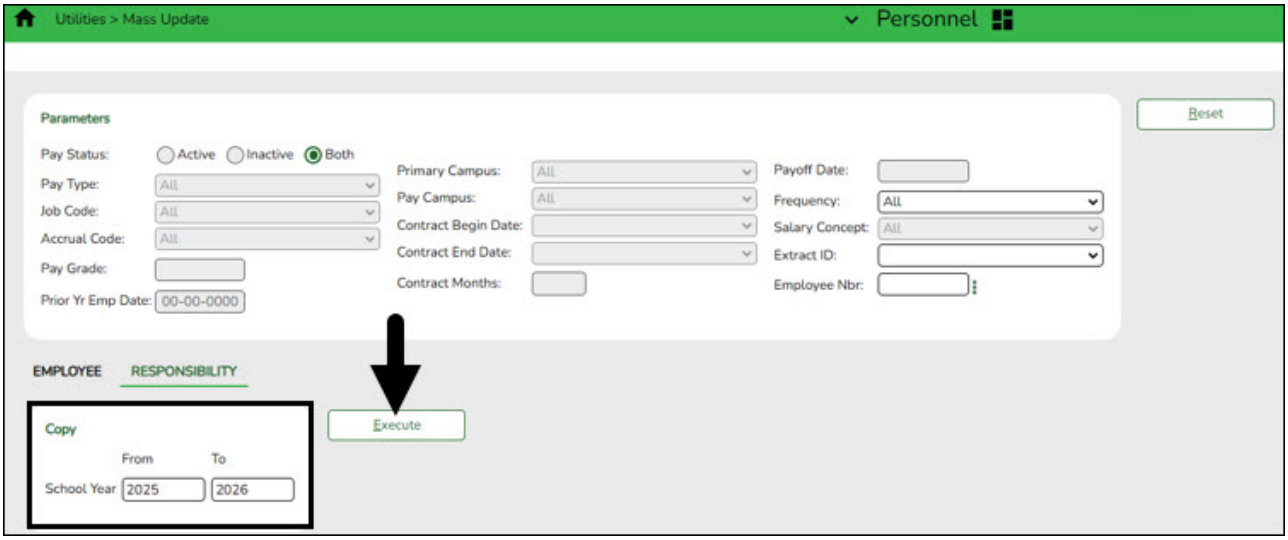
❑ Click **Execute**. The Employee Mass Update Report is displayed.



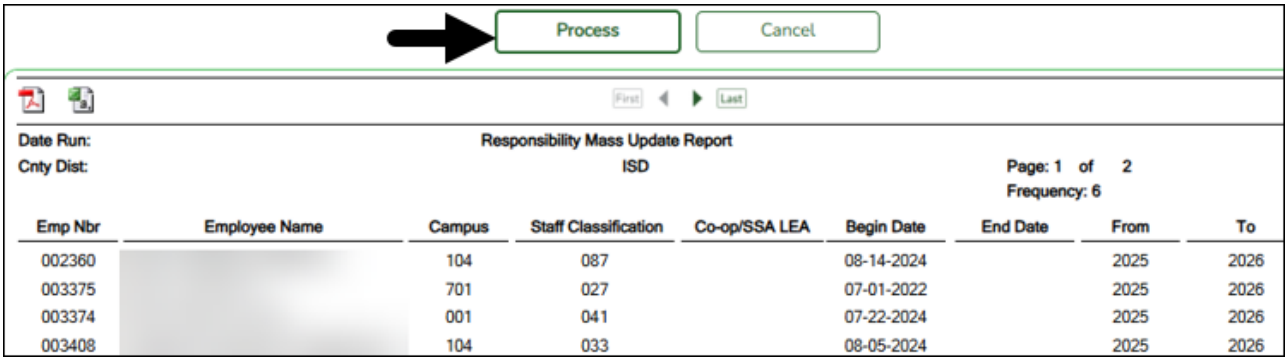
❑ Click **Process**. The following message is displayed.



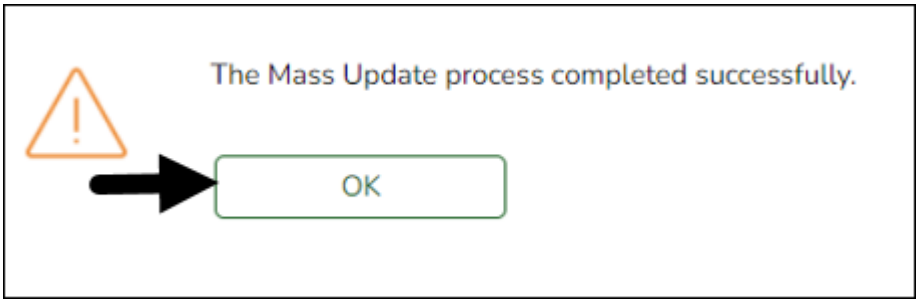
Responsibility:



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



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

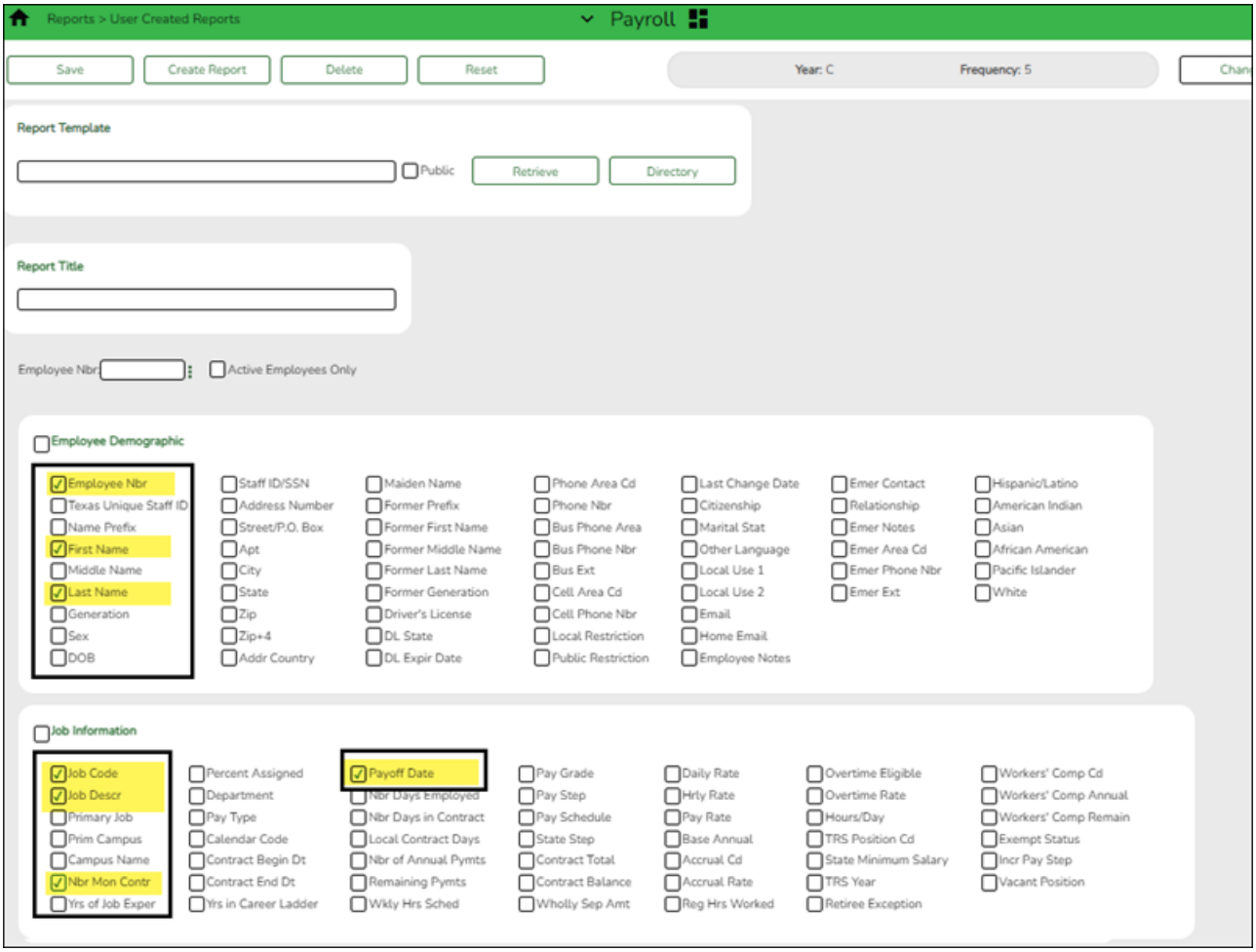


27. Verify payoff dates.

Verify payoff dates

Payroll > Reports > User Created Reports

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

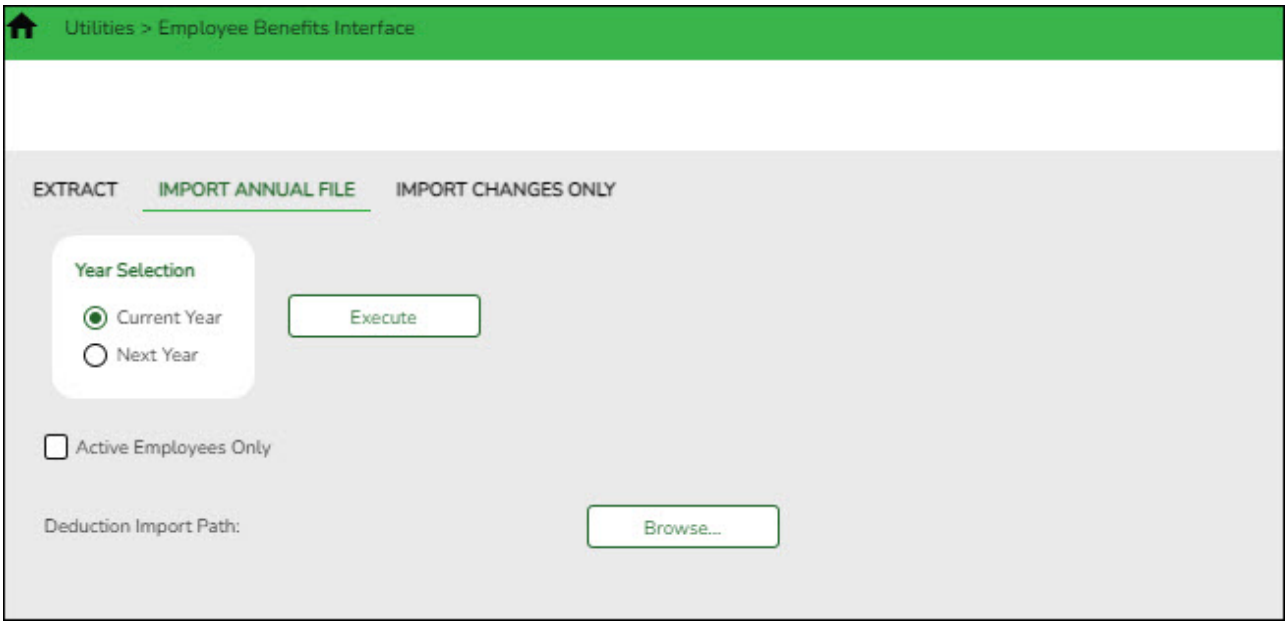


28. (If available) Import annual benefits file.

(If available) Import annual benefits file

Payroll > Utilities > Employee Benefits Interface > Import Annual File

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

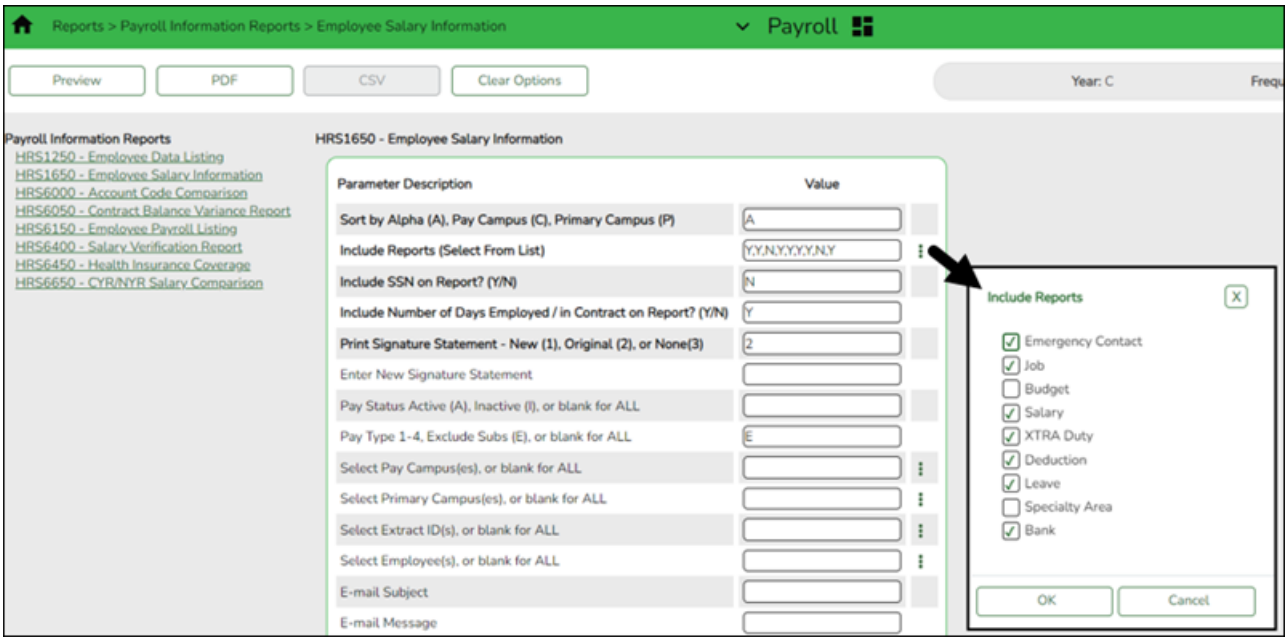


29. Generate the Employee Salary Information report.

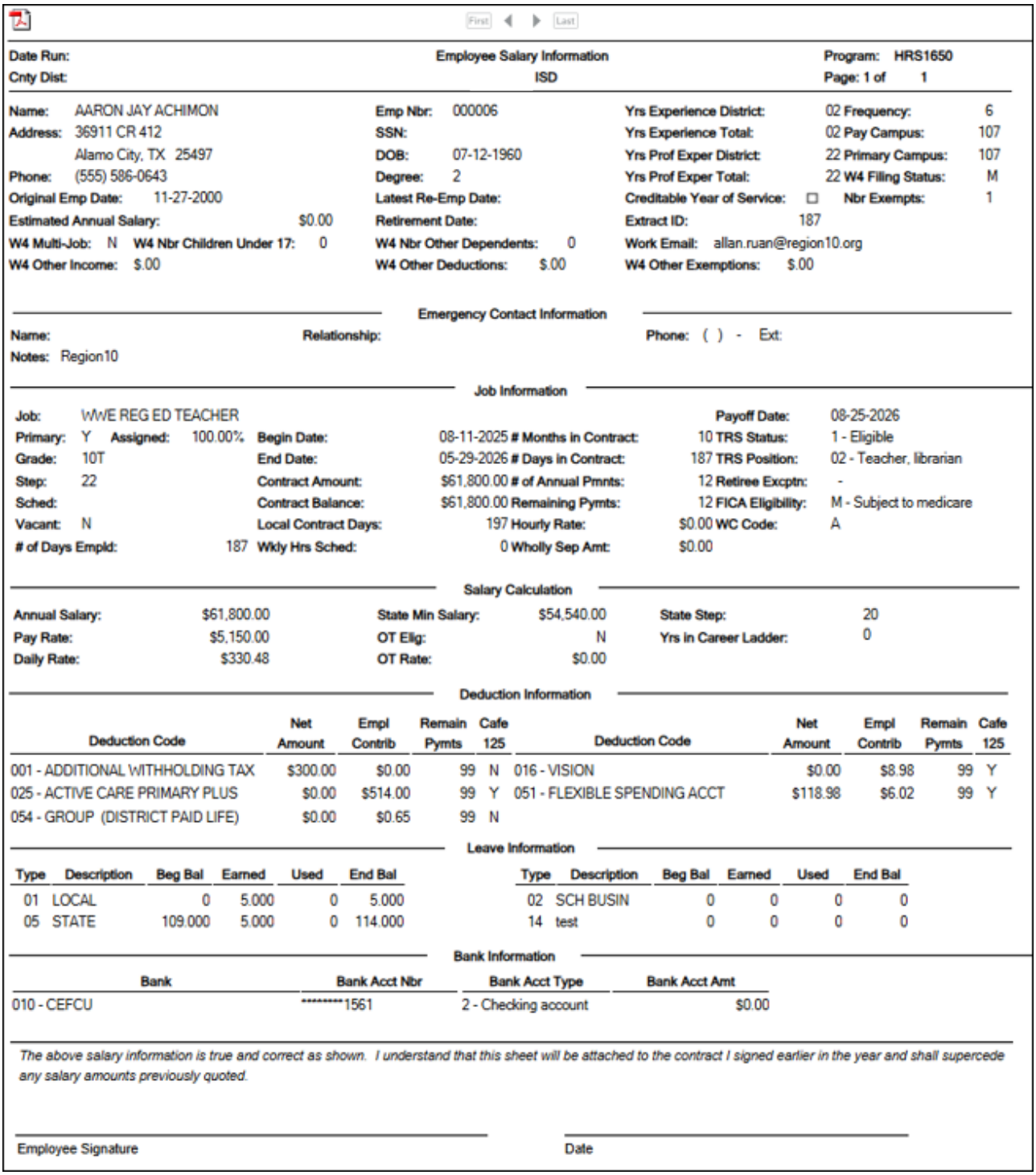
Generate the Employee Salary Information report

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

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



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



Date Run:
Cnty Dist:

Employee Salary Information
ISD

Program: HRS1650
Page: 1 of 1

Name:	AARON JAY ACHIMON	Emp Nbr:	000006	Yrs Experience District:	02	Frequency:	6
Address:	36911 CR 412	SSN:		Yrs Experience Total:	02	Pay Campus:	107
	Alamo City, TX 25497	DOB:	07-12-1960	Yrs Prof Exper District:	22	Primary Campus:	107
Phone:	(555) 586-0643	Degree:	2	Yrs Prof Exper Total:	22	W4 Filing Status:	M
Original Emp Date:	11-27-2000	Latest Re-Emp Date:		Creditable Year of Service:	☐	Nbr Exempts:	1
Estimated Annual Salary:	$0.00	Retirement Date:		Extract ID:	187		
W4 Multi-Job:	N	W4 Nbr Children Under 17:	0	W4 Nbr Other Dependents:	0	Work Email:	allan.ruan@region10.org
W4 Other Income:	$.00	W4 Other Deductions:	$.00	W4 Other Exemptions:	$.00		

Emergency Contact Information

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

Job Information

Job:	WWE REG ED TEACHER				Payoff Date:	08-25-2026	
Primary:	Y	Assigned:	100.00%	Begin Date:	08-11-2025	# Months in Contract:	10
Grade:	10T			End Date:	05-29-2026	# Days in Contract:	187
Step:	22			Contract Amount:	$61,800.00	# of Annual Pmnts:	12
Sched:				Contract Balance:	$61,800.00	Remaining Pymts:	12
Vacant:	N			Local Contract Days:	197	Hourly Rate:	$0.00
# of Days Empld:	187			Wkly Hrs Sched:	0	Wholly Sep Amt:	$0.00

TRS Status:	1 - Eligible				
TRS Position:	02 - Teacher, librarian				
Retiree Excptn:	-				
FICA Eligibility:	M - Subject to medicare				
WC Code:	A				

Salary Calculation

Annual Salary:	$61,800.00	State Min Salary:	$54,540.00	State Step:	20
Pay Rate:	$5,150.00	OT Elig:	N	Yrs in Career Ladder:	0
Daily Rate:	$330.48	OT Rate:	$0.00		

Deduction Information

Deduction Code	Net Amount	Empl Contrib	Remain 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

30. Calculate a sample payroll.

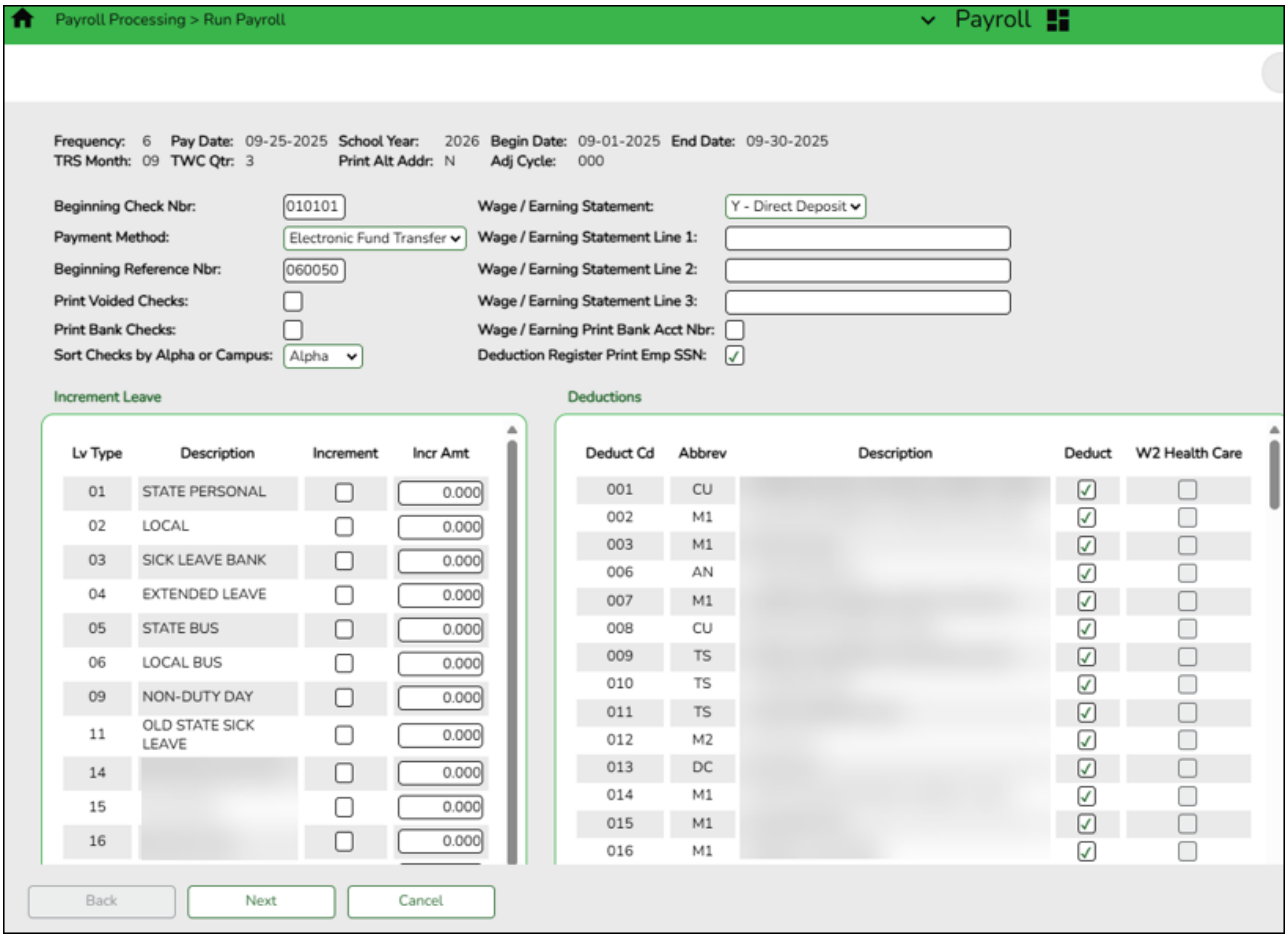
Calculate a sample payroll

Payroll > Payroll Processing > Run Payroll

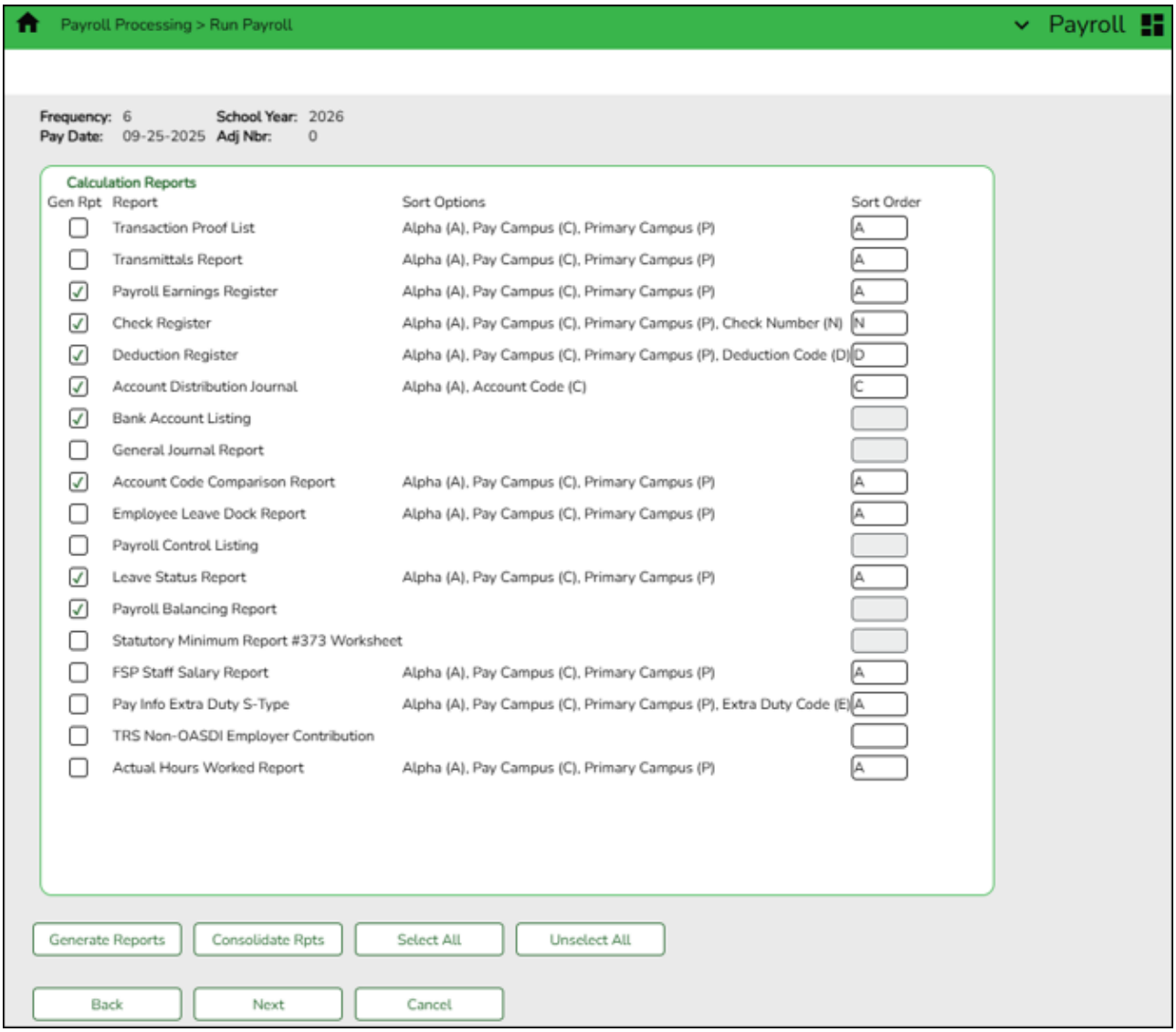
Calculate a sample payroll to identify any errors that need to be corrected prior to processing the first payroll.

IMPORTANT:

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



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



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.

STOP

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

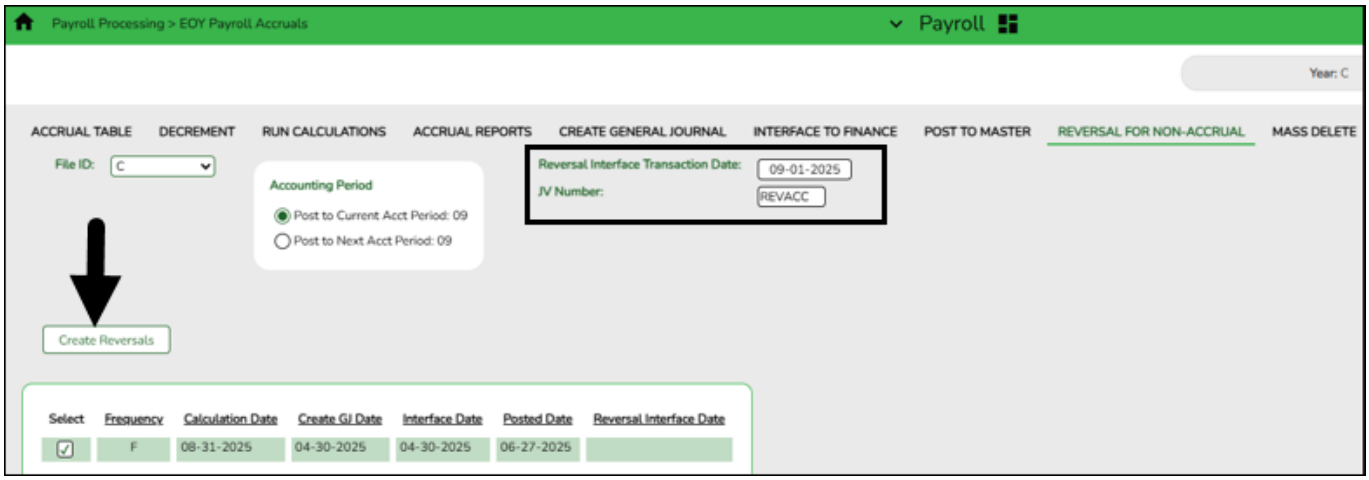
Reverse accruals.

Reverse accruals

Payroll > Payroll Processing > EOY Payroll Accruals > Reversal for Non-Accrual

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

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



❑ Click **Create Reversals** to create the reversal transactions. The EOY Accrual General Journal Transactions report is displayed. If you receive a message stating that there are no rows to process for the reversal, no further action is required.

❑ Click **Interface Reversals** to update Finance. If no errors were encountered during the process, a message is displayed indicating that the affected tables were successfully interfaced. Click **OK**.