Update payroll clearing fund/year

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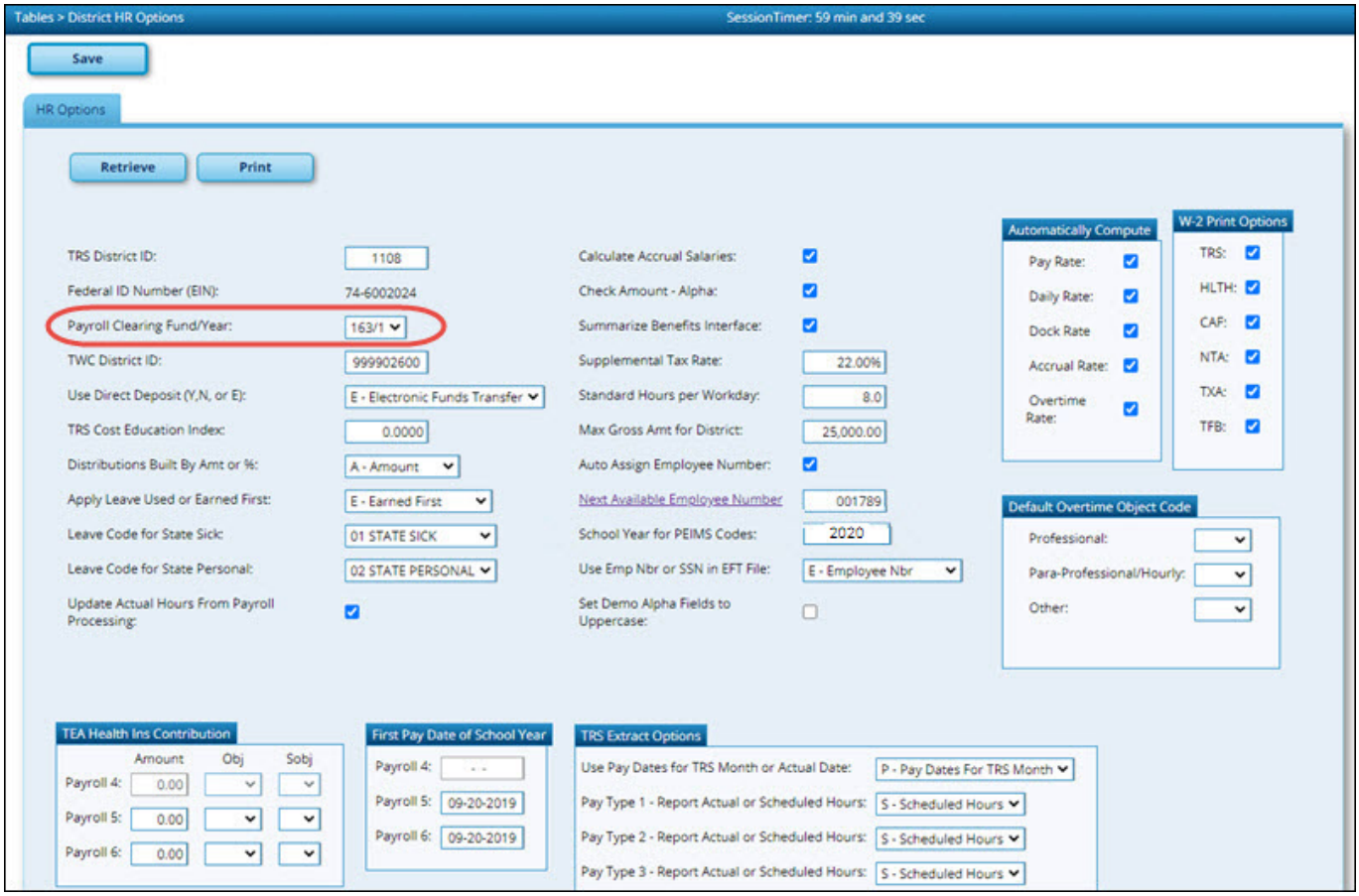
Log on to the current year.

Human Resources > Tables > District HR Options

Update the district Human Resources options.

Image



Payroll Clearing Fund/Year	This field is automatically populated with the the payroll clearing fund/year selected on the Finance > Tables > District Finance Options > Clearing Fund Maintenance tab. If not, click ⌄ to select the fund/fiscal year (e.g., 163/9) for the current year to be used as the clearing fund/fiscal year when interfacing to Finance.

June year-end LEAs should not update the **School Year for PEIMS Codes** or the **First Pay Date of the School Year** fields at this time. These fields can be addressed during the First Payroll of the School Year process.

School Year for PEIMS Codes	Type the school year for the PEIMS edit tables in the YYYY format. **Note**: If the **School Year for PEIMS Codes** field does not contain a valid value or if left blank, values are not displayed in the **PEIMS** drop-down fields (e.g., **Sex**, **Ethnicity**, etc.) on the Personnel > Maintenance > Staff Demo > Demographic Information page.