



# 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

The screenshot shows the 'District HR Options' configuration page. The 'Payroll Clearing Fund/Year' dropdown menu is highlighted with a red circle and shows '163/1'. Other visible fields include TRS District ID (1108), Federal ID Number (74-600204), TWC District ID (999902600), Use Direct Deposit (E - Electronic Funds Transfer), TRS Cost Education Index (0.0000), Distributions Built By Amt or % (A - Amount), Apply Leave Used or Earned First (E - Earned First), Leave Code for State Sick (01 STATE SICK), Leave Code for State Personal (02 STATE PERSONAL), Update Actual Hours From Payroll Processing (checked), Calculate Accrual Salaries (checked), Check Amount - Alpha (checked), Summarize Benefits Interface (checked), Supplemental Tax Rate (22.00%), Standard Hours per Workday (8.0), Max Gross Amt for District (25,000.00), Auto Assign Employee Number (checked), Next Available Employee Number (001789), School Year for PEIMS Codes (2020), Use Emp Nbr or SSN in EFT File (E - Employee Nbr), Set Demo Alpha Fields to Uppercase (unchecked), and various checkboxes for 'Automatically Compute' and 'W-2 Print Options'.

**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.