



## **Update payroll clearing fund/year**



# Table of Contents

Update payroll clearing fund/year ..... i



# Update HR Options

**Log on to the current year.**

[Human Resources > Tables > District HR Options](#)

Update the district Human Resources options.

Tables > District HR Options SessionTime: 59 min and 39 sec

**Save**

**HR Options**

**Retrieve** **Print**

TRS District ID:	1108	Calculate Accrual Salaries:	<input checked="" type="checkbox"/>
Federal ID Number (EIN):	74-6002024	Check Amount - Alpha:	<input checked="" type="checkbox"/>
<b>Payroll Clearing Fund/Year:</b>	<b>163/1</b>	Summarize Benefits Interface:	<input checked="" type="checkbox"/>
TWC District ID:	999902600	Supplemental Tax Rate:	22.00%
Use Direct Deposit (Y, N, or E):	E - Electronic Funds Transfer	Standard Hours per Workday:	8.0
TRS Cost Education Index:	0.0000	Max Gross Amt for District:	25,000.00
Distributions Built By Amt or %:	A - Amount	Auto Assign Employee Number:	<input checked="" type="checkbox"/>
Apply Leave Used or Earned First:	E - Earned First	Next Available Employee Number:	001789
Leave Code for State Sick:	01 STATE SICK	School Year for PEIMS Codes:	2020
Leave Code for State Personal:	02 STATE PERSONAL	Use Emp Nbr or SSN in EFT File:	E - Employee Nbr
Update Actual Hours From Payroll Processing:	<input checked="" type="checkbox"/>	Set Demo Alpha Fields to Uppercase:	<input type="checkbox"/>

**Automatically Compute**

Pay Rate: ☒

Daily Rate: ☒

Dock Rate: ☒

Accrual Rate: ☒

Overtime Rate: ☒

**W-2 Print Options**

TRS: ☒

HLTH: ☒

CAP: ☒

NTA: ☒

TXA: ☒

TFB: ☒

**Default Overtime Object Code**

Professional:

Para-Professional/Hourly:

Other:

<p><b>TEA Health Ins Contribution</b></p> <table border="1"> <thead> <tr> <th>Amount</th> <th>Obj</th> <th>Sobj</th> </tr> </thead> <tbody> <tr> <td>Payroll 4: 0.00</td> <td></td> <td></td> </tr> <tr> <td>Payroll 5: 0.00</td> <td></td> <td></td> </tr> <tr> <td>Payroll 6: 0.00</td> <td></td> <td></td> </tr> </tbody> </table>	Amount	Obj	Sobj	Payroll 4: 0.00			Payroll 5: 0.00			Payroll 6: 0.00			<p><b>First Pay Date of School Year</b></p> <p>Payroll 4: - -</p> <p>Payroll 5: 09-20-2019</p> <p>Payroll 6: 09-20-2019</p>	<p><b>TRS Extract Options</b></p> <p>Use Pay Dates for TRS Month or Actual Date: P - Pay Dates For TRS Month</p> <p>Pay Type 1 - Report Actual or Scheduled Hours: S - Scheduled Hours</p> <p>Pay Type 2 - Report Actual or Scheduled Hours: S - Scheduled Hours</p> <p>Pay Type 3 - Report Actual or Scheduled Hours: S - Scheduled Hours</p>
Amount	Obj	Sobj												
Payroll 4: 0.00														
Payroll 5: 0.00														
Payroll 6: 0.00														

## 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.