



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.

<p>Payroll Clearing Fund/Year</p>	<p>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 <input type="checkbox"/> 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.</p>
--	--

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.

<p>School Year for PEIMS Codes</p>	<p>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.</p>
---	--