



Update payroll clearing fund/year

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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 Session Timer: 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"/>
Payroll Clearing Fund/Year: 163/1 <input checked="" type="checkbox"/>	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: <input checked="" type="checkbox"/>
Daily Rate: <input checked="" type="checkbox"/>
Dock Rate: <input checked="" type="checkbox"/>
Accrual Rate: <input checked="" type="checkbox"/>
Overtime Rate: <input checked="" type="checkbox"/>

W-2 Print Options

TRS: <input checked="" type="checkbox"/>
HLTH: <input checked="" type="checkbox"/>
CAP: <input checked="" type="checkbox"/>
NTA: <input checked="" type="checkbox"/>
TXA: <input checked="" type="checkbox"/>
TFB: <input checked="" type="checkbox"/>

Default Overtime Object Code

Professional: <input type="button" value="▼"/>
Para-Professional/Hourly: <input type="button" value="▼"/>
Other: <input type="button" value="▼"/>

TEA Health Ins Contribution

Payroll 4: 0.00	Obj: <input type="button" value="▼"/>	Sobj: <input type="button" value="▼"/>
Payroll 5: 0.00	Obj: <input type="button" value="▼"/>	Sobj: <input type="button" value="▼"/>
Payroll 6: 0.00	Obj: <input type="button" value="▼"/>	Sobj: <input type="button" value="▼"/>

First Pay Date of School Year

Payroll 4: <input type="button" value="..."/>
Payroll 5: 09-20-2019
Payroll 6: 09-20-2019

TRS Extract Options

Use Pay Dates for TRS Month or Actual Date: P - Pay Dates For TRS Month
Pay Type 1 - Report Actual or Scheduled Hours: S - Scheduled Hours
Pay Type 2 - Report Actual or Scheduled Hours: S - Scheduled Hours
Pay Type 3 - Report Actual or Scheduled Hours: S - Scheduled Hours

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 <input checked="" 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.
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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.
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