



# 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.

<p><b>Payroll Clearing Fund/Year</b></p>	<p>This field is automatically populated with the the payroll clearing fund/year selected on the <a href="#">Finance &gt; Tables &gt; District Finance Options &gt; Clearing Fund Maintenance</a> 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>
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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.

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