



## Update payroll clearing fund/year



# Table of Contents

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



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**Log on to the current year.**

Human Resources > Tables > District HR Options

Update the **Payroll Clearing Fund/Year** field.

The screenshot shows the 'Tables > District HR Options' page. At the top, there are 'Save', 'Retrieve', and 'Print' buttons. The 'Payroll Clearing Fund/Year' field is circled in red and displays '163/1'. Other visible fields include TRS District ID (1108), Federal ID Number (74-600204), TWC District ID (999902600), and various checkboxes for 'Calculate Accrual Salaries', 'Check Amount - Alpha', 'Summarize Benefits Interface', 'Update Actual Hours From Payroll Processing', etc. There are also sections for 'Automatically Compute' and 'W-2 Print Options' with checkboxes for 'Pay Rate', 'Daily Rate', 'Dock Rate', 'Accrual Rate', 'Overtime Rate', 'TRS', 'HLTH', 'CAP', 'NTA', 'TXA', and 'TFB'. At the bottom, there are sections for 'TEA Health Ins Contribution', 'First Pay Date of School Year', and 'TRS Extract Options'.

**Payroll Clearing Fund/Year**

This field is automatically populated with 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 for the current year to be used as the clearing fund/fiscal year when interfacing to Finance.