



Update payroll clearing fund/year

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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' interface. At the top, there are 'Save', 'Retrieve', and 'Print' buttons. The 'Payroll Clearing Fund/Year' field is circled in red and shows '163/1'. Other visible fields include TRS District ID (1108), Federal ID Number (74-600204), TWC District ID (999902600), and various checkboxes and dropdown menus for payroll settings. The interface is organized into several sections: '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), 'TEA Health Ins Contribution' (Amount, Obj, Subj), 'First Pay Date of School Year' (Payroll 4, 5, 6), and 'TRS Extract Options' (Use Pay Dates for TRS Month or Actual Date, Pay Type 1-3).

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.