



# Update payroll clearing fund/year



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**Log on to the current year.**

[Payroll > Tables > District HR Options](#)

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

The screenshot shows the 'District HR Options' form. At the top, there is a 'Save' button and a 'Year: C' indicator. Below this, there are 'Retrieve' and 'Print' buttons. The form contains several fields: TRS District ID (1337), Federal ID Number (EIN) (52-888999), Payroll Clearing Fund/Year (a dropdown menu with '199/6' selected), and TWC District ID (199/6). To the right, there are checkboxes for 'Calculate Accrual Salaries' and 'Check Amount - Alpha', and input fields for 'Supplemental Tax Rate' (25.00%) and 'Standard Hours per Workday' (8.0). A black arrow points to the 'Payroll Clearing Fund/Year' dropdown menu.

<b>Payroll Clearing Fund/Year</b>	This field is automatically populated with 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 ▼ to select the fund/fiscal year for the current year to be used as the clearing fund/fiscal year when interfacing to Finance.
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