



# Update District HR options



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## Update District HR options

Payroll > Tables > District HR Options

Update the **Payroll Clearing Fund/Year** field. It should be set to 163/X or 863/X.

The screenshot shows the 'District HR Options' form. The 'Payroll Clearing Fund/Year' field is highlighted with a red box and contains the value '163/6'. The 'School Year for PEIMS Codes' field is also highlighted with a red box and contains '2026'. In the 'First Pay Date of School Year' section, the 'Payroll 6' field is highlighted with a red box and contains '09-25-2026'. Other visible fields include TRS District ID (4321), Federal ID Number (12-3456789), TWC District ID (987654321), and various checkboxes for 'Calculate Accrual Salaries', 'Check Amount - Alpha', and 'Summarize Benefits Interface'. There are also sections for 'Automatically Compute' and 'W-2 Print Options'.



**CAUTION:** No payrolls should be processed prior to the First Pay Date of the School Year.



**Reminder:** The first pay date of the school year should be a September pay date, even for July start LEAs.

Click **Save**.