



Update District HR options

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Payroll > Tables > District HR Options

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



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

The screenshot shows the 'District HR Options' form. The 'Payroll Clearing Fund/Year' field is highlighted with a black box and contains the value '863/4'. Other fields include TRS District ID (3885), Federal ID Number (51-9128683), TWC District ID (699939322), and various checkboxes and dropdown menus for payroll processing options. The 'First Pay Date of School Year' section shows Payroll 6 with a date of 09-13-2013 highlighted in yellow.



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

Click **Save**.