



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.

Tables > District HR Options

Save

Year: C

HR OPTIONS

Retrieve Print

TRS District ID: 4321
Federal ID Number (EIN): 12-3456789
Payroll Clearing Fund/Year: 163/6
TWC District ID: 987654321
Use Direct Deposit (Y,N, or E): E - Electronic Funds Transfer
TRS Cost Education Index: 1.0000
Distributions Built By Amt or %: A - Amount
Apply Leave Used or Earned First: E - Earned First
Leave Code for State Sick: 03 SICK LEAVE BANK
Leave Code for State Personal: 01 STATE PERSONAL
Update Actual Hours From Payroll Processing:

Calculate Accrual Salaries:
Check Amount - Alpha:
Summarize Benefits Interface:
Supplemental Tax Rate: 25.00%
Standard Hours per Workday: 8.0
Max Gross Amt for District: 25000.00
Auto Assign Employee Number:
Next Available Employee Number: 001000
School Year for PEIMS Codes: 2026
Use Emp Nbr or SSN in EFT File: E - Employee Nbr
Set Demo Alpha Fields to Uppercase:

Automatically Compute
Pay Rate:
Daily Rate:
Dock Rate:
Accrual Rate:
Overtime Rate:

W-2 Print Options
TRS:
HLTH:
CAF:
NTA:
TXA:
TFB:

Default Overtime Object Code
Professional:
Para-Professional/Hourly:
Other:

TEA Health Ins Contribution

Payroll	Amount	Obj	Subj
Payroll 4:	0.00	<input type="text"/>	<input type="text"/>
Payroll 5:	0.00	<input type="text"/>	<input type="text"/>
Payroll 6:	0.00	<input type="text"/>	<input type="text"/>

First Pay Date of School Year

Payroll 4: --
Payroll 5: --
Payroll 6: 09-25-2026

TRS Extract Options

Use Pay Dates for TRS Month or Actual Date: P - Pay Dates For TRS Month
Pay Type 1 - Report Actual or Scheduled Hours: S - Scheduled Hours
Pay Type 2 - Report Actual or Scheduled Hours: S - Scheduled Hours
Pay Type 3 - Report Actual or Scheduled Hours: A - Actual Hours



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

Click **Save**.