



Update District HR options

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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. Key fields include:

- Payroll Clearing Fund/Year: 163/X
- TRC District ID: 4321
- Federal ID Number (EIN): 12-3456789
- 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:

Additional sections include:

- Automatically Compute:** Pay Rate, Daily Rate, Dock Rate, Accrual Rate, Overtime Rate (all checked).
- W-2 Print Options:** TRS, HLTH, CAF, NTA, TXA, TFB (all checked).
- Default Overtime Object Code:** Professional, Para-Professional/Hourly, Other (dropdown menus).
- TEA Health Ins Contribution:** Payroll 4, 5, 6 (Amount: 0.00).
- First Pay Date of School Year:** Payroll 4, 5, 6 (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 1-3: S - Scheduled Hours.



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

[Additional first pay date notes](#)

Fiscal Year versus School Year

- If your fiscal year is July through June and the 10-month employees are paid from September through August, this date should be September.
- If your fiscal year is July through June and all employees (including 10-month employees) are paid from August through July, those employees should all have **TRS Year** selected on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.
 - If the **First Pay Date of School Year** field has an August date, a new school YTD is created and updated with all pay and accrual amounts. The TRS YTD is updated in the old school year. For example, if the first pay date of the school year is August 25, 2024, pay

and accruals are updated in the 2025 school YTD and the 2024 TRS YTD is updated.

Note: If the **First Pay Date of School Year** field is set to a date prior to September, be sure to verify that your TRS rates correspond to the appropriate TRS reporting month.

- If the **First Pay Date of School Year** field is updated with a September date, the school YTD and TRS YTD are updated in the current school year and if accruing, a new school YTD is created and updated with those amounts. For example, if the first pay date of the school year is September 25, 2024, pay and TRS amounts are updated in the 2025 school YTD and the 2025 TRS YTD. If the employee accrues, a 2025 school YTD is also created.
- If your fiscal year is September through August and the 10-month employees are paid from September through August, this date should be September.
- If end-of-year payroll accruals are performed for August days worked and the first paycheck is in September, the first pay date should be September.
- All non-standard employees (those employees who receive their first check in July or August) should have **TRS Year** selected on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.

This first pay date of the school year is used to determine:

- The school year to be used for the school YTD records for regular and non-standard employees. If the employee is a non-standard employee (**TRS Year** is selected), and the contract begin date is greater than this date, then the payroll calculation stores the accrual amounts in the next year school YTD record.
- The school year that should be used for the TRS rates and employee TRS record.
- The pay history records that should be used for accruals.
- The leave transmittals that should be accumulated to determine if the leave duration has been met for the school year.

Notes:

If the LEA does not use one of the pay frequencies, access to that field is not allowed. If a user does not have security access to a pay frequency, access to that field is not allowed.

When the first pay date of the school year is changed, if any message displayed includes information about contacting your regional consultant, there are processed pay dates where amounts need to be moved from one school year to another. If these amounts are not moved, it can adversely affect school YTD historical amounts, TRS historical amounts, and reporting, workers' compensation historical amounts and reporting, and payroll accrual calculations. **Do not** proceed without addressing this issue.

Click **Save**.