



# Update District HR options



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## 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 TEA Health Ins Contribution, First Pay Date of School Year (Payroll 6: 09-25-2026), and TRS Extract Options.



**CAUTION:** No payrolls should be processed for new (upcoming) school year 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 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.

Click **Save**.