



Update District HR options

Table of Contents

Update District HR options i

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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. Key fields include:

- Payroll Clearing Fund/Year:** 163/X (highlighted)
- School Year for PEIMS Codes:** 2026 (highlighted)
- First Pay Date of School Year:** Payroll 6: 09-25-2026 (highlighted)
- TEA Health Ins Contribution:** Payroll 4, 5, and 6 all have an amount of 0.00.
- TRIS Extract Options:** Pay Type 1, 2, and 3 are all set to 'S - Scheduled Hours'.



CAUTION: No payrolls should be processed for the 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 **TRIS 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**.