



## Update District HR options



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

- The **Payroll Clearing Fund/Year** field should be set to 163/X or 863/X. If your LEA has a separate payroll clearing fund, use 163/X or 863/X in the **Payroll Clearing Fund/Year** field. If your LEA does not use a separate payroll clearing fund, use 199/X in the **Payroll Clearing Fund/Year** field.



**Reminder:** The **First Pay Date of the School Year** field should be a September pay date, even for July start LEAs. Do not change this date at this time, it will be updated in a later step.

The screenshot shows the 'District HR Options' form. The 'Payroll Clearing Fund/Year' field is highlighted with a black box and contains the value '163/X'. Other visible fields include TRS District ID (4321), TWC District ID (987654321), and various checkboxes for 'Automatically Compute' and 'W-2 Print Options'. The 'First Pay Date of School Year' field is also visible at the bottom, showing a date of '09-25-2024'.



**CAUTION:** No payrolls should be processed for the new (upcoming) school year prior to the date populated in **First Pay Date of the School Year** field.

[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**.