



## Calculate a sample payroll



# Table of Contents

Calculate a sample payroll ..... i



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Calculate a sample payroll to identify any errors that need to be corrected prior to processing the first payroll.

Payroll Processing > Run Payroll Payroll

Frequency: 6 Pay Date: 09-25-2025 School Year: 2026 Begin Date: 09-01-2025 End Date: 09-30-2025  
TRS Month: 09 TWC Qtr: 3 Print Alt Addr: N Adj Cycle: 000

Beginning Check Nbr:  Wage / Earning Statement:

Payment Method:  Wage / Earning Statement Line 1:

Beginning Reference Nbr:  Wage / Earning Statement Line 2:

Print Voided Checks:  Wage / Earning Statement Line 3:

Print Bank Checks:  Wage / Earning Print Bank Acct Nbr:

Sort Checks by Alpha or Campus:  Deduction Register Print Emp SSN:

**Increment Leave**

Lv Type	Description	Increment	Incr Amt
01	STATE PERSONAL	<input type="checkbox"/>	<input type="text" value="0.000"/>
02	LOCAL	<input type="checkbox"/>	<input type="text" value="0.000"/>
03	SICK LEAVE BANK	<input type="checkbox"/>	<input type="text" value="0.000"/>
04	EXTENDED LEAVE	<input type="checkbox"/>	<input type="text" value="0.000"/>
05	STATE BUS	<input type="checkbox"/>	<input type="text" value="0.000"/>
06	LOCAL BUS	<input type="checkbox"/>	<input type="text" value="0.000"/>
09	NON-DUTY DAY	<input type="checkbox"/>	<input type="text" value="0.000"/>
11	OLD STATE SICK LEAVE	<input type="checkbox"/>	<input type="text" value="0.000"/>
14		<input type="checkbox"/>	<input type="text" value="0.000"/>
15		<input type="checkbox"/>	<input type="text" value="0.000"/>
16		<input type="checkbox"/>	<input type="text" value="0.000"/>

**Deductions**

Deduct Cd	Abbrev	Description	Deduct	W2 Health Care
001	CU		<input checked="" type="checkbox"/>	<input type="checkbox"/>
002	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
003	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
006	AN		<input checked="" type="checkbox"/>	<input type="checkbox"/>
007	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
008	CU		<input checked="" type="checkbox"/>	<input type="checkbox"/>
009	TS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
010	TS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
011	TS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
012	M2		<input checked="" type="checkbox"/>	<input type="checkbox"/>
013	DC		<input checked="" type="checkbox"/>	<input type="checkbox"/>
014	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
015	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
016	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>