

Verify/update next year TRS rates

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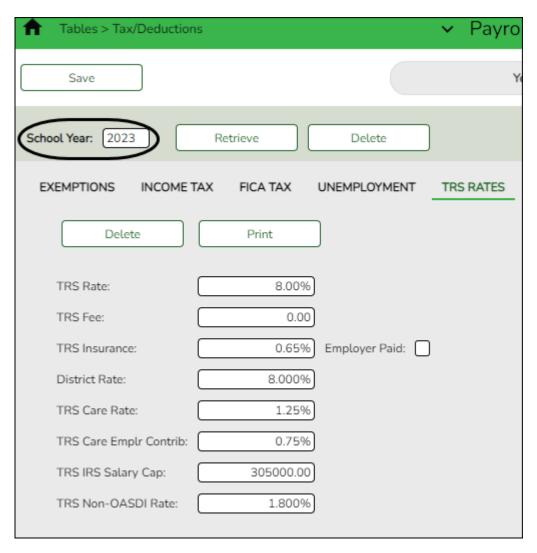
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Verify TRS rates

Log on to the current year pay frequency.

Payroll > Tables > Tax/Deductions > TRS Rates

Verify that you are in the correct school year.



- ☐ If not, in the **School Year** field, type 2023 and click **Retrieve** to create a new TRS rates record. A message is displayed indicating that the new record is populated based on the prior year record, click **Save** to retain the record.
- ☐ Verify the accuracy of the rates.
- ☐ Make the necessary updates and click **Save**.