

## **Verify/update next year TRS rates**

## **Table of Contents**

Verify/update next year TRS rates .....i

## **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.



**CAUTION**: If you are not in the correct school year, in the **School Year** field, enter 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.

- ☐ Verify the accuracy of the rates.
- ☐ Make the necessary updates and click **Save**.

