



Verify state leave codes

Table of Contents

Verify state leave codes i

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[Payroll > Tables > District HR Options](#)

Verify that the leave codes used by your LEA are accurate.

The screenshot shows the 'District HR Options' form. The 'Leave Code for State Sick' field is set to '03 ST SICK' and the 'Leave Code for State Personal' field is set to '01 ST PRSL'. Both fields are circled in red. Other fields include TRS District ID (8575), Federal ID Number (52-2201681), Payroll Clearing Fund/Year (863/1), TWC District ID (699939310), Use Direct Deposit (E - Electronic Funds Transfer), TRS Cost Education Index (1.0600), Distributions Built By Amt or % (A - Amount), Apply Leave Used or Earned First (E - Earned First), Calculate Accrual Salaries (checked), Check Amount - Alpha (checked), Summarize Benefits Interface (unchecked), Supplemental Tax Rate (22.00%), Standard Hours per Workday (8.0), Max Gross Amt for District (100,000.00), Auto Assign Employee Number (checked), Next Available Employee Number (000626), School Year for PEIMS Codes (2021), Use Emp Nbr or SSN in EFT File (E - Employee Nbr), and Set Demo Alpha Fields to Uppercase (checked).

- **Leave Code for State Sick** (old)
- **Leave Code for State Personal** (current)



Verify that each employee has the appropriate leave code assigned to create the required state personal leave for service records. If not, use the [Payroll > Utilities > Mass Update > Leave](#) tab to add the leave code to employees.