



Update tax/deductions

Table of Contents

Update tax/deductions i

Update Tax/Deductions

[Payroll > Tables > Tax/Deductions > FICA Tax](#)

Retrieve the FICA rates for the 2024 calendar year and print a copy for reference. Then, retrieve the 2025 calendar year record and manually enter the 2024 rates for 2025 and click **Save**.



CAUTION: Be sure to retrieve the 2025 school year data prior to updating this tab.

The screenshot shows the 'FICA TAX' configuration page for the year 2026. The 'Calendar Year' is set to 2026. The 'FICA TAX' tab is selected. The configuration includes the following fields and values:

FICA Max Salary:	184,500.00	Employee FICA Rate:	6.20%	Employee FICA Max Tax:	11,439.00
Employer FICA Rate:	6.20%	Employer FICA Max Tax:	11,439.00	Medicare Rate:	1.45%
HSA Max Employer Contribution:	4,400.00	Additional Medicare Rate:	0.90%	Additional Medicare Salary Threshold:	200,000.00

The screenshot shows the 'FICA TAX' configuration page for the year 2027. The 'Calendar Year' is set to 2027. The 'FICA TAX' tab is selected. The configuration fields are present but empty, indicating that the user is in the process of entering the 2024 rates for the 2025 calendar year.

[Payroll > Tables > Tax/Deductions > Unemployment](#)

If your LEA allows ASCENDER to calculate unemployment, select T - Taxable in the Employer Type field and enter the Unemployment Rate. Type the percent rate determined or assigned by the TWC (e.g., 0.4985% for 0.004985).

The rates displayed in the below image are sample rates. Only use the rates provided by the Texas Workforce Commission (TWC).

Payroll > Tables > Tax/Deductions > TRS Rates

Update the TRS rates.



CAUTION: Be sure to retrieve the 2025 school year data prior to updating this tab.



IMPORTANT: Be sure to visit the TRS website: https://www.trs.texas.gov/Pages/re_contribution_rates.aspx to obtain the updated rates for the next school year, and then return to this table to update the new rates.

Note: The below image displays the TRS rates for the 2023-2024 calendar year. This image will be updated to reflect the TRS rates for the 2024-2025 calendar year as soon as they are published.

To create a new TRS rates record, type the new year (2025) and click **Retrieve**. A message is displayed indicating that the new record is populated based on the prior year's (2024) TRS rates

record, click **Save** to retain the record.

Complete the applicable fields. This information is used when performing calculations and extracts to Budget.

[Payroll > Tables > Tax/Deductions > Deduction Code](#)

Delete	Deduction Code	Long Description	Abbrev Cd	Short Description	Deduct Chk	Wire	Vendor Name/Sort Key	Vendor Nbr	Extract Ded Cd	W2 Health Care
<input type="checkbox"/>	001	ADDITIONAL WITHHOLDING TAX	WH Additi	ADD-WITHHOLDING	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	002	UNITED WAY	UF United	UNITED WAY	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	003	SAVINGS BONDS	SB Saving	SAVINGS BONDS	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

Update the deduction codes. The Deduction Code tab is shared between the current year and next year records; therefore, changes to the current year records are effective in the next year records, and vice versa.