



set_the_standard_workday

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

In the **Standard Hours per Workday** field, type the standard number of hours that the LEA requires hourly employees to work.

The screenshot shows the 'Tables > District HR Options' form. At the top, there is a green header bar with a home icon and the text 'Tables > District HR Options'. Below the header, there is a 'Save' button. Under the 'HR OPTIONS' section, there are 'Retrieve' and 'Print' buttons. The form is divided into two columns of fields. The left column includes: TRS District ID, Federal ID Number (EIN), Payroll Clearing Fund/Year, TWC District ID, Use Direct Deposit (Y,N, or E), TRS Cost Education Index, Distributions Built By Amt or %, Apply Leave Used or Earned First, Leave Code for State Sick, Leave Code for State Personal, and Update Actual Hours From Payroll Processing. The right column includes: Calculate Accrual Salaries, Check Amount - Alpha, Summarize Benefits Interface, Supplemental Tax Rate, Standard Hours per Workday (highlighted with a red circle and containing the value 8.0), Max Gross Amt for District, Auto Assign Employee Number, Next Available Employee Number (a link), School Year for PEIMS Codes, Use Emp Nbr or SSN in EFT File, and Set Demo Alpha Fields to Uppercase.