



paydates

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The data on this page drives all of payroll processing, from entry of leave, pay transmittals, processing of regular payroll, supplemental payroll as well as creation of TEAM, TRS, and TWC (Texas Workers' Compensation) reports. The Pay Dates page contains the basic information about the payroll system such as the pay date, begin pay period, end pay period, TRS month, TWC quarter, and alternate address selection applicable for a given pay date. Pay date data must be entered for each payroll frequency used by the district. Because the page contains options and defaults used by the system, it is imperative that data remain accurate and up to date. The system automatically updates the posting dates, finance interface, and adjustment numbers for payroll processing. Great care must be paid to completing the data on this page as it influences many areas of the payroll system such as:

- TRS deposits for employees that become TRS eligible within a pay period.
- Which month to reflect the TRS deposit information, including TRS 373, TRS 3, and TRS 489.
- What quarter the TWC information is to be reflected.

Since this TRS and TWC information is updated by the system automatically when the payroll is processed, access to create or recreate these reports as needed for any given month or quarter will always be available.

Note: Carefully verify the TRS month and TWC quarter for each pay period entered to ensure proper data is entered. The TRS month should be the actual numeric representation of the month (e.g., 09 for September and 10 for October). If an incorrect month or quarter is entered for a pay date, the associated pay data for employees is posted to the incorrect month, quarter, or even calendar year, and you need to import your backup prior to posting to make the necessary corrections.

Add pay date data:


Click **+Add** to add a row.

Field	Description
Start Pay Date	Type a starting pay date to narrow the pay date information that is displayed on the page.
School Year	This field is display only and indicates the school year for the pay date. If the pay date is processed, then this is the school year that was used to post the payroll. If the payroll is not processed, this is the school year that may be used based on the current setting of the First Pay Date of the School Year field in the HR Options page. If the First Pay Date of the School Year field in the HR Options page is changed, this value is changed accordingly when the tab page is re-retrieved.
Pay Date	Type the date on which pay checks are issued in the MMDDYYYY format. The TRS Month can be one month prior, after, or the same as the Pay Date month.

Field	Description
Begin Date	Type the first day of the pay period for the corresponding pay date in the MMDDYYYY format.
End Date	Type the last day of the pay period for the corresponding pay date in the MMDDYYYY format.

Click **Save**.

Other functions and features:

 Delete a row.	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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