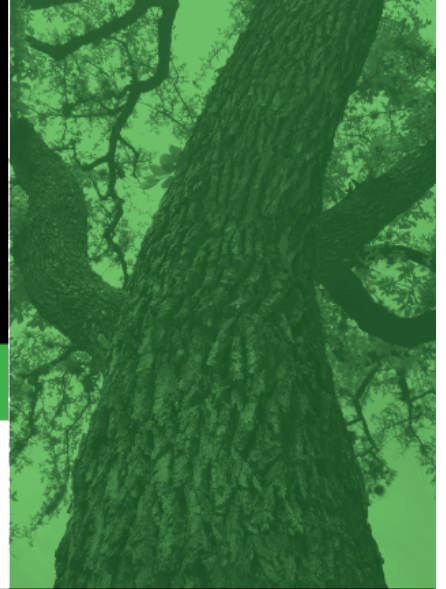




ASCENDER GUIDES



Payroll: Maintenance

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Maintenance

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Actual Hours Worked - HRS3850

Payroll > Maintenance > Actual Hours Worked

This page is used to record the number of actual hours worked for variable hour employees. This data is used to track and determine an employee's monthly status (full-time or part-time). This data is used in the Affordable Care Act (ACA) and TRS processing.

You must be logged on to a current year pay frequency to access this page.

Retrieve and add actual hours worked data:


Field	Description
Start Actual Date	Type the start actual date in the MM-DD-YYYY format. This field is required.
End Actual Date	Type the end actual date in the MM-DD-YYYY format. This field is required.
Employee	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve . Or, click Directory to perform a search in the Employees directory .

☐ Click **+Add** to add a row.

Start Actual Date	Type the start actual date in the MMDDYYYY format. This field is required.
End Actual Date	Type the end actual date in the MMDDYYYY format. This field is required.
Pay Date	Type the applicable pay date in the MMDDYYYY format, or click ▼ to select a pay date from the Pay Dates list.
TRS Month	Automatically populated with the TRS month that corresponds to the selected Pay Date only if the pay date has already been processed. If the selected Pay Date has not been processed, the TRS Month field is not populated. This field is display only.
Job Code	Type the job code associated with the entered actual hours worked. Or, press the SPACEBAR to select from a drop-down list of available job codes for the selected employee.

☐ Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Click to print the report. Review the report .
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .

Actual Hours Worked - HRS3850

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~~HIDEPAGE~~

Approve CIP Transaction - HRS3500

Payroll > Maintenance > Approve CIP Transaction

This page allows you to approve or reject Change in Position (CIP) updates initiated by Position Management for new or existing employee records. If a CIP transaction is approved, the master payroll records are updated with the new data.

Approve a CIP transaction:

Field	Description
Employee Number	Type an employee number, if known. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve . Or, click  to perform a search in the Employees directory. Type data in one or more of the search fields. Click Search . A list of data that matches the search criteria is displayed. Select an employee name from the list. Otherwise, click Cancel .

The grid displays the following information for each CIP transaction:

- **Position Type**
- **Position Number**
- **Position Description**
- **Billet**
- **Sch YR**
- **Job Code**
- **Begin Date**
- **End Date**
- **Status**

Date Reviewed	Type the date the transaction was reviewed by a payroll user in MMDDYYYY format, and then click Mark Reviewed . Once you click Mark Reviewed , both fields become display only.
CIP Notes	Type any notes related to the change in position.

☐ Click  to display the detailed information for each CIP transaction.

- Under **Occupant**, the fields are display only and indicate the occupant details for the selected employee and position.
- Under **Distributions**, the fields are display only and indicate the account distribution details for the position.

☐ Click **Approve** to approve the CIP transaction, which will update the employee's master records, create an extra duty transaction, and delete the rollback record.

Note: If the employee has multiple type B supplements or multiple type T supplements, they must have the same number of remaining payments.

☐ Click **Skip** to continue to the next CIP transaction without approving or rejecting it. The **Skip** button is only available if there is more than one transaction to approve.

☐ Click **Reject** to disapprove the CIP transaction.

Approve CIP Transaction - HRS3500

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~~HIDEPAGE~~

Calendar YTD Data

Use the Table of Contents to access a page.

Calendar YTD - HRS3600

Payroll > Maintenance > Calendar YTD Data > Calendar YTD

This tab is used to view and maintain payroll year-to-date totals for individual employees. The totals include those for various types of pay and deductions. These amounts are used for generating W-2 forms.

[How W-2 Box Amounts are Populated](#)

[Field Name Cross Reference](#)

Create a calendar YTD record:

Field	Description
Calendar Year	Type the year of the calendar in the YYYY format. The system is set to the current year, if available.
Employee	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve . Or, click Directory to perform a search in the Employees directory .

☐ Under **Calendar YTD Data**, complete the following fields:

Contract Pay	Type the amount of pay issued to the employee during the current calendar year for job responsibilities covered by the contract.
Non-Contract Pay	Type the amount of pay issued to the employee during the current calendar year for job responsibilities not covered by the contract.
Supplemental Pay	Type the total amount of supplement pay issued to the employee during the current calendar year.
TRS Supplemental	Type the amount of the TRS supplemental compensation that was paid to the employee during the current school year.
Tax Emplr Ins Contr	Type the taxable employer's whole life insurance contribution that was paid on the employee's behalf during the current calendar year. The amount from this field is displayed in Box 14 (TFB) on the employee W-2 and as a Tax Fringe Benefit on the W-2 Report.
Non-TRS Bus Allow	Type the amount of any paid business allowances that were not subject to TRS deductions during the current calendar year. The amount from this field is displayed in Box 14 (TXA) on the employee W-2.
Non-TRS Reimbr Excess	Type the amount of the employee's pay that was over the base pay exemption for non-TRS reimbursement during the current calendar year. The amount from this field is displayed in Box 14 (TXA) on the employee W-2.
N-TRS N-Pay Bus Allow	Type the amount of any nonpaid business allowances that were not subject to TRS deductions during the current calendar year. The amount from this field is displayed in Box 14 (TXA) of the employee's W-2.

Tax Emplr Grp Ins Contr	Type the amount of any taxable group life insurance contribution that was paid on the employee's behalf during the current calendar year that exceeds \$50,000. The amount from this field is displayed in Box 12C on the employee W-2 and as Taxed Contribution on the W-2 Report.
457 Withdraw	Type the amount received from a 457 plan withdrawal during the current calendar year. The amount from this field will not display on either the employee W-2 or the W-2 Report. Note: Determine if the 457 withdrawal meets the criteria for the W-2 or a 1099-R. The IRS has specific requirements based on the type of 457 plan. See the IRS instructions for forms 1099-R, 5498, W-2, and W-3.
Annuities	Type the amount the employee contributed to an annuity during the current calendar year. The amount from this field is displayed in Box 12E on the employee W-2 and as Annuities on the W-2 Report.
Cafeteria 125	Type the amount of the employee's cafeteria 125 plan participation during the current calendar year. The amount from this field is displayed in Box 14 (CAF) on the employee W-2.
TRS Salary Red	Type the amount of the employee's TRS salary reduction during the current calendar year.
457 Emp Contr	Type the amount the employee contributed to a 457 plan during the current calendar year. The amount from this field is displayed in Box 12G on the employee W-2 and as 457 Comp on the W-2 Report.
Emplr Depend Care Taxable	Type the amount of the employer dependent care contribution that has caused the total dependent care (employee and employer) to exceed \$5,000, which is the maximum amount allowed per calendar year. The amount from this field is included in Boxes 1, 3, and 5 on the employee W-2.
Taxable Gross	This amount is calculated based on the amounts entered in the column above it. The amount from this field is displayed in Box 1 on the employee W-2 and as Withhold Gross on the W-2 Report. Note: If 457 withdraw is indicated on this page for 2006 or later year, the taxable gross on this page will not agree with the taxable gross on the W-2 or the W-2 Inquiry page. See the IRS instructions for forms 1099-R, 5498, W-2, and W-3.

☐ Click **Refresh Taxable Gross** to update the taxable gross amount if any information is changed.


Withholding Tax	Type the amount of federal income tax withheld from the employee's pay during the current calendar year. The amount from this field displays in Box 2 on the employee W-2 and as Withhold Tax on the W-2 Report.
Medicare Gross	Type the annual gross pay amount that is used to calculate Medicare withholding. The amount from this field displays in Box 5 on the employee W-2 and as Med Gross on the W-2 Report.
Emp Medicare Tax	Type the amount of Medicare tax withheld from the employee's pay during the current calendar year. The amount from this field displays in Box 6 on the employee W-2 and as Med Tax on the W-2 Report.
FICA Gross	Type the annual gross pay amount used to calculate FICA withholding. The amount from this field displays in Box 3 on the employee W-2 and as FICA Gross on the W-2 Report.
Emp FICA Tax	Type the amount of FICA tax withheld from the employee's pay during the current calendar year. The amount from this field displays in Box 4 on the employee W-2 and as FICA Tax on the W-2 Report.

457 Emplr Contr	Type the amount of the employer's contribution to the employee's 457 plan. The amount from this field displays in Box 12G on the employee W-2 and as 457 Comp on the W-2 Report.
Emp Business Expense	Type the amount of employee business expenses that were paid to the employee during the current calendar year. The amount from this field displays in Box 12L on the employee W-2.
Earned Income Credit	Type the amount of earned income credit the employee qualifies for during the current calendar year. The amount from this field displays in Box 9 on the employee W-2 and as EIC on the W-2 Report.
TRS Deposit	Type the amount deposited for the employee during the current calendar year. The amount from this field displays in Box 14 (TRS) on the employee W-2.
Non-TRS Reimbr Base	Type the basic amount of the employee's pay that was exempt from non-TRS reimbursement during the current calendar year. The amount from this field displays in Box 14 (TXA) on the employee W-2.
N-TRS N-Tax Bus Allow	Type the amount of any paid business allowances that were not subject to federal income tax or TRS deductions during the current calendar year. The amount from this field is displayed in Box 14 (NTA) on the employee W-2. Note: The non-TRS nontax business allowance amount is not included in the taxable gross calculations if the calendar year is greater than 2013.
N-TRS N-Tax N-Pay Allow	Type the amount of any nonpaid business allowances that were not subject to federal income tax or TRS deduction during the current calendar year. The amount from this field is displayed in Box 14 (NTA) on the employee's W-2. Note: The non-TRS nontax nonpay business allowance amount is not included in the taxable gross calculations if the calendar year is greater than 2013.
Health Ins	Type the amount paid for the employee's health insurance (AC or HI type deduction codes) during the current calendar year that was not sheltered under the cafeteria plan. The amount from this field displays in Box 14 (HEALTH) on the employee W-2.
Unemployment Tax	Type the amount paid for the employee's unemployment tax during the current calendar year.
Unemployment Gross	Type the annual gross pay amount that is used to calculate unemployment insurance premiums and benefits.
Taxed Fringe Benefits	Type the amount of taxable fringe benefits paid to the employee during the current calendar year. The amount from this field displays in Box 14 (TFB) on the employee W-2 and as Tax Fringe Bnft on the W-2 Report.
Dependent Care	Type the dependent care amount paid by the employee during the current calendar year. The amount from this field displays in Box 10 on the employee W-2 and as Dep Care on the W-2 Report. The Cafeteria 125 amount should be verified if this amount is adjusted. If the employee dependent care amount causes the total dependent care (employee and employer) to exceed \$5,000, the cafeteria 125 amount for that deduction is reduced for that paycheck.
Moving Exp Reimbr	Type the amount for any moving expense reimbursement paid to the employee the calendar year. The amount from this field displays in Box 12P on the employee W-2. This field is disabled for tax years that are greater than or equal to 2018. Per the IRS, the 2018 tax law suspends the exclusion for qualified moving expense reimbursements.

TEA Health Ins Contr	Type the amount of the TEA health insurance contribution paid to the employee during the current calendar year.
Emplr Depend Care	Type the dependent care amount paid by the employer during the current calendar year. The amount from this field displays in Box 10 on the employee W-2. The Cafeteria 125 amount should be verified if this amount is adjusted.
Annuity Roth	Type the amount paid by the employer for a Roth 403b annuity (R1 deduction type). The amount from this field displays in Box 12 (BB) on the employee W-2.
HSA Emp Sal Red Contr	Type the amount the employee contributed to a Health Saving Account. When this field is populated from Payroll Processing, the amount is also included in the Cafeteria 125 field. Therefore, if a change is made to the field, the Cafeteria 125 field should also be changed.
HSA Emplr Contr	Type the amount the employer contributed to a Health Savings Account for the employee. The amount from this field displays in Box 12 (W) on the employee W-2.
Hire Exempt Wages	Type the amount attributable to the Hiring Incentives to Restore Employment Act. The amount may not be negative. The original amount, new amount, and difference will be reported on the Calendar Year To Date Report (HRS3000).
Emplr Sponsored Health Coverage	Type the amount attributable to the Affordable Care Act. The amount may not be negative. The original amount, new amount, and difference will be reported on the Calendar Year To Date Report (HRS3000).
Emplr FICA Tax	Type the amount of the employer's FICA tax contribution during the current calendar year.
Emplr Medicare Tax	Type the amount of the employer's Medicare tax contribution during the current calendar year.
Annuity Roth 457b	Type the amount deferred by the employee for a Roth 457b annuity (R2 deduction type). The amount from this field displays in Box 12 (EE) on the employee W-2.

☐ Under **Unemployment Data**, complete the following fields:

First Quarter	Type the quarterly gross and tax values.
Second Quarter	Type the quarterly gross and tax values.
Third Quarter	Type the quarterly gross and tax values.
Fourth Quarter	Type the quarterly gross and tax values.

When an amount has been changed in certain fields on this tab, the **Please select the pay date to be used for the pay history records** field displays. Click  to select a date that is used for the pay and distribution history records. Be sure to select a pay date that is within the quarter in which you want to make the change. Changes are displayed on the Quarterly 941 Worksheet (HRS5000) report within the quarter attached to the pay date in the Pay Dates table. A pay date must be selected if you click **Save** to save the record.

☐ Click **Preview** to view the Calendar YTD Record Changes report. The following fields are displayed:

- **Field Name** - name of the field that was changed.
- **Original Amt** - original amount for the field.
- **Adjusted Amt** - new or adjusted amount.
- **Net Change** - the difference between the original and the adjusted amounts.

☐ Under **FFCRA Payments**, the following fields are available for the 2020 and 2021 calendar years:

You can either manually update the fields on this page or use the **Update Cal YTD** button on the Payroll > Utilities > FFCRA Payments page to update the fields.

Note: If any of these amounts are greater than zero, the field and amount are displayed in Box 14 on the employee's W-2.

EPSLA Regular	Type the amount paid to the employee at the Emergency Paid Sick Leave Act (EPSLA) regular rate for the calendar year.
EPSLA Two-Thirds	Type the amount paid to the employee at the Emergency Paid Sick Leave Act (EPSLA) two-thirds rate for the calendar year.
EFMLEA	Type the amount paid to the employee at the Emergency Family and Medical Leave Expansion Act (EFMLEA) rate for the calendar year.

Note: It is recommended that you preview and print changes before saving.

☐ Click **Save**.

Third Party Sick Pay- HRS3600

Payroll > Maintenance > Calendar YTD Data > Third Party Sick Pay

This tab is used to display and maintain the third-party sick pay or disability pay that was paid directly to the employees. When reported to the employer, the data is compiled and available for W-2 reporting.

Create a third-party sick pay record:

Field	Description
Calendar Year	Type the year of the calendar in the YYYY format. The system is set to the current year, if available.
Employee	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve . Or, click Directory to perform a search in the Employees directory .
Non-Tax Sick Pay	Type the amount paid directly to the individual.

☐ Under **Withholding**, complete the following fields:

Gross	Type the gross taxable amount.
Tax	Type the amount of taxes withheld.

☐ Under **Medicare**, complete the following fields:

Gross	Type the gross taxable amount.
Tax	Type the amount of taxes withheld.

☐ Under **FICA**, complete the following fields:

Gross	Type the gross taxable amount.
Tax	Type the amount of taxes withheld.

☐ Click **Save** to save the changes.

Other functions and features:

+Add	Click to add a row.
Delete	Click to delete a record.

W2 Inquiry- HRS3600

Payroll > Maintenance > Calendar YTD Data > W2 Inquiry

This tab displays data related to taxes, deductions, travel pay, taxable benefits, TRS deposits, and other amounts based on the totals included on the past year's W-2 form. This tab displays both Calendar YTD and W-2 information. The left side of the page displays a portion of the Calendar YTD amounts that are reflective of the payments made to the employee for the logged-on payroll frequency. If the employee is on multiple payroll frequencies, the Calendar YTD information to the left of the W-2 information does not display the same amounts as the W-2. The W-2 reflects amounts based on all payroll frequencies. If the Calendar YTD information displays a 457 Withdraw amount, the Calendar YTD Taxable Gross does not display the same amount as the W-2. The W2 Inquiry tab is display only and data cannot be changed on this tab. The tab populates when the Quarterly/Annual Report, HRS5100 - W-2 Forms processing is completed.

If the calendar year is greater than 2013, the non-TRS nontax business allowance and non-TRS nontax nonpay business allowance amounts are not included in the taxable gross calculations.

[How W-2 Box Amounts are Populated](#)

Perform a W-2 inquiry:

Field	Description
Calendar Year	Type the year of the calendar in the YYYY format. The system is set to the current year, if available.
Employee	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve . Or, click Directory to perform a search in the Employees directory .

☐ Click **Retrieve** to perform the inquiry.

Hours/Pay Transmittals

Use the Table of Contents to access a page.

Absence Deduction - HRS3300

Payroll > Maintenance > Hours/Pay Transmittals > Abs Ded

This tab is used to create and maintain the absence deduction transmittal records. An absence deduction is the amount to be deducted from an employee's gross pay that reflects leave taken in excess of leave balance. The Absence Deduction tab creates transmittals for which a budget code is not specified, but uses the distribution code from the Staff Pay Distribution records by default. The **Days Earned** field can be used to correct the number of days an employee should accrue for the specified pay date, and overrides the number of days on the accrual calendar for the same pay date.

Example: If the accrual calendar has 21 days earned for a specified pay date, and the employee worked only 15 days, 15 days is entered in the **Days Earned** field to override the 21 days in the accrual calendar. You can choose to print the Absence Deduction Transmittal List, but only those employees with transmittals for the selected pay date are displayed on the list. The transmittal records cannot be changed after a payroll is run.

Note: The **Salary Adjust** column was removed from the page as TRS no longer requires the employee's workers' compensation adjustment to be reported. However, the adjust salary code column still exists in the database tables. For payroll calculations, any new rows are set to *N Reg abs deduction*, which means that the amount is subject to TRS and is reported as a regular absence deduction on the Maintenance > School YTD Data page. In addition, TRS, W/H, FICA, and Medicare gross amounts are decreased, and the number of regular days worked and accrual days totals are updated. If you are using this tab to perform a refund (i.e., the amount is negative), then the gross amounts are increased.

Create an absence deduction:

☐ Under **Retrieval Options**, enter any of the following:

Field	Description
Pay Date	Click ▼ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
Department	Type the correct department code, or leave blank to select all.
Campus	Click ▼ to select a campus code.
Job Code	Click ▼ to select a job code.

☐ Click **Retrieve**. The selected employee information is displayed in the grid area and the free form area at the bottom of the tab.

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

Job Code	Displays the code for the employee's job assignment. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Absence Ded	Type the amount to be deducted for absences in excess of leave earned or to be added to the gross pay amount. The field also can be used to refund an absence deduction by entering a negative amount. The amount is added to the employee's gross pay. Example: If the absence deduction amount is positive, the amount is reduced from the employee's pay check. If the absence deduction amount is negative, the amount is added to the employee's pay check.
Serv Rec Days Ded	Type the number of days to deduct from the employee's service record. Use caution when editing this field because once it is updated and processed, you cannot change the number of days. When service records are created, amounts in this field are calculated and reduce the number of days employed accordingly. Since the absence deduction is not associated with any particular leave, the program assumes that it is to affect the leave types selected as state leave on the Tables > District HR Options page.
Days Earned	Type the number of days that the employee has earned during the payroll period. The amount overrides the days earned from the accrual calendar for the employee.
Actual Hrs	Type the number of actual hours worked for the variable hour employee. The actual hours worked value can be a negative or positive number. Notes: The requirements for determining the actual hours worked by an employee should be defined by an LEA policy. The Absence Ded field and the Actual Hrs field values must reflect the same sign (+/-). Positive actual hours are added to the total hours and negative actual hours are subtracted from the total hours.
Reason	Type a description of the transaction. The reason can be a maximum of 30 characters.
Campus	Displays the number of the primary campus where the employee is assigned. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Dept	Displays the department code where the employee is assigned. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Type	Displays the type of pay for the selected employee. The code is assigned on the Maintenance > Staff Job/Pay Data > Job Info tab.
User ID	Displays the name of the individual who made the last change to the employee records.

☐ Click **+Add** to retrieve another employee. A new row is added with the cursor in the **Emp Nbr** field.

Emp Nbr	Type the employee number. Or, click Directory to perform a search in the Employees directory .
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☐ Click **Duplicate Selected** to duplicate absence deduction transactions for all employees highlighted for future pay dates. The link displays after you click **+Add** or after existing transactions are retrieved. The Pay Dates pop-up window is displayed with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the absence deduction transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ Click **Save** to save the changes.


☐ Click **Duplicate All** to duplicate absence deduction transactions for all employees listed for future pay dates. This link displays after clicking on **+Add** in the grid or after retrieving existing transactions. The Pay Dates pop-up window is displayed with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the absence deduction transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ Click **Save** to save the changes.

☐ Click **Unselect All** to unselect all highlighted employees. The link displays after you click **+Add** or after existing transactions are retrieved.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .
Print	Click to print the report. Review the report.

Additional Deduction - HRS3300

Payroll > Maintenance > Hours/Pay Transmittals > Addl Ded

This tab is used to maintain records of additional deduction transmittals from employee paychecks. It allows you to set up one-time deductions without altering deduction information on the employee master record. Any transactions entered on this tab are in addition to the deductions listed on the employee's master deduction record/tab. The transmittal records cannot be changed after a payroll is run.

Note: Entries on this page are not processed when selecting Supplemental Payroll on the Run Payroll process page. They are only processed with regularly scheduled payroll processing.

Create an additional deduction transmittal:

☐ Under **Retrieval Options**, enter any of the following criteria:

Field	Description
Pay Date	Click ▼ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
Campus	Click ▼ to select a campus code.
Ded Code	Click ▼ to select a deduction code. Note: Deduction codes with the A3 deduction type are excluded from this list.

☐ Click **Retrieve**. The selected employee information is displayed in the grid area and the free form area at the bottom of the tab.

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

Deduction Code	Click ▼ to select a deduction code. If the selected deduction already exists in the employee's master deduction record, both deductions are withheld. The field does not update the employee's master deduction record. Note: Deduction codes with the A3 deduction type are excluded from this list.
Deduction Type	Click ▼ to select a deduction type. By default, the field is set to <i>D - Standard Deduction</i> . Selecting <i>C - Changes the Employer Contribution</i> allows for additional employer contribution amounts. This field does not update the employee's master deduction record, it uses the amount in the Ded Amt field.
Ded Amt	Type the dollar amount to be deducted from the employee's paycheck.

Cafe 125	Select if the deduction indicated is part of a cafeteria plan. Note: The following deduction codes cannot have the Cafe 125 field selected: A3, AN, CU, D1, D2, R1, R2, RI, SB, TR, TS, UD, UF, and WH.
Campus	Displays the employee's assigned pay campus. The information is from the Staff Job/Pay Data page.
User ID	Displays the name of the individual who made the last change to the employee records.

☐ Click **+Add** to retrieve another employee. A new row is added with the cursor in the **Emp Nbr** field.

Emp Nbr	Type the employee number. Or, click Directory to perform a search in the Employees directory .
----------------	---

☐ Click **Duplicate Selected** to duplicate additional deduction transactions for all employees highlighted for future pay dates. The link displays after you click **+Add** or after existing transactions are retrieved. The Pay Dates pop-up window opens with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the additional deduction transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ Click **Save**.


☐ Click **Duplicate All** to duplicate additional deduction transactions for all employees listed for future pay dates. This link displays after clicking on **+Add** in the grid or after retrieving existing transactions. The Pay Dates pop-up window opens with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the additional deduction transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ Click **Save**.

☐ Click **Unselect All** to unselect all highlighted employees. The link displays after you click **+Add** or after existing transactions are retrieved.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .
Print	Print the report. Review the report .

Coded Absence Deduction - HRS3300

Payroll > Maintenance > Hours/Pay Transmittals > Cd Abs Ded

This tab is used to create transmittals for which a budget code is specified or to credit an employee with an absence deduction previously taken incorrectly. Note that transmittal records cannot be changed after a payroll has been run.

Note: The **Salary Adjust** column was removed from the page as TRS no longer requires the employee's workers' compensation adjustment to be reported. However, the adjust salary code column still exists in the database tables. For payroll calculations, any new rows are set to *N Reg abs deduction*, which means that the amount is subject to TRS and is reported as a regular absence deduction on the Maintenance > School YTD Data page. In addition, TRS, W/H, FICA, and Medicare gross amounts are decreased, and the number of regular days worked and accrual days totals are updated. If you are using this tab to perform a refund (i.e., the amount is negative), then the gross amounts are increased.

Create a coded absence deduction:


☐ Under **Retrieval Options**, enter any of the following criteria:

Field	Description
Pay Date	Click ▼ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
Department	Type the correct department code, or leave blank to select all.
Campus	Click ▼ to select a campus code.
Job Code	Click ▼ to select a job code.

☐ Click **Retrieve**. The selected employee information is displayed in the grid area and the free form area at the bottom of the tab.

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

Job Code	Displays the code for the employee's job assignment. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Account Code	Type an account code against which the selected employee is authorized to charge. As you type data, a drop-down list of corresponding account codes is displayed. Select an account code.

Abs Deduction Amt	Highlight the default amount, and then type a negative amount to be deducted for absences. The amount is subtracted from the employee's gross pay. Example: If the absence deduction amount is positive, the amount is added to the employee's pay check. If the absence deduction amount is negative, the amount is reduced from the employee's pay check.
Serv Rec Days Ded	Highlight the default amount, and then type a negative number of days to deduct from the employee's service record. Use caution when editing this field because once it is updated and processed, you cannot change the number of days. When service records are created, amounts in this field are calculated and reduce the number of days employed accordingly. Since the absence deduction is not associated with any particular leave, the program assumes that it is to affect the leave types selected as state leave on the HR Options page.
Actual Hrs	Type the number of actual hours worked for the variable hour employee. The actual hours worked value can be a negative or positive number. Notes: The requirements for determining the actual hours worked by an employee should be defined by an LEA policy. The Absence Ded field and the Actual Hrs field values must reflect the same sign (+/-). Positive actual hours are added to the total hours and negative actual hours are subtracted from the total hours.
Actual Date	Type the actual date that represents the pay period for a variable hour employee in the MMDDYYYY format. The requirements for determining the actual date for an employee should be defined by a district policy.
Reason	Type a description of the transaction. The reason can be a maximum of 30 characters.
W/C Code	Click  to select the workers' compensation code (e.g., A, B), or leave blank if the coded absence deduction amount is not subject to workers' compensation taxes.
Grant Cd	This field is protected and is automatically populated based on the grant code associated to the fund as defined on the Salaries > Fund to Grant tab.
Expense 373	Select if the employee is eligible for the expense 373 state minimum expenditure. Otherwise, leave blank.
Suppl Tax	Select to cause the amount to be taxed at the supplemental tax rate rather than the regular tax rate. This applies to the taxable amount only. Otherwise, leave blank.
Campus	Displays the number of the primary campus where the employee is assigned. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Dept	Displays the department code where the employee is assigned. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Type	Displays the type of pay for the selected employee. The code is assigned on the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Rate	Displays the employee's hourly pay rate from the Salaries table.
User ID	Displays the name of the individual who made the last change to the employee records.

☐ Click **+Add** to retrieve another employee. A new row is added with the cursor in the **Emp Nbr** field.

Emp Nbr	Type the employee number. Or, click Directory to perform a search in the Employees directory .
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☐ Click **Duplicate Selected** to duplicate coded absence deduction transactions for all employees highlighted for future pay dates. The link displays after you click **+Add** or after existing transactions are retrieved. The Pay Dates pop-up window opens with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the coded absence deduction transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ Click **Save**.


☐ Click **Duplicate All** to duplicate coded absence deduction transactions for all employees listed for future pay dates. This link displays after clicking on **+Add** in the grid or after retrieving existing transactions. The Pay Dates pop-up window is displayed with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the coded absence deduction transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ Click **Save**.

☐ Click **Unselect All** to unselect all highlighted employees. The link displays after you click **+Add** or after existing transactions are retrieved.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .
Print	Print the report. Review the report.

Create Hours - HRS3300

Payroll > Maintenance > Hours/Pay Transmittals > Create Hours

This tab is used to mass create the regular and overtime hours that pay type 3 hourly employees are scheduled and authorized to work by pay date. Hours can only be created for pay dates that have not been processed. You can enter a default number of hours, and then apply the default to all employee records displayed (e.g., 8.00) without a number of hours. The default can be overwritten by a value entered for an individual employee.

Retrieve eligible employees:

☐ Under **Retrieval Options**, enter any of the following criteria:

Field	Description
Pay Date	Click ▼ to select an unprocessed pay date. The field must be populated to retrieve any eligible employees.
Department	Type the correct department code, or leave blank to select all.
Campus	Click ▼ to select a campus code.
Job Code	Click ▼ to select a job code.

☐ Under **Hours**, accept the default (**Regular**) or select **Overtime**.

- Only those employees with pay type 3 jobs are retrieved when Regular is selected.
- Only those employees who are overtime-eligible on the Maintenance > Staff Job/Pay Data > Job Info tab are retrieved when **Overtime** is selected.

☐ Click **Retrieve**. The selected employee information is displayed.

Create regular hours:

Hours	Type the number of hours that the majority of employees are authorized to work (e.g., 8.00).
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☐ Click **Default**. All employees without a value in the **Reg Hours** column are assigned the default hours (e.g., 8.00).

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

Job Code	Displays the code for the employee's pay type 3 job assignments. The information is from the Staff Job/Pay Data page.
Reg Hours	Type the new regular hour value for the employee.

Campus	Displays the number of the primary campus where the employee is assigned for the job. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Dept	Displays the department code where the employee is assigned. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Type	Displays the type of pay for the selected employee. The code is assigned on the Staff Job/Pay Data page, Job Info tab.

☐ Click **Save**. The data is transferred to the Regular Hours tab allowing you to create the actual transmittals.

Create overtime hours:

Ovtm Hrs	Type the number of hours that the majority of employees are authorized to work (e.g., 4.00).
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☐ Click **Default**. All employees without a value in the **Ovtm Hrs** column are assigned the default hours (e.g., 4.00).

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

Job Code	Displays the code and description for the employee's job assignments that are overtime-eligible. The information is from the Staff Job/Pay Data page.
Ovtm Hrs	Type a new value for overtime hours the selected employee has worked.
Ovtm Rate	Displays the overtime rate for the employee that was assigned on the Staff Job/Pay Data > Hourly/Substitute tab.
Ovtm Amt	Displays an amount that is equal to Ovtm Hrs x Ovtm Rate.
Campus	Displays the number of the primary campus where the employee is assigned for the job. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Dept	Displays the department code where the employee is assigned. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Type	Displays the type of pay for the selected employee. The code is assigned on the Staff Job/Pay Data > Job Info tab.
Distribution	Displays the account code against which the employee's overtime pay is charged.

☐ Click **Save**.

Deduction Refund - HRS3300

Payroll > Maintenance > Hours/Pay Transmittals > Ded Refund

This tab is used to maintain records of deduction refund transmittals for employee paychecks in which incorrect deductions were taken. This tab is used for correcting deduction errors. Note that transmittal records cannot be changed after a payroll has been run.

Note: Entries on this page are processed when selecting Regular or Supplemental Payroll in the Run Payroll process page.

Create a deduction refund transmittal:

☐ Under **Retrieval Options**, enter any of the following criteria:

Field	Description
Pay Date	Click ▼ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
Campus	Click ▼ to select a campus code.
Ded Code	Click ▼ to select a deduction code. Note: Deduction codes with the A3 deduction type are excluded from this list.

☐ Click **Retrieve**. The selected employee information is displayed in the grid area and the free form area at the bottom of the tab.

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

Deduction Code	Click ▼ to select a deduction code. Notes: If a 457 deduction refund is necessary, the deduction code associated with the D2 type deduction should be used so that a flat amount can be refunded. If a D1 type deduction is used, the system will not use the amount entered but calculates the amount based on the salary being paid. If you do not have a D2 type deduction, go to Tables, Tax/Deductions, Deduction Cd tab to establish a D2 type deduction, and then select that type of deduction on this tab. Deduction codes with the A3 deduction type are excluded from this list.
Ded Amount	Type the dollar amount to be refunded for the employee's paycheck. If this amount is entered as a negative value, this amount is subtracted from the employee's gross pay.
Deduction Type	This field is display only and is set to R - Refund.

Cafe 125	<p>Select if this deduction is part of a cafeteria or flexible benefits plan that shelters benefits or deductions from taxes. When these transmittals are processed through the supplemental payroll:</p> <p>If the deduction transmittal has the cafeteria check box selected and the user chooses to use the regular or flat withholding tax supplemental option, the transmittal amount is included in the withholding gross, any associated withholding tax is calculated, and the tax reduces the net amount of the check.</p> <p>If the deduction transmittal has the cafeteria check box selected and the user chooses to use the FICA supplemental option, the transmittal amount is included in the FICA gross and/or medicare gross, any associated taxes are calculated, and the taxes reduce the net amount of the check.</p> <p>If the employee only has the deduction refund transmittal and the FICA supplemental option is chosen, the employee's master distribution (account type G only) is used to determine the account distribution for the FICA and/or medicare taxes. If the employee has multiple jobs, all jobs that include an account type G are used in determining the account distribution. The percentage of tax to be applied to each account is determined by the current job percent assigned divided by the total percent assigned of jobs that have G account types multiplied by the current account percent.</p> <p>If the employee has extra duty transmittals as well as a deduction refund that affect FICA and/or medicare calculations (Cafe 125 selected on the transmittal), the extra duty transmittals are the only accounts used for the FICA tax distribution.</p> <p>If the employee has no master distribution and no extra duty transmittals and has a deduction refund transmittal, a failure message is issued for the FICA taxes calculated.</p> <p>Note: The following deduction codes cannot have the Cafe 125 field selected: A3, AN, CU, D1, D2, R1, R2, RI, SB, TR, TS, UD, UF, and WH.</p>
Reason	Type a description of the transaction. The field can be a maximum of 30 characters.
Campus	Displays the number of the pay campus where the employee is assigned. This information is from Staff Job/Pay maintenance.
User ID	Displays the name of the individual who made the last change to the employee records.

☐ Click **+Add** to retrieve another employee. A new row is added with the cursor in the **Emp Nbr** field.

Emp Nbr	Type the employee number. Or, click Directory to perform a search in the Employees directory .
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☐ Click **Duplicate Selected** to duplicate deduction refund transactions for all employees highlighted for future pay dates. The link displays after you click **+Add** or after existing transactions are retrieved. The Pay Dates pop-up window is displayed with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the deduction refund transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ Click **Save** to save the changes.


☐ Click **Duplicate All** to duplicate deduction refund transactions for all employees listed for future pay dates. This link displays after clicking on **+Add** in the grid or after retrieving existing transactions. The Pay Dates pop-up window is displayed with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the deduction refund transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ Click **Save** to save the changes.

☐ Click **Unselect All** to unselect all highlighted employees. The link displays after you click **+Add** or after existing transactions are retrieved.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .
Print	Click to print the report. Review the report.

Extra Duties - HRS3300

Payroll > Maintenance > Hours/Pay Transmittals > Extra Duties

This tab is used to create the transmittals for the extra duties that are assigned to the employees and to track the pay associated with these assignments. Note that the transmittal records cannot be changed after a payroll has been run. This tab consists of a grid at the top and a free-form area at the bottom. Note: When entries are made on the Maintenance > Leave Account Transaction > Employee Substitute tab for the employee and the associated substitute, extra duty transmittals are automatically created for the substitute.

- If changes are made to the amount in the extra duty transmittal for the substitute and the pay date for the employee has not been processed, the amount changes the employee's leave transaction to reflect the change in the amount paid to the substitute.
- If the substitute used for the employee on the Maintenance > Leave Account Transaction > Employee Substitute tab needs to be changed or deleted and the employee's pay date has not been processed, change or delete the transaction from the Maintenance > Leave Account Transaction > Employee Substitute tab. The system changes or deletes the substitute transaction on the Extra Duty tab.
- If the employee's pay date has been processed and the substitute's extra duty transmittal needs to be changed, the system allows a change in the amount but does not allow the transaction to be deleted. A negative transaction for the substitute for the same amount and accounts must be added to offset the transaction.
- If a transaction is added on the Extra Duty tab for the substitute, the Employee Substitute Report does not reflect the employee/substitute relationship, nor is the employee's pay reduced if docking by substitute amount is used.

Note: Entries on this page are processed when selecting Regular Payroll or Supplemental Payroll in the Run Payroll process. However, entries with a Y in the **Standard Gross Cd** field are not processed for a supplemental payroll.

[Extra duty account type details - hours/pay](#)

Create an extra duty transmittal:


☐ Under **Retrieval Options**, enter any of the following criteria:

Field	Description
Pay Date	Click ▼ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
Department	Type the correct department code, or leave blank to select all.
Campus	Click ▼ to select a campus code.
Extra Duty	Click ▼ to select an extra duty code.


☐ Click **Retrieve**. The selected employee information is displayed in the grid area and the free form

area at the bottom of the tab.

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

Standard Gross Cd	<p>Click  to select whether pay from the extra duty position is considered supplemental pay or is part of the employee's standard gross pay. If S is selected, the amount is recorded as supplemental salary in the employee's calendar, school, and TRS YTD records. (TRS YTD is based on the expense 373 selection for the transmittal.) The resulting distribution history record is created as an S type.</p> <p>If Y is selected, the following occurs:</p> <p>The Job Code field is no longer protected and the user can select a job code to be used for the transmittal. The transmittal cannot be saved if the job code is still set as XTRA.</p> <p>The Suppl Tax field is protected and cannot be changed.</p> <p>The Campus, Dept, W/C Cd, Pay Type, and Pay Rate fields are changed to be reflective of the job code selected.</p> <p>The amount is recorded as standard gross salary in the contract or noncontract fields of the calendar and school YTD records and as gross salary in the TRS YTD record. The resulting distribution history record is created as a G type. If the district accrues, accruals are not calculated on this transaction.</p> <p>Note: The Standard Gross Cd <i>Y A part of std gross</i> (G- type) cannot be processed with an S-type Extra Duty Code and vice versa.</p>
Job Code	<p>Displays the code for the employee's job assignment. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.</p>

Extra Duty Cd	<p>Type a valid extra duty code against which the selected employee is authorized to work. As you type the data, a drop-down list of corresponding data is displayed. Select the extra duty code you wish to select.</p> <p>If the extra duty code is not known, press F2 (while the cursor is in the Extra Duty Cd field).</p> <p>A list of available extra duty codes is displayed.</p> <p>To search for a specific extra duty code, type data in one or more of the search fields.</p> <p>Click Search. A list of data that matches the search criteria is displayed.</p> <p>Select an extra duty code from the list. Otherwise, click Cancel.</p> <p>Notes:</p> <p>When the Extra Duty Cd field is changed, the Account Cd, W/C Code, Expense 373, and Extra Duty Amt fields default to the values defined on the Tables > Salaries > Extra Duty tab. Once the default values are loaded, the user can edit these, if necessary.</p> <p>The Standard Gross Cd <i>Y A part of std gross</i> (G- type) cannot be processed with an S-type Extra Duty Code and vice versa.</p>
Account Code	<p>Type a valid account code number against which the selected employee is authorized to charge. As you type the account code, a drop-down list of corresponding account codes is displayed. Select an account code. Only expenditures account codes with object 6XXX are allowed.</p> <p>If the account code is not known, place the cursor in one of the account code component fields, and press F2. An Account Code dialog box is displayed.</p> <p>To search for a specific account code component, type data in one or more of the search fields.</p> <p>Click Search. A list of data that matches the search criteria is displayed.</p> <p>Select an account code component from the list. Otherwise, click Cancel.</p> <p>Note: If an employee has multiple account codes in his master record, the Account Code field will not populate automatically. Click in the Account Code field, and then press the DOWN ARROW key to display the accounts from the master record.</p>
Extra Duty Amt	<p>Type the dollar amount authorized for the extra duty position (hourly or salaried rate). This field can also be used to deduct an overpayment of extra duty by entering a negative amount. This amount is deducted from the employee's supplemental pay.</p>

Expense 373	<p>Select if the extra duty code is eligible for the expense 373 state minimum expenditure. Otherwise, leave blank.</p> <p>If an employee is paid using the specified extra duty code, Expense 373 is selected, a TRS Position Code is not selected, and the employee is subject to state minimum, then the extra duty amount is included in the TRS 373 calculations using the TRS position code of the employee's primary job.</p> <p>If a TRS Position Code is selected on this page, it is used for reporting the pay associated to the extra duty code. If Expense 373 is selected and the TRS Position Code is 01, 02, or 05, then the amount is included in the TRS 373 calculations where applicable.</p> <p>If Expense 373 is not selected for an extra duty code but the TRS Position Code is 01, 02, or 05, then the pay associated to the extra duty code is not included in the TRS 373 calculations; however, it is included in the Non-OASDI calculations.</p> <p>Example: A teacher teaching summer school is paid using an extra duty stipend, Expense 373 should not be selected in the Payroll History extra duty table and the appropriate TRS Position Code (01, 02, or 05) should be selected.</p>
Actual Hrs	<p>Type the number of actual hours worked for the variable hour employee. The actual hours worked value can be a negative or positive number.</p> <p>Notes:</p> <p>The requirements for determining the actual hours worked by an employee should be defined by an LEA policy.</p> <p>Positive actual hours are added to the total hours and negative actual hours are subtracted from the total hours.</p>
Actual Date	Type the actual date that represents the pay period for a variable hour employee in the MMDDYYYY format. The requirements for determining the actual date for an employee should be defined by a district policy.
Reason	Type a description of the transaction. The reason can be up to 30 alphanumeric characters.
Work Comp	Click  to select the workers' compensation code (e.g., A, B), or leave blank if the extra duty amount is not subject to workers' compensation taxes.
Grant Cd	This field is protected and is automatically populated based on the grant code associated to the fund as defined on the Tables > Salaries > Fund to Grant tab.
Suppl Tax	Select to cause the amount to be taxed at the supplemental tax rate rather than the regular tax rate. This applies to the taxable amount only. Otherwise, leave blank.
Performance Pay	Select to indicate if the amount to be paid for this account should be included in the TRS deposits performance pay calculations.
FICA Alternative	Select to allow the extra duty transmittal to be subject to the 457 deferred compensation or 403B FICA alternative retirement plan. The flag applies only when the transmittal is processed as part of a supplemental payroll process and the employee has a deduction master record with D1 or A3 deduction type. The field is not disabled when the Standard Gross Cd field is set to Y; however, the checkbox is cleared when you click Save .
Campus	Displays the number of the primary campus where the employee is assigned. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.

Dept	Displays the department code where the employee is assigned. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Type	Displays the type of pay for the selected employee. This code is assigned on the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Rate	Displays the employee's pay rate from the employee's record.
Sub Type	Displays if an extra duty transmittal was created on the Maintenance > Leave Account Transaction > Employee Substitute tab.
User ID	Displays the name of the individual who made the last change to the employee records.

☐ Click **+Add** to retrieve another employee. A new row is added with the cursor in the **Emp Nbr** field.

Emp Nbr	Type the employee number. Or, click Directory to perform a search in the Employees directory .
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☐ Click **Duplicate Selected** to duplicate extra duties transactions for all employees highlighted for future pay dates. The link displays after you click **+Add** or after existing transactions are retrieved. The Pay Dates pop-up window opens with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the extra duty transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ Click **Save**.


☐ Click **Duplicate All** to duplicate extra duties transactions for all employees listed for future pay dates. This link displays after clicking on **+Add** in the grid or after retrieving existing transactions. The Pay Dates pop-up window opens with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the extra duty transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ Click **Save**.

☐ Click **Unselect All** to unselect all highlighted employees. The link displays after you click **+Add** or after existing transactions are retrieved.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .
Print	Click to print the report. Review the report .

Inquiry - HRS3300

Payroll > Maintenance > Hours/Pay Transmittals > Inquiry

This tab is a display-only tab that provides ten inquiry summaries: Reg Hours, Abs Ded, Ovtm Hours, Cd Abs Ded, Extra Duties, Non TRS, Add'l Ded, Ded Refund, System Adjust, and Leave. The inquiries display the transmittal data for a selected pay date and employee.

Perform an inquiry:

☐ Under **Retrieval Options**, enter any of the following criteria:

Field	Description
Pay Date	Click ▼ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
Campus	Click ▼ to select a campus code.
Department	Type the department code, or leave blank to select all.
Emp Nbr	<p>Type an employee number, if known. The employee's name is displayed at the top of the page, and unprocessed leave transmittals are displayed in the grid below.</p> <p>If the employee number is not known, click Directory. The Employees dialog box is displayed.</p> <p>To search for a specific employee, type data in one or more of the search fields. Click Search. A list of data that matches the search criteria is displayed. Select an employee number item from the list. Otherwise, click Cancel.</p> <p>The employee's name is displayed in the Name field, and employee data is displayed in the grid below. The Emp Nbr field must be populated to retrieve any transmittals for the mass update process.</p>

☐ Click **Retrieve**. The selected employee information is displayed in the grid area and the free form area at the bottom of the tab.

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

☐ Under **Inquiry Data**, select one of the following to display the selected transmittal data for the pay date, employee, campus, and/or department:

- **Reg Hours**
- **Abs Ded**
- **Ovtm Hours**
- **Cd Abs Ded**
- **Extra Duties**

- **Non TRS**
- **Add'l Ded**
- **Ded Refund**
- **System Adjust**
- **Leave**

The grid is populated with the transmittal data that was entered on the Hours/Pay Transmittals tabs. If there is no transmittal information, the grid is blank.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Click to print the report. Review the report.

Mass Delete - HRS3300

Payroll > Maintenance > Hours/Pay Transmittals > Mass Delete

This tab is used to select and delete multiple rows of employee transmittal records that were created on the other tabs of the Hours/Pay Transmittals page. Only unprocessed transmittal records may be deleted regardless if the pay date has been processed or not.

Mass delete transmittals:

☐ Under **Tab Selection**, select from the following options:

- **Reg Hours** - fields display as entered on the Reg Hours tab.
- **Abs Ded** - fields display as entered on the Abs Ded tab.
- **Ovtm Hours** - fields display as entered on the Ovtm Hours tab.
- **Cd Abs Ded** - fields display as entered on the Cd Abs Ded tab.
- **Extra Duties** - fields display as entered on the Extra Duties tab.

Note: If an extra duty transmittal was created as a result of employee substitute leave, the substitute leave record will also be deleted with the extra duty transmittal. If the employee leave transmittal has not been processed, the leave transmittal will also be deleted. If the substitute leave transmittal involves multiple accounts for one leave transmittal, then all of the extra duty transmittals associated with the leave transmittal must be selected for deletion. If all transmittals are not selected, an error report is generated, and the errant transmittals are not deleted. By deleting these records, the information will no longer be available for the Employee Substitute Report.

- **Non-TRS** - fields display as entered on the Non-TRS tab.
- **Add'l Ded** - fields display as entered on the Add'l Ded tab.
- **Ded Refund** - fields display as entered on the Ded Refund tab.
- **System Adjust** - fields display as entered on the System Adjust tab.

☐ Under **Delete By**, select from the following options:

Pay Date	Select to delete unprocessed transmittals by pay date.
Emp Nbr	Select to delete unprocessed transmittals by employee number.

☐ Under **Retrieval Options**, the fields display based on the **Delete By** option selected.

If **Pay Date** is selected in the **Delete By** section:

Pay Date - From	Click ▼ to select a from pay date. The field only displays all pay dates where unprocessed transmittals exist (regardless if the pay date has been processed or not). The field is optional.
To	Click ▼ field to select a to pay date. The field only displays all pay dates where unprocessed transmittals exist (regardless if the pay date has been processed or not). The field is optional.

☐ Click **Retrieve**. All employees with the selected transmittal type for the pay date are displayed in the grid under **Mass Delete Data**.

☐ Select the **Delete** checkbox on each employee transmittal row for the mass delete process. Use one of the following methods to select a group of employees:

- To select multiple rows when the employees are consecutive, select an employee to start at, and then press and hold SHIFT while selecting an employee to end the selection process.
- To select multiple rows when the employees are not consecutive, select an employee number, and then select other individual employee numbers from different parts of the listing.
- Click **Select All** to select the **Delete** checkbox for each employee.
- Click **Unselect All** to clear the Delete checkbox for each employee.

☐ Click **Save** to save the changes.

☐ Click **Execute** to display the Mass Delete Transmittals preview report.

If errors are encountered, an error report is displayed. [Review the report.](#)

☐ Click **Process** to delete the selected transmittals.

A message displays indicating that the mass delete was successful. Click **OK** to close the pop-up window.

☐ Click **Cancel** to return to the Mass Delete tab without updating the selected leave transmittals.

Non TRS - HRS3300

Payroll > Maintenance > Hours/Pay Transmittals > Non TRS

This tab is used to maintain records for employees who receive non-TRS supplemental pay amounts such as travel and uniform allowances and TRS ActiveCare contributions taken as compensation. Note that transmittal records cannot be changed after a payroll has been run. Nontaxable amounts are not included in the 457 deferred compensation when the percentages for 457 deferred compensation is used. Nontaxable amounts also are not included in unemployment, FICA, TRS, and withholding tax calculations.

[Non-TRS payment matrix](#)

Note: Entries on this page are processed when selecting Regular Payroll or Supplemental Payroll in the Run Payroll process.

Create a non-TRS transmittal:

☐ Under **Retrieval Options**, enter any of the following criteria:

Field	Description
Pay Date	Click ▼ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
Department	Type the correct department code, or leave blank to select all.
Campus	Click ▼ to select a campus code.
Job Code	Click ▼ to select a job code.

☐ Click **Retrieve**. The selected employee information is displayed in the grid area and the free form area at the bottom of the tab.

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

Job Code	Displays the code for the employee's job assignment. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Account Code	Type an account code against which the selected employee is authorized to charge. As the user types the data, a drop-down list of corresponding account codes is displayed. Select an account code.
Payment Cd	Click ▼ to select whether to pay and tax payment or to not pay, but tax. If <i>N Do not pay</i> is selected, the Payment Type field automatically is set to 2 - <i>Non TRS Bus Allow</i> , and the user cannot modify. Transactions using this combination will not display on the Account Distribution Journal but are displayed on the Payroll Earnings Register, Check Stub, and Calendar YTD report.

Payment Type	Click ▼ to select the type of payment (e.g., Non TRS business expense).
Taxable Amt	Type the dollar amount that is taxable.
Non-Taxable Amt	Type the dollar amount that is not subject to taxes.
Reason	Type a description of the transaction. The reason can be a maximum of 30 characters.
W/C Code	Click ▼ to select the workers' compensation code (e.g., A, B), or leave blank if the non-TRS amount is not subject to workers' compensation taxes. If the Payment Cd field is N, the Payment Type field is 2, and only the nontaxable amount is entered, the user cannot have a workers' compensation code for this transmittal.
Taxed Fringe Benefit	Select to include the amount in the Taxed Fringe Benefit field on the Calendar YTD tab of the Calendar YTD page. This applies to the taxable amount only when the Payment Cd field is N and the Payment Type field is 2.
Suppl Tax	Select to cause the amount to be taxed at the supplemental tax rate rather than the regular tax rate. This applies to the taxable amount only.
Pay Type	Displays the type of pay for the selected employee. This code is assigned on the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Rate	Displays the employee's hourly pay rate from the Salaries table.
Campus	Displays the number of the primary campus where the employee is assigned. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Dept	Displays the department code where the employee is assigned. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
User ID	Displays the name of the individual who made the last change to the employee records.

☐ Click **+Add** to retrieve another employee. A new row is added with the cursor in the **Emp Nbr** field.

Emp Nbr	Type the employee number. Or, click Directory to perform a search in the Employees directory .
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☐ Click **Duplicate Selected** to duplicate non-TRS transactions for all employees highlighted for future pay dates. The link displays after you click **+Add** or after existing transactions are retrieved. The Pay Dates pop-up window opens with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the non-TRS transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ Click **Save** to save the changes.


☐ Click **Duplicate All** to duplicate non-TRS transactions for all employees listed for future pay dates. This link displays after clicking on **+Add** in the grid or after retrieving existing transactions. The Pay Dates pop-up window opens with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the non-TRS transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ Click **Save** to save the changes.

☐ Click **Unselect All** to unselect all highlighted employees. The link displays after you click **+Add** or after existing transactions are retrieved.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .
Print	Click to print the report. Review the report.

Overtime Hours - HRS3300

Payroll > Maintenance > Hours/Pay Transmittals > Ovtm Hours

This tab is used to create and maintain the overtime hours transmittal records for overtime hours worked by an individual employee. The district has the option to use the default overtime object code from District HR Options or the object code of the budget codes. The system uses the overtime hours defaults set on the Create Hours tab, unless other values are entered on the current tab. Note that transmittal records cannot be changed after a payroll has been run.

Note: Entries on this tab are not processed when selecting Supplemental Payroll on the Run Payroll process page. They are only processed with regularly scheduled payroll processing.

Change overtime hours:

☐ Under **Retrieval Options**, enter any of the following criteria:

Field	Description
Pay Date	Click ▼ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
Department	Type the correct department code, or leave blank to select all.
Campus	Click ▼ to select a campus code.
Job Code	Click ▼ to select a job code.

☐ Click **Retrieve**. The selected employee information is displayed in the grid area and the free form area at the bottom of the tab.

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

Job Code	Displays the code for the employee's job assignment. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Ovtm Rate	Displays the overtime rate for the employee that was assigned on the Maintenance > Staff Job/Pay Data > Hourly/Substitute tab.
Account Code	Type an account code against which the employee's overtime pay is charged. As the user types the data, a drop-down list of corresponding account codes is displayed. Select an account code.
Ovtm Hrs	Type a new value for overtime hours the selected employee can work.
Ovtm Amt	This field is equal to Ovtm Hrs x Ovtm Rate.
Ovtm Code for W/C	Displays the code used to calculate the employee's overtime for workers' compensation. The system is set to 1 (time and a half of regular pay). Click ▼ to select a different code to apply to the employee's record.

Actual Hrs	Type the number of actual hours worked for the variable hour employee. The actual hours worked value can be a negative or positive number. Notes: The requirements for determining the actual hours worked by an employee should be defined by an LEA policy. The Ovtm Amt field and the Actual Hrs field values must reflect the same sign (+/-). Positive actual hours are added to the total hours and negative actual hours are subtracted from the total hours.
Actual Date	Type the actual date that represents the pay period as defined by district policy in the MMDDYYYY format for employees with pay type 3 or 4.
Reason	Type a description of the transaction. The reason can be a maximum of 30 characters.
Work Comp	Click ▼ to select the workers' compensation code that applies to this employee (e.g., A, B).
Grant Cd	Automatically populated based on the grant code associated to the fund as defined on the Salaries > Fund to Grant tab.
Expense 373	Select if the employee is eligible for the expense 373 state minimum expenditure. Otherwise, leave blank.
Suppl Tax	Select to cause the amount to be taxed at the supplemental tax rate rather than the regular tax rate. This applies to the taxable amount only. Otherwise, leave blank.
Campus	Displays the number of the primary campus where the employee is assigned. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Dept	Displays the department code where the employee is assigned. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Type	Displays the type of pay for the selected employee. This code is assigned on the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Rate	Displays the employee's hourly pay rate from the Salaries table.
User ID	Displays the name of the employee who last changed and saved the employee record.

☐ Click **+Add** to retrieve another employee. A new row is added with the cursor in the **Emp Nbr** field.

Emp Nbr	Type the employee number. Or, click Directory to perform a search in the Employees directory .
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☐ Click **Duplicate Selected** to duplicate overtime hours transactions for all employees highlighted for future pay dates. The link displays after you click **+Add** or after existing transactions are retrieved. The Pay Dates pop-up window opens with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the overtime hours transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ Click **Save**.


☐ Click **Duplicate All** to duplicate overtime hours transactions for all employees listed for future pay dates. This link displays after clicking on **+Add** in the grid or after retrieving existing transactions. The Pay Dates pop-up window is displayed with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the overtime hours transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ Click **Save**.

☐ Click **Unselect All** to unselect all highlighted employees. The link displays after you click **+Add** or after existing transactions are retrieved.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .
Print	Click to print the report. Review the report.

Regular Hours - HRS3300

Payroll > Maintenance > Hours/Pay Transmittals > Reg Hours

This tab is used to change the number of regular hours worked by employees with pay type 3 (hourly) at a single campus/department or for all employees at a group of campuses/departments. If a default was established for regular hours on the Create Hours tab, that default is displayed on this tab but can be overwritten. Note that transmittal records cannot be changed after a payroll has been run.

Note: If an employee has an hourly job (i.e., pay type 3), the **Reg Hrs Worked** field is populated on the Maintenance > Staff Job/Pay Data > Job Info tab, and a regular hours transmittal is created on the Maintenance > Hours/Pay Transmittals > Reg Hours tab, then the regular hours transmittal hours will take precedent over the value that is in the **Reg Hrs Worked** field.

Change regular hours:

☐ Under **Retrieval Options**, enter any of the following criteria:

Field	Description
Pay Date	Click ▼ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
Department	Type the correct department code, or leave blank to select all.
Campus	Click ▼ to select a campus code.
Job Code	Click ▼ to select a job code.

☐ Click **Retrieve**. The selected employee information is displayed in the grid area and the free form area at the bottom of the tab.

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

Job Code	Displays the code for the employee's job assignment. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Rate	Displays the employee's hourly pay rate from the Maintenance > Staff Job/Pay Data > Job Info tab.
Reg Hours	Type the new regular hours value for the employee.

Actual Hrs	Type the number of actual hours worked for the variable hour employee. The actual hours worked value can be a negative or positive number. Notes: The requirements for determining the actual hours worked by an employee should be defined by an LEA policy. The Reg Hours field and the Actual Hrs field values must reflect the same sign (+/-). Positive actual hours are added to the total hours and negative actual hours are subtracted from the total hours.
Actual Date	Type the actual date that represents the pay period for a variable hour employee in the MMDDYYYY format. The requirements for determining the actual date for an employee should be defined by an LEA policy.
Total Pay	Displays the employee's total pay, which is the Pay Rate field multiplied by the Reg Hours field.
Campus	Displays the number of the primary campus where the employee is assigned. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Dept	Displays the department code where the employee is assigned. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Type	Displays the type of pay for the selected employee. This code is assigned on the Maintenance > Staff Job/Pay Data > Job Info tab.
User ID	Displays the name of the employee who last changed and saved the employee record.

☐ To retrieve another employee, click **+Add**. A new row is added.

Emp Nbr	Type the employee number. Or, click Directory to perform a search in the Employees directory .
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☐ Click **Duplicate Selected** to duplicate regular hours transactions for all employees highlighted for future pay dates. The link displays after you click **+Add** or after existing transactions are retrieved. The Pay Dates pop-up window is displayed with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the regular hours transactions for those pay dates.
- Otherwise, click **Cancel**.


☐ Click **Duplicate All** to duplicate regular hours transactions for all employees listed for future pay dates. This link displays after clicking on **+Add** in the grid or after retrieving existing transactions. The Pay Dates pop-up window is displayed with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the regular hours transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ Click **Unselect All** to unselect all highlighted employees. The link displays after you click **+Add** or after existing transactions are retrieved.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
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	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>
Print	<p>Click to print the report. Review the report.</p>

System Adjust - HRS3300

Payroll > Maintenance > Hours/Pay Transmittals > System Adjust

This tab is used to maintain records of system adjustment transmittals for employee paychecks in which incorrect deductions were taken. This tab is used for correcting system-generated deductions. Transmittal records cannot be changed after a payroll has been run. Entries on this page are not processed when selecting Supplemental Payroll on the Run Payroll page. They are only processed with regularly scheduled payroll processing.

Create a system adjustment transmittal:

☐ Under **Retrieval Options**, enter any of the following criteria:

Field	Description
Pay Date	Click ▼ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
Campus	Click ▼ to select a campus code.
Refund Type	Click ▼ to select a refund type.

☐ Click **Retrieve**. The selected employee information is displayed in the grid area and the free form area at the bottom of the tab.

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

Refund Type	Click ▼ to select a refund type.
Refund Amt	Type the dollar amount of the refund to the employee. This field also can be used for deductions by entering a negative amount. This amount will then be deducted from the employee's pay based on the refund type.

Gross Amt	<p>Type the employee's gross monthly salary for refund types F, G, I, M, P, S, and T. This field is required for all listed refund types. For all other refund types, the field value can be set to 0.00.</p> <p>If the refund type is TRS related (i.e., refund types I, P, S, or T), enter the TRS gross amount.</p> <p>If the refund type is Medicare related (i.e., refund type M), enter the Medicare gross amount.</p> <p>If the refund type is FICA related (i.e., refund types F or G), enter the FICA gross amount.</p> <p>When a system adjustment is processed, the amount in the Gross Amt field will adjust the amounts in the Medicare Gross or FICA Gross fields on the Maintenance > Calendar YTD Data > Calendar YTD tab. If the gross amount is positive, the Medicare or FICA gross amounts are decreased. If the gross amount is negative, the Medicare or FICA gross amounts are increased.</p>
Reason	Type a description of the transaction. The field can be a maximum of 30 characters.
W2 Health Care	Select to flag system adjustments for H - TEA Health Insurance Contribution and N - Employer Non-Annuity Contribution amount, as subject to the Affordable Care Act.
Campus	Displays the number of the pay campus where the employee is assigned. This information is from the Staff Job/Pay Data window.
User ID	Displays the name of the individual who made the last change to the employee records.

☐ Click **+Add** to retrieve another employee. A new row is added with the cursor in the **Emp Nbr** field.

Emp Nbr	Type the employee number. Or, click Directory to perform a search in the Employees directory .
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☐ Click **Duplicate Selected** to duplicate system adjustment transactions for all employees highlighted for future pay dates. The link displays after you click **+Add** or after existing transactions are retrieved. The Pay Dates pop-up window opens with a list of available pay dates from the pay date table.


- Click **OK** to duplicate the system adjustment transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ Click **Duplicate All** to duplicate system adjustment transactions for all employees listed for future pay dates. This link displays after clicking on **+Add** in the grid or after retrieving existing transactions. The Pay Dates pop-up window opens with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the system adjustment transactions for those pay dates.
- Otherwise, click **Cancel**.

☐ Click **Unselect All** to unselect all highlighted employees. The link displays after you click **+Add** or after existing transactions are retrieved.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .
Print	Click to print the report. Review the report.

Total - HRS3300

Payroll > Maintenance > Hours/Pay Transmittals > Total

This tab displays a summary report for the selected pay date of all adjustments to employee hours worked, deductions claimed, and absences taken in excess of leave earned for the selected pay date. The following transmittal total summaries are available:

- **Total** - displays a summary of all adjustments for the selected pay date of the LEA or campus.
- **Transmittals** - displays a summary of each employee's adjustments for the selected pay date of the LEA or campus.
- **Deduction Transmittals** - displays a summary of all employee deduction totals for the selected pay date of the LEA or campus.

Perform an inquiry:

☐ Under **Retrieval Options**, enter any of the following criteria:

Field	Description
Pay Date	Click ▼ to select a pay date. The field is required.
Campus	Click ▼ to select a campus code, or leave blank to select all.

☐ Click **Retrieve**. The selected pay date information is displayed.

☐ Under **Inquiry Data**, select one of the following:

- **Total**
- **Transmittals**
- **Deduction Transmittals**

The appropriate report is displayed with the available transmittal data. If there is no transmittal information, the report preview is blank.

Total

- The total regular hours value is displayed from the Reg Hours tab.
- The total deduction for absences is displayed from the Abs Ded tab.
- The total hours of overtime authorized is displayed from the OVTM Hours tab.
- The total deduction for coded absences is displayed from the Abs Ded tab.
- The total hours of extra duty authorized is displayed from the Extra Duties tab.
- The total dollar value of the non-TRS tax deductions is displayed from the Non TRS tab.
- The total dollar value of the non-TRS nontax deductions is displayed from the Non TRS tab.
- The total dollar value of deduction adjustments is displayed from the Add'l Ded and Ded Refund tabs.
- The total dollar value of deduction refunds is displayed from the System Adjust tab.

- The total dollar value of employer contribution refunds is displayed from the System Adjust tab.
- The total dollar value of the FICA tax refunds is displayed from the System Adjust tab.
- The total dollar value of Medicare tax refunds is displayed from the System Adjust tab.
- The total dollar value of Withholding tax refunds is displayed from the System Adjust tab.
- The total dollar value of TRS deposit refunds is displayed from the System Adjust tab.
- The total dollar value of TRS insurance refunds is displayed from the System Adjust tab.
- The total dollar value of employer annuity contribution refunds is displayed from the System Adjust tab.
- The total dollar value of employer non-annuity contribution refunds is displayed from the System Adjust tab.
- The total dollar value of TRS salary reduction refunds is displayed from the System Adjust tab.
- The total dollar value of TRS insurance refunds is displayed from the System Adjust tab.
- The total dollar value of new employee pension surcharge contribution refunds is displayed from the System Adjust tab.
- The total dollar value of retiree pension surcharge refunds is displayed from the System Adjust tab.
- The total dollar value of TEA health insurance contribution refunds is displayed from the System Adjust tab.
- The total dollar value of employer TRS-Care contribution refunds is displayed from the System Adjust tab.
- The total dollar value of employer dependent care refunds is displayed from the System Adjust tab.

Transmittals

- The employee number and name are displayed from the Staff Demographic page. The report is sorted by employee last name.
- The summary displays the various types of adjustments made to the employee's pay date records.
- The totals for all employees are also displayed.

Deduction Transmittals

- The employee number and name are displayed from the Staff Demographic page.
- The type of deduction refund to the employee's pay is displayed from the Ded Refund tab.
- The type of additional deduction to the employee's pay is displayed from the Add'l Ded tab.
- The total amount of the additional deduction and deduction refunds are displayed from the Add'l Ded Refund and Ded Refund tabs.

[Review the report.](#)

Leave Account Transaction

Use the Table of Contents to access a page.

Employee Substitute - HRS3200

Payroll > Maintenance > Leave Account Transaction > Employee Substitute

This tab is used to create:

- Employee leave transmittals and substitute pay (extra duty) transmittals.
 - If creating a substitute transmittal and the employee is split-funded, multiple budget codes are displayed from the employee's distribution record for the substitute. Distribute the substitute's pay according to the percentage shown on the employee's distribution, or manually change the codes to be expensed. The workers' compensation code associated with the employee populates the extra duty transmittal for the substitute. If no workers' compensation code is available for the employee and one is in the substitute's record, that workers' compensation code is used. If neither the employee nor the substitute has a workers' compensation code on his Job Info tab, the workers' compensation code is not populated. The **FICA Alternative** flag is selected automatically on the substitute extra duty transmittal if the substitute has a deduction code with a deduction type of D1 or D2 on the Maintenance > Staff Job/Pay Data > Deductions tab.
 - The **Leave Used** field indicates the days or hours that the employee is absent and is used to create the employee absence leave record. You cannot change the information here if it has been processed.

Note: When entries are made to this tab for the employee and associated substitute, extra duty transmittals are created automatically for the substitute.

- If changes are made to the extra duty transmittal amount for the substitute, and the pay date for the employee has not been processed, the amount changes the employee's leave transaction to reflect the change in the amount paid to the substitute.
 - If the substitute used for the employee on this tab needs to be changed or deleted and the employee's pay date has not been processed, change or delete the transaction, and it changes or deletes the substitute transaction on the Extra Duty tab.
 - If the employee's pay date has been processed and the substitute's extra duty transmittal needs to be changed, the system allows a change in the amount but does not allow the transaction to be deleted. A negative transaction for the substitute for the same amount and accounts must be added to offset the transaction.
 - If a transaction is added in the extra duty for the substitute instead of being created through the Employee Substitute tab, the Employee Substitute Report does not reflect the employee/substitute relationship, nor is the employee's pay reduced if docking by substitute amount is used.
- Employee leave transmittals without a substitute.

You can create a leave transmittal for just the employee with no associated substitute transmittal by not selecting a substitute type or account distribution. Only a leave transmittal is created when saved.

- Substitute pay (extra duty) transmittals without an employee leave transmittal.

You can create a substitute pay (extra duty) transmittal for just the substitute with no associated employee leave transmittal by not selecting an employee number. Only a substitute pay (extra duty) transmittal is created when saved; however, the transmittal indicates that it was created through the Employee Substitute tab.

Maintain employee leave and substitute pay data:

Retrieve an existing record.	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve . Or, click Directory to perform a search in the Employees directory .
Field	Description
Pay Date	Click ▼ to select the pay date for the employee. This pay date does not have to be the same as the substitute pay date. After the pay date is selected, if you click Retrieve , all leave transmittals for the employee are displayed, regardless of whether they are substitute transmittals or regular leave transmittals.

☐ Under **Default Substitute Account Code**, the **Employee** is selected by default, but you can select **Absence Reason**.

Employee	If selected, the substitute account code is populated based on the employee's distribution master record.
Absence Reason	If selected, the substitute account code is automatically generated based on the selected reason in the Absence Reason table.
Sub Frequency	Click ▼ to select the substitute's payroll frequency (e.g., 6-Monthly CYR). This frequency is not required to be the same as the employee pay frequency.
Sub Pay Date	Click ▼ to select the substitute's pay date. This pay date is not required to be the same as the employee pay date.
Sub Employee Nbr	<p>Type the substitute's employee number, if known. As you type the data, a drop-down list of corresponding data is displayed. Select the substitute employee name you wish to select. The substitute's name is displayed in the Sub Name field, and all leave associated with the employee's pay date that has not been created with the selected substitute or any other substitute is displayed.</p> <p>If the substitute's employee number is not known, click Directory.</p> <p>The Employees dialog box is displayed. To search for a specific employee, type data in one or more of the search fields. Click Search. A list of data that matches the search criteria is displayed. Select an employee number item from the list. Otherwise, click Cancel.</p>

☐ Under **Emp Leave and Sub Pay Detail**, the tab is populated with existing data that is retrieved. If no data is retrieved, click in the substitute section, and click **+Add**. A new row is added to the substitute section.

Sub Type	Click ▼ to select the substitute type code and the corresponding time of day. The Sub Type field is required prior to saving to create a substitute extra duty transmittal. The system is set to 1.000 in the Leave Used field; the Sub Units and Sub Pay Amt fields are populated from the substitute table. You may override the Leave Used , Sub Units , and Sub Pay Amt fields by entering different amounts.
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Sub Type	The Sub Pay Amt and Units Per Day fields are set to the values in the substitute table for the new substitute type.
Abs Date	Type the date of the employee absence in the MMDDYYYY format.
Absence Reason	Click ▼ to select the code for the type of employee absence (e.g., Personal Illness).
Leave Used	Type the amount of used leave.
Sub Units	Type the number of hours per day that position is authorized to work. This is a required field.
Sub Pay Amt	Type the pay rate allowed for this position.

☐ Under **Distributions for Substitutes**:

☐ Click **+Add**. A new row is added in the substitute distribution section, and the cursor moves to the **Substitute Account Code** field.

Substitute Account Code	A list of the employee's account distribution codes from which the substitute is paid is displayed, or type another account code. As you type the account code, a drop-down list of corresponding account numbers is displayed. Select an account number.
Campus ID	Click ▼ to select the campus code that the employee was absent from and where the substitute was assigned to work.
Dept	The department is automatically populated if the employee is assigned by department code.
Percentage	Type what percentage to be allocated to the substitute account code.
Pay Amt	Type the amount to be allocated to the substitute account code.
User ID	The name of the user who is logged on to the system and is entering the data on this tab is displayed.

☐ Click **Save** to save the substitute pay (extra duty) transmittals without an employee leave.

Duplicate employee leave transmittals and substitute pay (extra duty) transmittals:


Once an initial employee leave transmittal and a substitute pay transmittal has been created and saved, you can highlight a substitute transmittal row to duplicate the information for a different date.

☐ Click **Duplicate Row**. A calendar page is provided to allow you to select one or more days (for a specific month) for duplication. If the employee has a calendar code attached to his primary job, that school calendar is displayed. If a calendar code or an employee record is not attached to the leave record, a regular calendar is displayed.

Note: You can only select one or more days for one month at a time. To select one or more dates for a different month, complete the first month's leave transactions, and then complete the next month's leave transactions. For example, if you have leave transactions for September and October, first select the date(s) for September, click OK, and then repeat the duplicate row process for the October date(s).

☐ Click **Save** to save the duplicated information, which includes all appropriate extra duty and leave transmittals.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
Documents	View or attach supporting documentation.

Leave Adjustment - HRS3200

Payroll > Maintenance > Leave Account Transaction > Leave Adjustment

This tab is used to add/change leave records for an employee after a payroll is run. Leave that has been posted to a payroll (including the last payroll) is managed on this tab. The Leave Adjustment tab adjusts the leave that is reflected in the leave history and employee master leave records. The input section allows you to select what processed records to display by indicating the pay date. YTD pay transaction records are updated when data is saved. All of the leave records that have been posted for this pay date are displayed. You can change the leave earned, leave used, or service record days deducted. You can also add additional records for the indicated pay date. If a leave type was entered in error and the leave should have been changed to a different leave type, change all the amounts to zero, and add or insert a new row for the correct leave type.

Adjust leave data:

Retrieve an existing record.	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve . Or, click Directory to perform a search in the Employees directory .
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The top grid displays the employee's leave balances.

☐ Click **Print Balance** to print a summary of all of the employee's beginning/current leave balances.

☐ In the free-form area between the grids, in the **Pay Date** field, click ▼ to select the pay date. The pay date is displayed in the **Pay Date** field, and the check number is displayed in the **Check Number** field.

☐ If the check number is not displayed in the **Check Number** field, click ▼ to select the check number. The check number is displayed in the **Check Number** field. If no check numbers are available, the employee was not paid on the selected pay date.


☐ Click **+Add** to add a row.

Field	Description
Abs/Earned Date	Type the absence date in the MMDDYYYY format. This is a required field.
Leave Type	Click 📄 to select the leave type code. The available leave types correspond to the selected employee. The selected leave type code description is displayed in the Leave Type Description field. This is a required field. The leave type must be in an active status to be used or updated.
Abs Reason	Click 📄 to select the absence reason code. The available absence reasons correspond to the selected leave type. The selected absence reason code description is displayed in the Abs Reason Description field. The absence reason must be in an active status to be used or updated.
Leave Used	Type the amount of leave used for the type of leave and pay date.

Field	Description
Leave Earned	Type the amount of leave earned for the type of leave and pay date.
Svc Rec Days Ded	Type the number of days to deduct from the employee's service record.
Time of Day	Click ▼ to select the substitute code.
User ID	Displays the name of the user who created the transaction. Users are created in the Security Administration application.

☐ Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
Documents	View or attach supporting documentation.

Mass Delete - HRS3200

Payroll > Maintenance > Leave Account Transaction > Mass Delete

This tab is used to select and delete multiple rows of employee leave transmittal records that were created on the other tabs of the Leave Account Transaction page. Only unprocessed leave transmittal records may be deleted regardless if the pay date has been processed or not.

Mass delete employee leave transmittals:

☐ Under **Delete By**:

Field	Description
Pay Date	Select to delete unprocessed leave transmittals by pay date.
Emp Nbr	Select to delete unprocessed leave transmittals by employee number.

☐ If **Pay Date** is selected under **Delete By**, the following fields are displayed.

Pay Date - From/To	Click ▼ to select a from and to pay date. The pay date fields are optional and only display pay dates where unprocessed leave transmittals exist (regardless if the pay date has been processed or not).
Abs/Earned Date	Click ▼ to select an absence date range. These do not have to be pay dates. If no dates are selected, absence dates for all specified pay dates are extracted.
Leave Type	Click ▼ to select a leave type to limit the transmittals retrieved to a specific leave type. This is an optional field.
Reason	Click ▼ to select a reason to limit the transmittals retrieved to a specific absence reason code. This is an optional field.

☐ If **Emp Nbr** is selected under **Update By**, the following fields are displayed.

Emp Nbr	<p>Type an employee number, if known. The employee's name is displayed at the top of the page, and unprocessed leave transmittals are displayed in the grid below.</p> <p>If the employee number is not known, click Directory. The Employees dialog box is displayed.</p> <p>To search for a specific employee, type data in one or more of the search fields. Click Search. A list of data that matches the search criteria is displayed. Select an employee number item from the list. Otherwise, click Cancel.</p> <p>The employee's name is displayed in the Name field, and employee data is displayed in the grid below. The Emp Nbr field must be populated to retrieve any transmittals for the mass update process.</p>
Abs/Earned Date	Click ▼ to select an absence date range. These do not have to be pay dates. If no dates are selected, absence dates for all specified pay dates are extracted.

Leave Type	Click ▼ to select a leave type to limit the transmittals retrieved to a specific leave type. This is an optional field.
Reason	Click ▼ to select a reason to limit the transmittals retrieved to a specific absence reason code. This is an optional field.

Note: If the leave transmittal was created as a result of employee substitute leave, the substitute leave record will also be deleted with the leave transmittal. If the substitute's extra duty transmittal has not been processed, the extra duty transmittal is deleted too.

Delete	<p>Select the Delete check box on each employee leave transmittal row for the mass delete process. Use one of the following methods to select a group of employees:</p> <p>To select multiple rows when the employees are consecutive, select an employee to start at, and then press and hold SHIFT while selecting an employee to end the selection process.</p> <p>To select multiple row when the employees are not consecutive, select an employee number, and then select other individual employee numbers from different parts of the listing.</p> <p>Click Select All to select the Delete check box for each employee.</p> <p>Click Unselect All to clear the Delete check box for each employee.</p>
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☐ Click **Save** to save the changes.

☐ Click **Execute** to display the Mass Update Leave Transmittals preview report. [Review the report.](#)

☐ Click **Process** to update the selected transmittals. Otherwise, click **Cancel** to return to the Mass Update Pay Date tab without updating the selected leave transmittals.

A message is displayed indicating that the mass update was successful. Click **OK**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
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Mass Update Pay Date - HRS3200

Payroll > Maintenance > Leave Account Transaction > Mass Update Pay Date

This tab is used primarily to update the leave on the service record when the service record has been created already but not all leave for that year has been processed. The Mass Update Pay Date tab allows the users to change pay dates for unprocessed leave transmittals.

Example: An employee is paid off in June, and the new contract begin date is 07-01-2019. The service record for the employee has already been created for the 2018-2019 school year, and his leave balances reflect leave posted through June. Leave requests were then received for absence dates of 06-25-2019, 06-28-2019, and 07-20-2019, and are before the July payroll is processed. The 06-25-2019 and 06-28-2019 leave should affect the 2018-2019 service record and should have been included with the June payroll. The 07-20-2019 leave should affect the 2019-2020 service record and should not be posted with the July payroll, since there are June absence dates. The June absence dates should be posted first, so the 2018-2019 service record can be updated and reflect the correct leave balances for that school year. All leave is posted to the July pay date that has not yet been processed.

The Mass Update Pay Date tab enables the user to move the 07-20-2019 date from the unprocessed July pay date to the August pay date for August posting, which is eventually part of the leave balances for the 2019-2020 service record. When July payroll is processed, the employee's leave master is updated with the June absence dates, and then the 2018-2019 service record leave only can be updated easily through the Extract Teacher Service Record utility.

Mass update employee leave transmittals:

Field	Description
Change to Pay Date	Click ▼ to select a pay date to mass update unprocessed leave transmittals. This field only displays unprocessed pay dates. This field must be populated.

☐ Under **Update By:**

Pay Date	Select to update unprocessed leave transmittals by pay date.
Emp Nbr	Select to update unprocessed leave transmittals by employee number.

☐ If **Pay Date** is selected under **Update By**, the following fields are displayed.

Pay Date - From	Click ▼ to select a from and to pay date. The pay date fields are optional and only display pay dates where unprocessed leave transmittals exist (regardless if the pay date has been processed or not).
Abs/Earned Date	Click ▼ to select an absence date range. These do not have to be pay dates. If no dates are selected, absence dates for all specified pay dates are extracted.
Leave Type	Click ▼ to select a leave type to limit the transmittals retrieved to a specific leave type. This is an optional field.

Reason	Click ▼ to select a reason to limit the transmittals retrieved to a specific absence reason code. This is an optional field.
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Note: If the leave transmittal was created as a result of employee substitute leave, the substitute leave record will also be updated with the leave transmittal and will remain tied to that employee. Only the leave transmittal pay date is changed; the substitute's extra duty transmittal pay date is not changed. The employee/substitute report displays the new pay date for the employee and the existing pay date for the substitute. Substitute extra duty transmittals created through employee/substitute transactions cannot be duplicated or copied to another pay date.

☐ If **Emp Nbr** is selected under **Update By**, the following fields are displayed.

Emp Nbr	<p>Type an employee number, if known. The employee's name is displayed at the top of the page, and unprocessed leave transmittals are displayed in the grid below.</p> <p>If the employee number is not known, click Directory. The Employees dialog box is displayed.</p> <p>To search for a specific employee, type data in one or more of the search fields. Click Search. A list of data that matches the search criteria is displayed. Select an employee number item from the list. Otherwise, click Cancel.</p> <p>The employee's name is displayed in the Name field, and employee data is displayed in the grid below. The Emp Nbr field must be populated to retrieve any transmittals for the mass update process.</p>
Abs/Earned Date	Click ▼ to select an absence date range. These do not have to be pay dates. If no dates are selected, absence dates for all specified pay dates are extracted.
Leave Type	Click ▼ to select a leave type to limit the transmittals retrieved to a specific leave type. This is an optional field.
Reason	Click ▼ to select a reason to limit the transmittals retrieved to a specific absence reason code. This is an optional field.
Select	<p>Select an employee leave transmittal row for the mass update process. Use one of the following methods to select a group of employees:</p> <p>To select multiple rows when the employees are consecutive, select an employee to start at, and then press and hold SHIFT while selecting an employee to end the selection process.</p> <p>To select multiple row when the employees are not consecutive, select an employee number, and then select other individual employee numbers from different parts of the listing.</p> <p>Click Select All to select the Select check box for each employee.</p> <p>Click Unselect All to clear the Select check box for each employee.</p> <p>If the date in the Change to Pay Date field is the same as the pay date associated with a transmittal, Select is disabled for that row.</p>

☐ Click **Save** to save the changes.

☐ Click **Execute** to display the Mass Update Leave Transmittals preview report. [Review the report.](#)

☐ Click **Process** to update the selected transmittals. Otherwise, click **Cancel** to return to the Mass Update Pay Date tab without updating the selected leave transmittals.

A message is displayed indicating that the mass update was successful. Click **OK**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
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Staff Leave Maintenance - HRS3200

Payroll > Maintenance > Leave Account Transaction > Staff Leave Maint

This tab is used to add/change leave records for an employee before a payroll is run. When an employee is retrieved, the system displays the current leave balances (including unprocessed records) for each leave type.


The input section of the tab allows you to add records or select existing records, processed and unprocessed, by pay date or date range. You can modify unprocessed records only. Leave that has been posted to payroll and negative units of leave are managed on the Leave Adjustment tab. Leave associated with a substitute is displayed but cannot be modified using this tab. You need to modify leave associated with a substitute on the Employee Substitute tab. You must enter a pay date when updating leave data because leave sequencing on this tab is done in real-time. When adding or changing records, the system issues a warning if:



- You are using a date that has already been used.
- The record uses more leave than is available for that leave type.

Create leave data:

Retrieve an existing record.	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve . Or, click Directory to perform a search in the Employees directory .
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- ☐ In the display-only grid at the top of the tab, select the type of leave data to update.
- ☐ Click **Print Balance** to print a summary of all of the employee's beginning/current leave balances.
- ☐ In the free-form area between the grids, select either of the following methods to retrieve existing leave transactions or add new leave transactions:

Pay Date	Click  to select a specific pay date with unprocessed leave transactions, and the leave transactions for this pay date are automatically retrieved into the detail grid. You do not need to click Retrieve to view unprocessed leave for the pay date selected. Simply highlight the leave type in the upper grid, and any leave posted to the selected leave type is displayed. If you click Retrieve , then all unprocessed and processed transmittals are displayed. If no data is retrieved, click +Add to add a row. A row is added to the grid with the Leave Type and Abs Reason fields defaulted to the selected Leave Type in the top grid. The Leave Type and Abs Reason must be active when creating or modifying a leave transmittal.
Pay Date	The selected pay date is displayed.
Abs/Earned Date	Type the absence date in the MMDDYYYY format. This is a required field.

Leave Type	Click  to select the leave type code. The available leave types correspond to the selected employee. The selected leave type code description is displayed in the Leave Type Description field. This is a required field. The leave type must be in an active status to be used or updated.
Abs Reason	Click  to select the absence reason code. The available absence reasons correspond to the selected leave type. The selected absence reason code description is displayed in the Abs Reason Description field. The absence reason must be in an active status to be used or updated.
Leave Used	Type the amount of leave used for the type of leave and pay date.
Leave Earned	Type the amount of leave earned for the type of leave and pay date. This field can be used to award leave to an employee who did not receive leave when the leave was posted for the start of the school year. When payroll is posted, the amount entered here is posted to the employee's leave earned on the Leave tab in the Staff Job/Pay Data page.
Sub Type	If this record is being created on this tab, the field is blank and cannot be edited. If this record was created on the Employee Substitute tab, the field is populated with the substitute type code and cannot be edited.
Process Date	Displays the date processed.
User ID	Displays the name of the user who created the pay date data. Users are created in the Security Administration application.



Note: A warning message is displayed when the user attempts to save a leave type that exceeds the defined maximum balance for that leave type. The user is prompted to save or cancel the transaction. If the user chooses to save the transaction, the defined maximum ending balance is used when payroll calculations are performed.

Inquiry From Date	Type the beginning inquiry date in the MMDDYYYY format. The cursor automatically moves to the Inquiry To Date field. You can accept the default date, or type the ending inquiry date in the MMDDYYYY format. These do not have to be pay dates. If no dates are selected, transmittals for all pay dates are extracted. Click Retrieve . The detail grid is populated with existing data that is retrieved. The Process Date field is populated with the date the payroll was processed.
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Note: Leave inquiries enable you to view all processed and unprocessed leave transmittals based on the dates entered in the from and to fields. Again, once the inquiry is performed, you simply have to click on the leave type in the upper grid, and if there are any transactions for that leave type, they are displayed.

☐ Click **Save** to save the changes.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Click to view additional information for a row.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .
Documents	View or attach supporting documentation.

School YTD Data - HRS3700

Payroll > Maintenance > School YTD Data

This page is used to access and maintain the payroll year-to-date totals for individual employees including accrual data and accrued days worked by job code. The page is divided into three data groups: Payroll Data, Accrued Data, and Workers' Comp Data. Although the fields are populated as payroll is processed, you can change school YTD records.

Update school YTD data:

Field	Description
School Year	Type the school year in the YYYY format. The system is set to the current year, if available.
Employee	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve . Or, click Directory to perform a search in the Employees directory .

☐ Under **Payroll Data**, complete the following fields:

Contract Pay	Type the total amount of the standard gross, absence deductions, and absence refunds for each pay date where the employee's primary job is pay type 1. Therefore, this field may include amounts from other jobs which are not pay type 1.
Non-Contract Pay	Type the total amount of the standard gross, absence deductions, and absence refunds for each pay date where the employee's primary job is not pay type 1. Therefore, this field may include amounts from other jobs that are pay type 1. This amount also includes all overtime paid to the employee regardless of the pay type of the primary job.
Supplemental Pay	Type the total amount of supplement pay issued to the employee during the selected school year. This amount is populated when an employee is paid Extra Duty through Hours/Pay Transmittals or from the Extra Duty on the Pay Info page.
FICA Tax	Type the total amount of FICA tax paid by the employee during the selected school year.
Medicare Tax	Type the total amount of Medicare tax paid by the employee during the selected school year. This amount is based on the Medicare rate and includes amounts for the employee's additional Medicare tax, if necessary. The accrued FICA/Medicare tax amounts do not include any of the employee's additional Medicare tax.
TRS Deposit	Type the total amount in TRS deposits paid by the employee during the selected school year.
Absence Deduction	Type the amount deducted from the employee's pay during the selected school year.


Overtime Gross	Type the total amount of overtime pay received by the employee for overtime hours worked during the selected school year as received through the Overtime tab in Hours/Pay Transmittals. Its purpose is to provide information as to how much overtime is included in the Non-Contract Pay field.
Regular Hrs Worked	Type the total amount of regular hours worked by this employee during the selected school year as received through hours posted on the Regular Hours tab in Hours/Pay Transmittals or from the Regular Hours field on the Job Info tab in Staff Job/Pay data.
Overtime Hrs Worked	Type the total number of overtime hours worked by the employee during the selected school year as received through the Overtime tab in Hours/Pay Transmittals. Its purpose is to provide information as to how many hours of overtime for which the employee has received compensation.
Emplr Annuities	Type the amount of any employer annuity contributions that were paid by the district for the employee during the selected school year.
Emplr 457 Contr	Type the amount of any employer 457 contributions that were paid by the district for the employee during the selected school year.
Non-TRS Bus Allow	Type the amount of any non-TRS business allowances that were paid to the employee during the selected school year.
Non-TRS N-Tax Bus Allow	Type the non-TRS, nontaxable business allowance amount that was paid to the employee during the selected school year.
Non-TRS Reimbr Base	Type the non-TRS reimbursable base amount paid to the employee during the selected school year.
Non-TRS Reimbr Excess	Type the non-TRS reimbursement in excess of the base amount paid to the employee during the selected school year.
TEA Health Ins Contr	Type the amount of the TEA health insurance contribution that was paid to the employee during the selected school year.
N-TRS N-Tax N-Pay Allow	Type the non-TRS, nontaxable, nonpaid business allowance amount applied to the employee during the selected school year.
Non-TRS N-Pay Bus Allow	Type the non-TRS, nonpaid business allowance amount applied to the employee during the selected school year.
Ret Emplr Pension Surchg	Type the retired employer pension surcharge amount paid by the district for the employee during the selected school year.
Emplr TRS Care Contr	Type the amount of the TRS-Care contribution paid by the district for the employee during the selected school year.
Emplr TRS Care Surcharge	Type the employer TRS-Care surcharge amount paid by the district for the employee during the selected school year.
New TRS Pension Contr	Type the new employee TRS pension contribution paid by the district for the employee during the selected school year.
Emplr Dependent Care	Type the employer dependent care amount paid by the district for the employee during the selected school year.
Emplr Misc Ded Contr	Type the employer miscellaneous amount paid, if any, by the district for the employee during the selected school year.

☐ Under **Accrued Data**, all fields are display only and display the total accrued amount for the specified school year. Adjustments to the accrual amounts are made by using the Zero School YTD Accruals utility, using the Payroll Accrual Variance Extract utility, voiding a check, or issuing a check.

☐ Under **Workers' Comp Data**, type a new value in the following fields, if applicable. If no codes are defined in the Tables > Tax/Deductions > Workers' Comp table, the page will be empty, and no new rows can be added. Only codes that exist in the table are displayed.

Code A	Type the total amount of workers' compensation code A gross salary plus tax (that was subject to workers' compensation) paid by the employer during the selected school year.
Code B	Type the total amount of workers' compensation code B gross salary plus tax (that was subject to workers' compensation) paid by the employer during the selected school year.
Code C	Type the total amount of workers' compensation code C gross salary plus tax (that was subject to workers' compensation) paid by the employer during the selected school year.


☐ If the school year entered is greater than 2005, the **Accrued Data by Job** section is displayed. If the employee had any jobs that accrued, the accrual amounts calculated for each job are displayed. The grid shows multiple records (if applicable). Totals are also displayed under **Payroll Data** (Accrued Pay) and **Accrued Data**.

- Type a new value in the **Days Earned** field, as necessary.
- Click  to open a pop-up window with a detailed summary of the total accrued data for the selected job code.
- Click **OK** to close the window.

☐ Click **Save**.

☐ Click **Preview** to view the School YTD Record Changes report. [Review the report.](#)

Other functions and features:

 Click to view additional information for a row in the Accrued Data by Job grid.

School YTD Data - HRS3700

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~~HIDEPAGE~~

Staff Job/Pay Data

Use the Table of Contents to access a page.

Deductions - HRS3100

Payroll > Maintenance > Staff Job/Pay Data > Deductions

This tab is used to identify specific deductions that apply to an employee's pay. Deduction data includes the deduction code/description, the net amount to be deducted, an indication of a cafeteria-125 deduction, the number of remaining payments, and the employer's contribution.

Reminder: Be sure to verify the accuracy of deduction information for returning employees.

[Predefined abbreviated deduction codes](#)


Predefined Abbreviated Deduction Codes

Abbreviated Code	Description	Object Code	W-2 Box	W-2 Code
A3	403b FICA Annuity (FICA Alternative)	2159		
AC	TRS Health Insurance	2153	12 14	DD HEALTH
AN	Annuities	2159	12	E
CU	Credit union	2154		
D1	457 deferred comp	2159	12	G
D2	457 deferred comp lump amount	2159	12	G
DC	Dependent child care	2159	10	
HI	Health insurance	2153	14	HEALTH
HS	Health savings account	2159	12	W
IR	Income replacement	2159		
LI	Life insurance	2153		
M1	Miscellaneous 1	2159		
M2	Miscellaneous 2	2159		
M3	Miscellaneous 3	2159		
R1	Roth 403b Annuities	2159	12	BB
R2	Roth 457b Annuities	2159	12	EE
RI	Retiree TRS-Care surcharge	2155		
SB	Savings bond	2159		
TC	Emplr contrib to whole life ins	2153	12	C
TI	Emplr contrib group ins over \$50,000	2153		
TR	TRS service buy back	2159		
TS	TSTA dues	2159		
UD	Union dues	2159		
UF	United fund	2159		
WH	Additional withholding	2151	2	

Add deduction data:

Retrieve an existing record	<p>Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve. Or, click Directory to perform a search in the Employees Directory.</p> <p>Note: The employee autosuggest field includes employees whose records were created in Personnel but do not have a Pay Info or Job Info record. If the employee number does not exist in the system, a message is displayed prompting you to create a new employee. Click Yes.</p>
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☐ Click **+Add** to add a row.

Field	Description
Deduction Code	<p>Type a three-digit code identifying the deduction being recorded for an employee, or click  to select one from the list. This code must exist in the Deduction Code table.</p> <p>Notes:</p> <p>Deduction code 001 should only be used for extra withholding.</p> <p>If a 457 deduction refund is necessary, the deduction code associated with the D2 type deduction should be used so that a flat amount can be refunded. If a D1 type deduction is used, the system does not use the amount entered but calculates the amount based on the salary being paid. If you do not have a D2 type deduction, navigate to the Tables > Tax/Deductions > Deduction Code tab to establish a D2 type deduction, and then select that type of deduction on the tab.</p> <p>When a deduction with a D1 abbreviation code (see Deduction Code table) is added to the employee's master deduction record, the system calculates the amount to withhold based on the employee's pay and the percentage in the 457 Deferred Compensation table. The amount is populated automatically in the Net Amount field in the employee's master deduction record each time a payroll is processed for the employee. If the employee's pay changes with each payroll processed, the net amount is also changed.</p> <p>When a deduction with a D2 abbreviation code (see Deduction Code table) is added to the employee's master deduction record, the amount entered in the Net Amount field is the amount that the system deducts from the employee's pay each time a payroll is processed. It is your responsibility to determine the net amount, and enter it into the employee's master deduction record. The amount is not updated automatically if the employee's pay changes and a payroll is processed.</p> <p>When a deduction with a DC (Dependent Care) abbreviation code is added to the employee's master deduction record, the Cafe 125 field must be selected. When total dependent care (employee and/or employer) exceeds \$5,000 for the calendar year, an additional deduction line is displayed on the check and on the reports to separate the taxable and nontaxable parts for that deduction.</p> <p>When a deduction with an AN abbreviation code (see Deduction Code table) is added to the employee's master deduction record, the Cafe 125 field cannot be selected.</p> <p>When a deduction with an R2 abbreviation code (see Deduction Code table) is added to the employee's master deduction record, the Cafe 125 field cannot be selected.</p>


Field	Description
Net Amount	Type the amount to be deducted from the employee's gross pay per pay period to cover the cost of the deduction.
Emplr Contrib	Type the amount of the contribution (per pay period) by the district for the employee with that deduction.
Remain Pymts	Type the number of payments remaining to be made to the employee during the current contract period. Type 99 for an ongoing deduction.
Refund	Select if the employee is entitled to a refund.
Cafe 125	<p>Select if the deduction indicated is part of a cafeteria plan.</p> <p>Notes:</p> <p>The following deduction codes cannot have the Cafe 125 field selected: A3, AN, CU, D1, D2, R1, R2, RI, SB, TR, TS, UD, UF, and WH.</p> <p>The Cafe 125 field must be selected in order for the Health Savings Account (HSA) and Flexible Spending Arrangement (FSA) deductions to be tax sheltered.</p>
Emplr Contrib Factor	<p>Type the number of times (if not one) the district's contribution(s) toward the deduction are to be applied during the current pay period.</p> <p>Example: An employee is not receiving a paycheck during the summer months, and the employer wants to expense June, July, and August employer contributions in the May paycheck. So you would enter a 4 here, and that number of additional employer contribution payments are expensed.</p>
TEA Contrib Factor	<p>Type the number of times (if not one) the TEA state health insurance contribution is to be applied during the current pay period.</p> <p>Example: An employee and spouse are eligible for and participating in the health insurance program, and only one of them receives the TEA state contributions for both in his/her paycheck. So you would enter a 2 in this field for the employee with Y in the Health Insurance Eligible Flag field, and that number of TEA contribution payments are expensed. The spouse with an S in the Health Insurance Eligible Flag field has a zero in the field.</p> <p>If the employee has multiple deduction records for the AC - TEA health insurance deduction type, the TEA contribution is applied to each AC - TEA health insurance deduction type based on the TEA Contribution Factor.</p> <p>If the AC - TEA health insurance deduction record is flagged as a refund, the TEA contribution amount is handled as a refund.</p>

☐ Click **Save**. A message is displayed that asks if you would like to update deduction records to next year.

- Click **Yes** to copy the records to next year.
- Click **No** to continue without copying the record to next year.

Edit an existing deduction for the employee:

☐ Select the deduction record to edit.


Deduction Code	<p>Type a three-digit code identifying the deduction being recorded for an employee, or click  to select one from the list. This code must exist in the Deduction Code table.</p> <p>When a deduction with a D1 abbreviation code (see Deduction Code table) is added to the employee's master deduction record, the system calculates the amount to withhold based on the employee's pay and the percentage in the 457 Deferred Compensation table. The amount is populated automatically in the Net Amount field in the employee's master deduction record each time a payroll is processed for this employee. If the employee's pay changes with each payroll processed, the net amount is also changed.</p> <p>When a deduction with a D2 abbreviation code (see Deduction Code table) is selected and added to the employee's master deduction record, the amount entered in the Net Amount field is the amount that the system deducts from the employee's pay each time a payroll is processed. It is your responsibility to determine the net amount and enter it into the employee's master deduction record. The amount is not updated automatically if the employee's pay changes and a payroll is processed.</p>
Net Amount	Type a dollar figure representing the amount to be deducted from the employee's gross pay per pay period to cover the cost of the deduction.
Emplr Contrib	Type the amount of the contribution (per pay period) by the district for the employee with that deduction.
Remain Pymts	Type the number of payments remaining to be made to the employee during the current contract period. Type 99 for an ongoing deduction.
Refund	Select if the employee is entitled to a refund.
Cafe 125	<p>Select if the deduction indicated is part of a cafeteria plan.</p> <p>Notes:</p> <p>The following deduction codes cannot have the Cafe 125 field selected: A3, AN, CU, D1, D2, R1, R2, RI, SB, TR, TS, UD, UF, and WH.</p> <p>If the Deduction Code field is set to HS, and Cafe 125 is selected, the employee and employer deduction amounts will be accumulated to the respective HSA columns on the Maintenance > Calendar YTD page.</p> <p>If the Deduction Code field is set to HS, and Cafe 125 is not selected, the employee and employer deduction amounts will not be accumulated to the respective HSA columns on the Maintenance > Calendar YTD page.</p>
Emplr Contrib Factor	<p>Type the number of times (if not one) the district's contribution(s) toward the deduction are to be applied during the current pay period.</p> <p>Example: An employee is not receiving a paycheck during the summer months, and the employer wants to expense June, July, and August employer contributions in the May paycheck. So you would enter a 4 here, and that number of additional employer contribution payments are expensed.</p>

TEA Contrib Factor	<p>Type the number of times (if not one) the TEA state health insurance contribution is to be applied during the current pay period.</p> <p>Example: An employee and spouse are eligible for and participating in the health insurance program, and only one of them receives the TEA state contributions for both in his/her paycheck. So you would enter a 2 in this field for the employee with Y in the Health Insurance Eligible Flag field, and that number of TEA contribution payments are expensed. The spouse with an S in the Health Insurance Eligible Flag field has a zero in the field.</p> <p>If the employee has multiple deduction records for the AC - TEA health insurance deduction type, the TEA contribution is applied to each AC - TEA health insurance deduction type based on the TEA Contribution Factor.</p> <p>If the AC - TEA health insurance deduction record is flagged as a refund, the TEA contribution amount is handled as a refund.</p>
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☐ Click **Save** to save the data. A message is displayed that asks if you would like to update deduction records to next year.

☐ Click **Yes** to copy the records to next year or **No** to continue without copying the record to next year. If you click **Yes**, the deduction code, employee's amount, employer contribution, and cafe amounts are updated in the employee's deduction records are updated in next year's records.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>
Documents	View or attach supporting documentation.

Distributions - HRS3100

Payroll > Maintenance > Staff Job/Pay Data > Distributions

This tab links budget codes, pay amounts (and percentages), and grant codes to activity codes, which indicate specific job responsibilities. The tab serves to identify the specific sources of the funds used to cover an employee's total salary. The tab also shows how the employee's salary is distributed. Before using this tab, ensure that each employee has a demographic record as created using the Maintenance > Staff Demo > Demographic Information tab.



[Sample Staff Job/Pay Data Images by Pay Type](#) (prints separately)

Add distribution data:

Retrieve an existing record.	<p>Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve. Or, click Directory to perform a search in the Employees Directory.</p> <p>Note: The employee autosuggest field includes employees whose records were created in Personnel but do not have a Pay Info or Job Info record.</p> <p>If the employee number does not exist in the system, a message is displayed prompting you to create a new employee. Click Yes.</p>
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☐ Click **+Add** to add a row.



Field	Description
Job Code	<p>Click ▼ to select the four-digit job code to which the employee is assigned. The job code list is generated by the jobs on the Job Info tab.</p> <p>Note: All distributions for a particular job code and account type are totaled together. Any new type G distributions are totaled with the regular type G distributions. The total contract amount is applied to these distributions.</p>
Extra Duty Code	<p>Click ▼ to select the two-digit code of the additional job assignment. The drop down can include type G and type S extra duty codes. If the employee does not have any extra duties entered on the Pay Info tab, no codes are displayed.</p> <p>Notes:</p> <p>The type G extra duty code can be split between account codes. The extra duty job code cannot be split between job codes. It can only exist with one job code.</p> <p>The type S extra duty code can only have an XTRA job code.</p>

Field	Description
Account Type	<p>Click  to select the one-digit code of the account type for that job.</p> <p>Account Type B (Non-TRS taxable business allow) is used when the Tax column has been completed under Business Allowance on the Pay Info tab.</p> <p>Account Type G (Standard gross pay) represents the contract amount from the Job Info tab.</p> <p>Account Type T (Non-TRS non-taxable business allow) is used when the Non Tax column has been completed under Business Allowance on the Pay Info tab.</p> <p>Account Type X (TRS 373 distr contrib) is used when the above state base expense is to be posted to an account other than the one chosen for the type G account.</p> <p>Note: All distributions for a particular job code and account type are totaled together. Any new type G distributions are totaled with the regular type G distributions.</p>
Account Code	<p>PEIMS Reporting Element</p> <p>TWEDS Data Elements: FUND-CODE (E0316) (Code table: C145), FUNCTION-CODE (E0317) (Code table: C146), OBJECT-CODE (E0318) (Code table: C159), ORGANIZATION-CODE (E0319), PROGRAM-INTENT-CODE (E0320) (Code table: C147)</p> <p>Type the account code, or click  to select the code which identifies the account from which funds are expended for the activity code. For extra duty accounts, the Account Code field is populated from the extra duty code table. Only expenditure accounts with object code 6XXX are allowed.</p> <p>Note: When the user is logged on to the current payroll files, the account code validation occurs against the Finance Chart of Accounts. If the user is logged on to the next year payroll files, the account code must exist in the Budget > Maintenance > Budget Data tables.</p>
Description	Displays the description associated with the account code from the Finance chart of accounts.
Amount	<p>PEIMS Reporting Element</p> <p>TWEDS Data Element: PAYROLL-AMOUNT (E0425)</p> <p>Type the dollar value to be expended from the budget code. Type all or part of the contract total from the Job Info tab. If the Distributions Built By Amt or % field on the District HR Options page is set to <i>Percentage</i>, then only the Percentage field is enabled for use. For a salaried (pay type 1 or 2) employee, the data in this field is used to calculate the percent amount.</p> <p>Notes:</p> <p>For extra duty accounts, the maximum amount that can be entered must match the amount that the extra duty codes have defined on the Pay Info tab. This applies even if the amounts are distributed among several accounts.</p> <p>Even if the distributions are entered by percent, the amount is always entered for these distributions.</p>

Field	Description
Percent	<p>Type what percentage of the total pay rate is represented by the amount indicated. The percentage is the portion of contract total from the Job Info tab. If the Distributions Built By Amt or % field on the District HR Options page is set to <i>Amount</i>, then only the Amount field is enabled for use. This field is calculated by the system for salaried (pay type codes 1 and 2) employees.</p> <p>For hourly (pay type 3) employees, the user enters data into this field.</p> <p>For each job that is not XTRA, the account type percent total must equal 100% (e.g., if an employee has a job that is not XTRA, the type G percents for that job must total 100%, the type B percents for that job must total 100%, and the type T percents for that job must total 100%).</p> <p>For each job that is XTRA, the account percents for each extra duty code must total 100%.</p>
Activity Code	<p>PEIMS Reporting Element</p> <p>TWEDS Data Element: PAYROLL-ACTIVITY-CODE (E0424) (Code table: C018)</p> <p>Click ▼ to select the two-digit code identifying the activity for which the employee is receiving pay according to the budget code and amount indicated. This is a required TEA PEIMS Pay Activity code. (78 Non-Salary is for \$0 pay). For extra duty accounts, the Activity Code field is populated from the Personnel > Tables > Salaries > Extra Duty tab.</p>
TRS Grant Code	This field is populated automatically for active employees based on the grant code associated with the fund as defined on the Tables > Salaries > Fund to Grant tab.
Worker's Comp Code	Click ▼ to select the workers' compensation code (e.g., A, B), or leave blank if the distribution is not subject to workers' compensation taxes. This field is only enabled if the Extra Duty Code field is populated.
Expense 373	<p>Click ▼ to select if the account should be used in the ASB distribution for TRS. If N (<i>Account not used in ASB distribution</i>) is selected, it is not used for distribution of the above state base amount on the TRS 373 Report. For extra duty accounts, the Expense 373 field is populated from the Extra Duty Job Code table.</p> <p>Notes:</p> <p>For type S distributions, if Y (<i>Account used in ASB distribution</i>) is selected, it is included in the Gross field on the Maintenance > TRS YTD Data page under TRS Deposit Information and is not included in the Suppl Salary field. It is included in the calculation and distribution in the adjusted TRS salary on the TRS 373 Report (HRS4000). If N (<i>Account not used in ASB distribution</i>), it is included in the Gross and Suppl Salary fields on the Maintenance > TRS YTD Data page under TRS Deposit Information; however, it is not included in the adjusted TRS salary on the TRS 373 Report or on the distribution report.</p> <p>For type S extra duty jobs, if N (<i>Account not used in ASB distribution</i>), the amounts are not included in the calculation or distribution in the adjusted TRS salary on the TRS 373 Report.</p>
Employer Contribution	Select if the distribution should be included as an employer insurance contribution. The field is only available when account type G is selected. This is used to expense employee benefits such as the employer insurance contribution.
Performance Pay	Select if the amount to be paid for this account should be included in the TRS deposits performance pay calculations. The field is only available for account types G or S. This is for TRS Certified (TRS 596) performance compensation.

- ☐ Click **Re-sort**. The records on the tab are sorted by job code, account type, and extra duty code.
- ☐ Click **Refresh Totals** to update the totals if new percentages or amounts are added.
- ☐ Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Click to view additional information for a row.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .
Documents	View or attach supporting documentation.

Job Info - HRS3100

Payroll > Maintenance > Staff Job/Pay Data > Job Info


This tab is used to maintain a wide range of information about the one or many jobs the employee may be assigned. This data includes calendar data, contract information, accrual information, and specifics about the employee's salary pertaining to each job.

[Sample Staff Job/Pay Data Images by Pay Type](#) (prints separately)

Add job info data:

Retrieve an existing record.	<p>Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve. Or, click Directory to perform a search in the Employees Directory.</p> <p>Note: The employee autosuggest field includes employees whose records were created in Personnel but do not have a Pay Info or Job Info record. If the employee number does not exist in the system, a message is displayed prompting you to create a new employee. Click Yes.</p>
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☐ Click **+Add** to add a row.

Field	Description
Job Code	<p>Type the four-digit job code to which the employee is assigned, or click  to select a job code from the Job Codes list.</p> <p>Job codes are maintained on the Personnel > Tables > Job/Contract > Job Codes tab.</p>
Primary	Select if this is the employee's primary job. An employee may only have one primary job.
% Assigned	<p>Type the number which indicates the total percentage of the employee's responsibilities represented by the job entered. For example, if the job represents half of his total assignment, type 50.</p> <p>Note: If the employee has multiple jobs, it is your responsibility to ensure that the job percent assigned is accurate based on the total contract amounts for all jobs, excluding XTRA-coded jobs. The percent assigned is used when distributing absence deductions and refunds across jobs and in next year budget calculations.</p>
Pay Type	<p>Refer to the Quick Reference by Pay Type document for more information on pay types.</p> <p>If the LEA does not use Position Management, the Pay Type field is enabled.</p> <p>If the LEA uses Position Management and Using PMIS is selected on the District Administration > Options > Position Management page, then the Pay Type field is disabled. If a new job record is added, the Pay Type field default is 4. The Pay Type field is provided by PMIS when data is moved from PMIS to payroll.</p>

Field	Description
Primary Campus	<p>Click ▼ to select the primary campus for the job code. This is the campus where the employee performs the selected job. If an employee has multiple jobs, they may have multiple primary campuses depending on where each specific job is being performed.</p> <p>The primary campus is not the pay campus. This field is used for informational and reporting purposes.</p>
Dept	Type the code used by the LEA to further categorize the employee. The field can be a single digit.

☐ Under **Contract Info**:

Pay Type	<p>PEIMS Reporting Element</p> <p>Click ▼ to select the one-digit code that best describes how the employee's pay is calculated by the system. If this field is set to pay type 3, the Pay Rate field is required. This is a required field.</p> <p>Pay type 1 employees are generally those employees that are under contract such as superintendents, principals, instructors, etc. (exempt employees under FLSA) whose pay rate remains constant over the course of their contract.</p> <p>Pay type 2 employees are generally paraprofessional, auxiliary, or clerical (nonexempt employees under FLSA) whose pay rate usually remains constant over the course of the year but are eligible for overtime.</p> <p>Pay type 3 employees are typically hourly employees (nonexempt under FLSA) who are paid only when hours are earned, so their pay rate fluctuates every pay date.</p> <p>Pay type 4 employees are substitutes that are paid at either an hourly or daily rate of pay and only when they work.</p> <p>Notes:</p> <p>When a new employee is created and Employee Must Be Assigned a Position Prior to Creating Payroll Record is selected on the District Administration > Options > Position Management page, the Pay Type field is automatically set to 4.</p> <p>When an existing job is set to a pay type other than 4, it can only be changed to 4 when the Employee Must Be Assigned a Position Prior to Creating Payroll Record is selected on the District Administration > Options > Position Management page.</p>
Pay Grade	<p>Click ▼ to select the pay grade at which the employee is paid. The field is used to identify the correct salary amount on the salary table.</p> <p>Pay grades are maintained on the Personnel > Tables > Salaries > Local Annual and Hourly/Daily tabs.</p>
Pay Step	Click ▼ to select the pay step at which the employee is paid. The field is used to identify the correct salary amount on the salary table.
Sched	Click ▼ to select the local subschedule of the employee's pay grade and step. The field is used to identify the correct salary amount on the salary table.

Max Days	Type the number of contract days which relate to the correct salary on the salary table. Note: If Use PMIS is selected on the District Administration > Options > Position Management page, the Max Days field is enabled.
Hrs Per Day	Type the standard number of hours per day to be worked by the employee. The field is disabled for all XTRA coded jobs and is calculated automatically for pay type 2 employees when you click Calculate . The field is used exclusively by a timekeeping system when the Merge Payroll Transactions Files is used and regular hours exist in the import file. Note: For pay type 3 employees, the Hours field on the Midpoint Salary table must be populated. Data from the Hours field on the Midpoint table populates the Hrs/Day field on the Job Info page. The Hrs/Day field can be modified on the Job Info tab, if necessary.
Incr Pay Step	Select if the employee is eligible for an incremental pay step.
Total	Type the contract amount for the employee. Extra duty pay codes that are account type "G - Standard Gross pay" must have the job amount manually updated in the Contract Total field.
Balance	Type the total amount remaining to be paid to the employee during the current contract period.
# of Annual Pymts	Type the total number of annual payments due the employee. This number may differ from the contract months when an employee is on a ten-month contract but receives 12 monthly checks.
Remaining Pymts	Type the number of payments remaining to be made to the employee during the current contract period.
Concept	This field is display only and identifies the salary table used to compute the employee's salary (e.g., local annual, hourly/daily, or midpoint).
# of Months in Contract	Type the total number of months the employee is scheduled to work.
Stat Min Days	Click ▼ to select the number of days in the contract for the employee. <ul style="list-style-type: none"> • 000 TRS - Non contract • 187 Valid basic days in contract • 202 Valid basic days in contract • 207 Valid basic days in contract • 220 Valid basic days in contract • 226 Valid basic days in contract Note: Classroom teachers, full-time librarians, full-time counselors, and full-time registered nurses are always set to 187 - Valid basic days in contract, regardless of the actual days in the contract.
Base Annual	This field is display only. The field is calculated based on the salary concept associated with the job and pay grade, step, schedule, and maximum days when entered.
Daily Rate	Type the gross amount of pay due the employee on a per-day basis. The rate is computed by dividing the base annual pay by the number of days employed. If you selected to automatically compute the daily rate in District HR Options, the field is display only and the system computes the value.
Contract Total	The amount from the Total field is displayed. The contract total = daily rate (salary schedule) x # of Days Empld . This field is used for the employee's annual salary amount and is reported to TEA.

# of Days Empld	The number of days employed is calculated based on the contract begin and end dates. The # of Days Empld hyperlink recalculates the number of days based on the calendar. If the calendar code is blank, the hyperlink is not available and the field is enabled for changes.
# Days Off	Type the number of days that the employee is eligible to take off. This information is used for Position Management.
Vacant Job	Select if the job is currently not filled. This option is only enabled when using Position Management.
Pay Rate	Type the gross amount of pay due to the employee per pay period. The rate is computed by dividing the contract amount by the number of annual payments. If you selected to automatically compute the pay rate in District HR Options, this field is display only, and the system computes the value. This field is required if the Pay Type field is set to 3 (hourly employee).
# Annual Pymts	The value from the # of Annual Pymts field is displayed.
Payoff Date	Type the date on which the employee's contract is paid off in the MMDDYYYY format. When this date and the pay date match, contract payoff occurs.

☐ Click **Calculate** to display the Employee Salary Calculation pop-up window.

☐ Under **Type of Calculation**:

☐ Select **Salary** to run the regular salary calculation or select **State Minimum Only** to only run the state minimum calculation.

Apply Percent of Day Employed to Salary Amount	Select to calculate the salary for either the Salary or the State Minimum Only option based on the percentage of day employed.
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☐ Click **Execute** to start the recalculation process or **Cancel** to close the page without recalculating.

The **State Step** is needed for a contract employee unless they are retired from TRS. The **Position Code** and **% Assigned** are used to calculate the **State Min Salary**.

Notes:

The **Calculate** button only calculates the selected job. If the employee has multiple jobs, each job needs to be selected and calculated.

The **Calculate** button only calculates a salary if a salary scale is built in the tables and all applicable fields are completed. For example, G-type extra duties are not tied to a salary table; therefore, cannot be added to the contract total.

If **Use PMIS** is selected on the District Administration > Options > Position Management page, the **Calculate** button is disabled.



CAUTION: When calculating a midpoint salary, if the LEA has selected the **Amount** option in the **Distributions Built by Amt or %** field of the HR Options table, the system requires that a distribution amount be greater than zero and is not saved until an amount is entered for a new employee or an employee with a salary change. Since the system is not saved with zero amounts the user has to enter an amount manually. When a manual amount is entered into the distribution amount and contract balance and the user clicks **Calculate**, the amounts are not changed or updated. Since midpoint has no steps, the assumption is that the employee remains at that salary level without regard to whether the employee is within the minimum or maximum ranges.

When calculating a midpoint salary, if the district has selected the Percentage option in the **Distributions Built by Amt or %** field of the HR Options table, the program saves zero as an amount in distribution and contract balance allowing the percent to equal 100%. When saved without a distribution amount and a contract amount, and the user clicks **Calculate**, the system populates these fields automatically with amounts from the Midpoint salary table.

Midpoint calculation examples

Wkly Hrs Sched	Required TRS reporting field. Type the employee's scheduled weekly hours for a specific job where applicable.
Reg Hrs Worked	This field is for employees with hourly jobs (i.e., pay type 3). When the pay type is 3, type the regular hours the employee works. When the pay type is not 3, the field displays 0. If the field is completed and payroll is processed, standard gross pay is calculated based on these hours. If hours are entered in the Reg Hrs field in Hours/Pay Transmittals, the field is not used for the calculation of pay.
OVTM Elig	Select if the employee is eligible for overtime pay. If the field is selected, the OVTM Rate field becomes enabled, and the employee can be accessed in the Create Hours and/or Ovtm Hrs tab on the Hours/Pay Transmittals page.
OVTM Rate	Type the rate at which the employee is paid for any hours worked in excess of the number of regular hours. The field is used as the default when the employee is selected in the Create Hours and/or Ovtm Hrs tab on the Hours/Pay Transmittals page and can be modified if necessary. This field must be manually updated. It is not recalculated when salaries are calculated on the new pay step.
Hrly Rate	Type the hourly rate of pay for pay type 2 employees only. The field is disabled for any other Pay Type.
Exempt Status	Select if the employee is exempt from overtime pay. The field relates to whether or not the employee is considered eligible for overtime pay.
EEOC	Click ▼ to select the two-digit code indicating any applicable Equal Employment Opportunity Commission data.


☐ Under **State Info**:

The [Personnel > Tables > Salaries > State Minimum](#) tab must be completed in order to populate state


minimum calculations.

State Step	Type the state step that the employee has earned based on years of service. State step does not include Career Ladder. ASCENDER does not support Career Ladder as it is no longer required.
Yrs in Career Ladder	Type the code identifying the current career ladder level for an employee. The field can be a single digit.
TRS Year	<p>Select to indicate those employees whose contract year begins in July or August (nonstandard) and who receive a contract payment before the beginning of the school year. If TRS Year is selected, the payroll calculation program determines if a new school year record should be created when updating the Nbr Days Earned field, and accrual amounts for those July and August employees.</p> <p>Example: An employee accrues and has a 12-month contract with the first payment in July; therefore, the actual salary and benefit amounts update the current school year, and the Nbr Days Earned, accrual salary, and benefits update the new school year. When the next school year begins, the amounts accrued are available for use during the next school year.</p> <p>Notes:</p> <p>The beginning of the school year is determined by when the majority of the employees are paid, which is normally September.</p> <p>Do not select TRS Year if the employee accrues and the contract begins during any month other than July and August. Otherwise, an incorrect school year is created, which affects the accrued salary and benefits. If the employee does not accrue, TRS Year does not have an adverse effect on the creation of a school year record.</p>
TRS Member Pos	<p>Required TRS reporting field.</p> <p>Click ▼ to select the code indicating the employee's classification. This field is required for All employees.</p> <ul style="list-style-type: none"> • 01 - Professional staff • 02 - Teacher, librarian • 03 - Support staff • 04 - Bus driver • 05 - FT nurse/Counselor • 06 - Peace Officers • 07 - Food service worker • 09 - Summer School <p>Notes: A value must be selected in the TRS Member Pos field and the contract begin date must be less than or equal to the current month when extracting the Contract and Position (ED40) report for the first time (i.e., First Time Report ED40 is selected.)</p> <p>The TRS Member Pos field must be set to 01, 02, or 05 if the value in the State Min Salary field is greater than zero.</p>

Wholly Sep Amt	<p>Type the total annual salary that is not subject to the State Base. This field should only be used if part of the contract total includes a wholly separate amount.</p> <p>Example:</p> <p>An employee's primary job is a teacher and his extra duty job is a bus driver. Since the bus driver salary is not subject to the State Base, it is recommended to set up the bus driver duty as a separate job or as an extra duty without Expense 373 selected. In this case, a wholly separate amount does not need to be entered as it is already excluded.</p> <p>However, if the employee's teacher and bus driver salary is lumped together in the contract total, the bus driver salary (extra duty compensation) is not subject to the Stat Min because it is wholly separate from his main duties; therefore, the annual bus driver salary amount should be indicated in the Wholly Sep Amt field. This field is used in computing the monthly amounts not subject to above state base salary calculations (TRS 373). The wholly separate amount reduces TRS gross wages for TRS 373 calculations.</p>
State Min Salary	The salary is computed by multiplying the foundation daily rate by the percent assigned times the number of days in the contract. The value is automatically computed when an employee record is selected, but may be overwritten.
Foundation Daily Rate	This field displays the rate from the State Minimum Salaries table.
% Assigned	Enter up to 100% assigned.
# of Days Empld	<p>This field displays a value based on the following:</p> <p>If the TRS Member Pos field is 01, the # of Days field is populated with the # of Days Empld.</p> <p>If the TRS Member Pos field is 02 or 05 and the # of Days Empld field is greater than or equal to the # of Days in Contract field, the # of Days field is populated with the # of Days in Contract.</p> <p>If the TRS Member Pos field is 02 or 05 and the # of Days Empld field is less than the # of Days in Contract field, the # of Days field is populated with the # of Days Empld.</p> <p>If the TRS Member Pos field is 02 or 05, the # of Days in Contract field is 187, and the # of Days Empld field is changed to less than 187, the user is prompted to recalculate the state minimum salary. Click Yes to recalculate the state minimum salary, or click No to retain the original salary.</p> <p>If the TRS Member Pos field is 03 or 04, the # of Days field is populated with zero.</p>


Retiree Exception	<p>Click  to select the applicable retiree exception code. This field is used along with the Employment Type and Take Retiree Surcharge fields to determine whether or not to calculate a retiree surcharge for an employee. A value cannot be saved if the employee's TRS Status is set to <i>1 Eligible</i> on the Pay Info tab. This field is disabled for XTRA jobs.</p> <ul style="list-style-type: none"> • <i>E Surge Personnel</i> • <i>B Non-Profit Tutor Substitute</i> • <i>N Non-Profit Tutor Half Time or Less</i> • <i>T Non-Profit Tutor Full Time</i> <p>See Calculating Retiree Surcharge for additional information.</p>
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☐ Under **Calendar/Local Info**:

Calendar Cd	Type the calendar code, or click  to select the two-digit code identifying the calendar for the employee. The calendar indicates the dates of the employee's work days and holidays. This field relates to the School Calendar table built with the holidays, in-service days, and work days for various LEA employees.
Begin Date	<p>Required TRS reporting field.</p> <p>This field is automatically populated based on the selected calendar. If a calendar is not selected, type the beginning date for the calendar in the MMDDYYYY format.</p> <p>This field is required for all pay types.</p>
End Date	<p>Required TRS reporting field.</p> <p>This field is automatically populated based on the selected calendar. If a calendar is not selected, type the ending date for the calendar in the MMDDYYYY format.</p> <p>This field is required for all pay types.</p>
# of Days Empld	<p>PEIMS Reporting Element</p> <p>Type the actual number of at-work days within the school year the employee is scheduled to work in the LEA for the selected calendar. This number does not include holidays, weekends, and any other days the employee is not scheduled to work. If an employee does not work the same amount of days as shown on the contract (e.g., the person does not begin work at the start of the school year), the actual number of days the employee will work must be reported.</p> <p>If a workday calendar is set up on Tables > Workday Calendars, the field is set according to the selected calendar. If a calendar is not set up, the field is determined by the Begin Date and End Date fields on the Job Info tab, or can be manually entered.</p>
Exclude Days for TEA	<p>Select to exclude the number of days employed (for the selected job) from TEA reporting. For example, this field would be used for an employee who performs two separate jobs on the same day.</p> <p>Example: If an employee's primary job is as a teacher but they also assist in driving a bus, the bus driving job is an additional and separate job. Because it is a separate job and the days have been reported to TRS from the teaching record, the Exclude Days for TEA checkbox can be selected for the bus driving job.</p>

Years Job Exp	Type the number of years of job experience the employee has for the selected job. The field can be a maximum of two digits. This is a local-use field.
Local Contract Days	Type the number of days an employee is required to work in the selected job in order to meet district contract requirements. The field can be a maximum of three digits, is user-defined, is not used in calculations, and can be updated on the Utilities > Mass Update page. This field is displayed on the HRS1650 - Employee Salary Information and User Created reports. This is a local-use field.

☐ Under **Worker's Comp Info:**

WC Code	Click  to select the type of workers' compensation for the employee. The WC code is used to calculate the workers' compensation premiums for all types of district employee records. The workers' compensation codes and descriptions are user defined and can be changed to local preference. These codes are located in the Workers' Compensation Code table and must exist before a code can be selected from this field.
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Note: If the workers' compensation code is changed, the code is also changed for the distribution records associated to the job. If the distribution records are types B, T, or G with extra duty codes, the distribution WC code is only changed if the original workers' compensation codes in the job record and the distribution records matched before the job record was changed.

Calculating Workers' Compensation

WC Ann Pymts	Type the number of annual workers' compensation payments for the contract period.
WC Remain	Type the number of remaining workers' compensation payments to be made during the contract period.

Note: The number of months in the contract should correlate with the number of workers' compensation payments. For example, if the employee has a 10-month contract, then the employee will have ten workers' compensation payments and ten workers' compensation remaining payments at the beginning of the school year. The **WC Remain** field is decreased by one with each regular processed payroll until it is zero. Workers' Compensation is only calculated during the months in which the employee is actually working. The above two fields and the **Workers' Compensation Code** field are required for expensing to occur when a payroll is processed.


☐ Under **Accrual Info:**

Code	Click  to select the one-character, LEA-defined code required if the LEA is using the accrual pay special option. The code must match a code used to identify a calendar on the Accrual Calendar tab. If an accrual code is entered, it applies to the current job. Each job can have a different number of days earned per processed pay date; therefore, can be assigned a different accrual code.
Accrual Rate	Type the rate which is the annual contract amount divided by the number of days employed. If you selected to compute the accrual rate automatically in District HR Options, the field is display only, and the system computes the value.
Total	Displays the amount from the Contract Info Total field.
# of Days Empld	PEIMS Reporting Element Displays the value from the Calendar Info # of Days Empld field.

Note: A distribution must be added on the Distributions tab prior to clicking **Save**.

☐ Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .
Documents	View or attach supporting documentation.

Leave Balance - HRS3100

Payroll > Maintenance > Staff Job/Pay Data > Leave Balance

This tab is used to maintain the status of each type of leave which applies to a given employee. These categories include updated totals for leave earned and leave used, and a leave balance for the various kinds of leave, both state and local.

Leave information is maintained on the **Payroll > Tables > Leave** page and must be updated prior to using this tab.


Note: The tab is available for maintenance of the current year leave balance only. The tab is not accessible when in the next year frequency.

Reminder: Be sure to verify the accuracy of leave information for returning employees.

Add leave balance data:

Retrieve an existing record	<p>Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve. Or, click Directory to perform a search in the Employees Directory.</p> <p>Note: The employee autosuggest field includes employees whose records were created in Personnel but do not have a Pay Info or Job Info record. If the employee number does not exist in the system, a message is displayed prompting you to create a new employee. Click Yes.</p>
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Click **+Add** to add a row.

Field	Description
Leave Type	Click  to select the two-digit code identifying the specific type of leave being recorded for the selected employee. The Leave Type - Status lookup sort order is by status, and then leave code.
Begin	Type the amount of leave for the employee at the beginning of the current pay period.
Earned	Type the amount of leave earned by the employee as of the current pay period.
Used	Type the amount of leave used by the employee during the current year as of the current pay period.
Balance	Displays the amount of leave still available for use by the employee as of the current pay period. The number displayed is calculated by the system based on the options selected for the leave type.

Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
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Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**.

Documents [View or attach supporting documentation.](#)

Pay Info - HRS3100

Payroll > Maintenance > Staff Job/Pay Data > Pay Info

This tab is used to maintain a range of codes and values to identify and describe an employee's pay information. This record includes pay status, TRS information, FICA, business allowances, federal tax information, and contract totals.



[Sample Staff Job/Pay Data Images by Pay Type](#) (prints separately)

Add pay info data:

Retrieve an existing record.	<p>Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve. Or, click Directory to perform a search in the Employees Directory.</p> <p>Note: The employee autosuggest field includes employees whose records were created in Personnel but do not have a Pay Info or Job Info record. If the employee number does not exist in the system, a message is displayed prompting you to create a new employee. Click Yes.</p>
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Note: If changes are made to the **W-4 Withholding Certificate**, **Tax Exempt**, or **FSP Staff Salary Data** fields in a current year pay frequency, a message is displayed prompting you to allow the same updates in the next year pay frequency, and vice versa. For example, if you made changes in pay frequency 5-Semimonthly CYR and you clicked **Yes** to allow the changes, those changes are updated in pay frequency E-Semimonthly NYR.

Field	Description
Pay Status	Click ▼ to select the code indicating whether an employee is active or inactive for payroll calculation purposes.
Pay Campus	Click ▼ to select the employee's pay campus. This is the campus that employs and pays the employee and distributes their paycheck if they receive a physical check. This field is required.
Pay Dept	Type the code used by the LEA to further categorize the employee.
Dock Rate	Type the standard dock rate to be used if not using the daily rate. This is the rate used when the employee has a leave transmittal that is causing a dock and the Dock Type is set to A- <i>Alternate rate</i> for the transmittal leave type on the Tables > Leave > Leave Rates tab.
Tax Exempt	Select if the employee's salary is exempt from taxes. If selected, the W-4 Withholding Certificate fields are disabled.

Field	Description
Unemployment Elig	<p>Select if the employee is eligible for unemployment insurance.</p> <p>Notes:</p> <p>According to the South Texas Region of the Texas Workforce Commission, all individuals should be flagged to accumulate unemployment gross, and then submitted in the quarterly file submission. This does not mean that substitutes are eligible to file for unemployment, but that the wages earned as a substitute are figured in the calculation in the event that his status changes to that of a regular employee.</p> <p>According to a case precedent of the Texas Workforce Commission (TWC) Commissioners and a recent interpretation by the TWC tax department, school superintendents are now considered employees for the purpose of reporting wages to the TWC. School superintendents' wages should be reported along with all other employees when submitting quarterly wage reports. The TUCA may be viewed at:</p> <p>http://www.texasworkforce.org/laws/tuca/enabstats.html#txlaborcode</p>
FICA Eligibility	<p>Click  to select the code indicating the employee's eligibility for FICA/Medicare.</p> <ul style="list-style-type: none"> • <i>M Subject to medicare</i> • <i>N Not subject to FICA</i> • <i>Y Subject to FICA tax</i> <p>Review the FICA/Medicare - Quick Reference page for additional details.</p>
W4 Marital Status	<p>This field was disabled as of 12/31/2019.</p> <p>Click  to select the code indicating the marital status of the employee.</p> <p>Click Save to save the data. If a change to the W4 Marital Status field is saved in the current year, you are prompted to save the change to the next year's pay information. If you make a change to next year, you are prompted to save the change to the current year's pay information.</p> <p>Click Yes to copy the record, or click No to continue without copying the record.</p> <p>Caution: The W4 Marital Status and the Nbr of Exemptions fields can each be saved to the next year (or current year, as applicable). If only one of these two fields has been updated, both of the fields are copied to next year (or current year). If both fields are updated, both fields are copied to next year (or current year).</p>

Field	Description
Nbr of Exemptions	<p>This field was disabled as of 12/31/2019.</p> <p>Type a two-digit number of exemptions claimed by the employee for federal income tax withholding. If 99 is entered, no tax is calculated; however, withholding gross is accumulated.</p> <p>Click Save to save the data. If a change to the Nbr of Exemptions field is saved in the current year, you are prompted to save the change to the next year's pay information. If you make a change to next year, you are prompted to save the change to the current year's pay information.</p> <p>Click Yes to copy the record, or click No to continue without copying the record.</p> <p>Caution: The W4 Marital Status and the Nbr of Exemptions fields can each be saved to the next year (or current year, as applicable). If only one of these two fields has been updated, both of the fields are copied to next year (or current year). If both fields are updated, both fields are copied to next year (or current year).</p>
IRS Lock-In Letter	<p>Select this field to indicate that the IRS has determined that this employee does not have sufficient withholding and has issued a Lock-in Letter to restrict changes to the employee's W-4 information.</p> <p>Note: This field is shared across all pay frequencies where the employee exists; therefore, changes to the logged-on pay frequency are effective in any other pay frequency and vice versa.</p> <p>If selected:</p> <ul style="list-style-type: none"> • The W-4 Withholding Certificate and Tax Exempt fields on this tab are disabled preventing any changes from being made. • In EmployeePortal, on the Self-Service Profile page, the IRS Lock-in Letter field is displayed and set to Y, and the W4 Marital Status Information fields are disabled preventing the employee from making any changes. <p>For more information about the IRS Lock-in Letter, visit https://www.irsvideos.gov/Individual/Resources/WhatsALock-InLetter.</p>

☐ Under **W-4 Withholding Certificate**, indicate the employee's W-4 withholding details. If **Tax Exempt** is selected, these fields are disabled.



Refer to the [IRS W-4 Instructions](#) for complete details about completing the following fields. Also, be sure to review [Publication 15-T Federal Income Tax Withholding](#), which contains the withholding tax calculations and the [FAQs on the 2020 Form W-4](#) page, which contains helpful information.

1:Filing Status	<p>Click ▼ to select the employee's filing status.</p> <ul style="list-style-type: none"> • <i>H Head of household</i> • <i>M Married filing jointly</i> • <i>S Single or Married filing separately</i>
2: Multi-Jobs	Select to indicate that there are multiple jobs in the household.

3: Children under 17	<p>This field is used to determine the amount of child tax credit an employee may be able to claim for qualifying dependent children under the age of 17 when filing their tax return. The amount is calculated by multiplying the number entered in this field by the designated amount in Step 3 on the W-4 form for the applicable reporting tax year. Refer to Pub. 501, Dependents, Standard Deduction, and Filing Information for additional eligibility requirements.</p> <p>Type the number of children in the household under the age of 17 as of December 31.</p>
3: Other Dependents	<p>This field is used to determine the amount of tax credit an employee may be able to claim for other qualifying dependents when filing their tax return. The amount is calculated by multiplying the number entered in this field by the designated amount in Step 3 on the W-4 form for the applicable reporting tax year. Refer to Pub. 501, Dependents, Standard Deduction, and Filing Information for additional eligibility requirements.</p> <p>Type the number of other dependents in the household.</p>
3: Other Exemptions	Type the amount of any other exemptions that may affect the employee's federal income tax withholding.
4a: Other Income	Type the amount of any other income that may affect the employee's federal income tax withholding.
4b: Other Deductions	Type the amount of any other deductions that may affect the employee's federal income tax withholding.

☐ Under **TRS**:

Status	<p>Required TRS reporting field.</p> <p>Click ▼ to select the code indicating the employee's status in regard to having a TRS deposit computed.</p> <ul style="list-style-type: none"> • 1 Eligible • 2 Non-eligible • 3 Substitute • 4 Retirement waived • 5 Retired • 6 Other (non-eligible)
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IMPORTANT: In order for the retiree pension surcharge to apply to an employee, the **Status** field must be set to 4 or 5, and **Take Retiree Surcharge** on the Employment Info page must be selected. (In the next year pay frequency, **NY Take Retiree Surcharge** should be selected for the retiree pension surcharge to apply to an employee.)

Begin Date	<p>Type the date the employee started contributing to TRS in the MM-DD-YYYY format.</p> <p>Be sure to log on to the TRS Reporting Entity Portal to verify the employee's information.</p> <p>New Member Fee Information: If the employee has satisfied the 90-day New Member requirement per the TRS Portal, the LEA should determine and enter a date outside of the 90-day period to prevent the new member Employer TRS Contribution from being calculated. For example, some LEAs may use the earliest date from the employee's service record.</p>
End 90 Day Period	<p>Type the end date of the 90-day waiting period in the MM-DD-YYYY format. This field is populated by the system if:</p> <p>Pay Status = 1 - Active TRS Status = 1 - Eligible Begin Date >= 09-01-2005</p> <p>Note: The End 90-day Period Date no longer has to be blank in order for the End 90 Day Period link to function.</p> <p>Click End 90 Day Period to calculate the end date of the 90-day waiting period.</p> <p>If the date in this field is within the TRS Month for the processed pay dates in the Pay Dates table, the employee is not included on the Statutory Minimum Report #373 (HRS4000). If the distribution is to a federal fund, the employee is not included in the TRS 3 Report (HRS4050). However, the employee is included in the TRS 489 Report (HRS4100) and on the Payments for New Member report (HRS9865).</p>

☐ Under **FSP Staff Salary Data:**

Health Ins Code	<p>Click ▼ to select a code that indicates the employee's eligibility.</p> <p>Note: If the LEA participates in the TEA health insurance plan, the employee must be TRS eligible (i.e., TRS Status Code must be set to 1) and have a Deduction Code with the abbreviated code of AC. Also, the AC deduction must have a remaining payment greater than zero. If an employee and spouse are eligible for and are participating in the health insurance program and one employee is insured through the spouse's policy, only one person receives the TEA State Contributions for both in his paycheck. See Deductions, TEA Contrib Factor for guidance on how to handle this situation.</p> <p>Select <i>Y Eligible participating Health Insurance</i> for employees who participate in the TEA health insurance. When this field is set to Y, the employee is eligible for the TEA health insurance contribution if it is used by the LEA (see Tables > District HR Options).</p> <p>Select <i>S Eligible spouse participating</i> for employees that participate in the TEA health insurance, whose spouse works for the same LEA, service center, or charter school and are insured through the spouse's policy.</p> <p>Select <i>W Eligible Health Insurance</i> for employees who are eligible but choose not to participate in the TEA health insurance.</p> <p>Select <i>N Not eligible</i> for employees who are not eligible for the TEA health insurance.</p>
FSP Staff Data Code	<p>Click ▼ to select the employee eligibility code, or leave blank. This field is reported on the FSP Staff Salary Report and the Health Insurance Participation Report and is required.</p> <ul style="list-style-type: none"> • <i>F - Full-Time</i> (e.g., classroom teacher, librarian, counselor, nurse, or other staff) • <i>P - Part-Time</i> (e.g., classroom teacher, librarian, counselor, nurse, or other staff)

☐ Under **Totals**, the following fields contain display-only data:


State Min. Salary	The minimum salary assigned to the employee is displayed as entered in the State Min Salary field under State Info on the Job Info tab.
Extra Duty	The total dollar value of all S-type extra duty assignments for the employee is displayed under Extra Duty Pay on the Pay Info tab.
Contract Amt	The total amount of pay due to the employee during the current contract period is displayed as entered in the Total field under Contract Info on the Job Info tab. This amount includes the total gross salary and all G-type extra duty assignments.
Contract Balance	The total amount remaining to be paid to the employee during the current contract period is displayed as entered in the Balance field under Contract Info on the Job Info tab.

Extra duty account type detail

The extra duty information is maintained on the [Personnel > Tables > Salaries > Extra Duty](#) tab.

☐ Under **Extra Duty Pay**:

☐ Click **+Add** to add a row.

Extra Duty Pay Code	Click  to select the two-digit code of the additional job assignment. This information is defined in the Extra Duty table.
Type	The single character account type code (e.g., G = standard gross salary or S = supplemental pay) that identifies the type of salary based on the extra duty pay code selected is displayed.
Amount	The pay amount authorized for the selected extra duty pay code is displayed.
Remain Amt	If the account type for the job code is S - Supplemental pay, the field is active and you can type an amount remaining for this job code. If the account type is G - Standard Gross pay, the field is disabled. For S account types, if the employee's primary job is being paid off, the remaining amount will be paid to the employee.
Remain Pymts	If the account type for the job code is S - Supplemental pay, the field is active, and the user can type the number of payments remaining for this job code. If the account type is G - Standard Gross pay, the field is disabled.

☐ Click **Refresh Type/Amount** to update the Amount field with the amount in the table associated with the selected extra duty pay code.

Notes:

Extra duty pay codes that are account type "S - Supplemental pay" must be manually added to the Distributions tab as "XTRA - Extra Duty" job codes. Extra duty pay codes that are account type "G - Standard Gross pay" must have the job amount manually added to the Job Info tab, **Contract Info Total** field for one of the non-XTRA jobs assigned to the employee. The distributions also need to be added or adjusted manually. Remaining balances for extra duty jobs that are account type "S - Supplemental pay" will be paid off when the primary job is in contract payoff.

Extra duty pay totals include B (Non-TRS taxable business allowances), G (Standard gross pay), S (Supplemental pay), and T (Non-TRS non-taxable business allowances) type accounts.



The bank information is maintained on the [Payroll > Tables > Bank Codes > Bank Codes](#) tab.



For security purposes, any updates saved to the employee's bank information will generate an email to the employee notifying them of the change. The email is sent to the employee's **Work** and/or **Home E-mail** address listed on the Personnel > Maintenance > Staff Demo > Demographic Information page. If both email addresses are populated, the email will be sent to both emails. If an email is not available, then the employee will not receive an email.

☐ Under **Bank Info**:

☐ Click **+Add** to add a row. Employees can designate from which accounts their net pay is to be distributed. Multiple entries can be made.

Bank	Type the bank or credit union code, or click  to select the three-digit code identifying the bank or credit union to which the employee is depositing funds. Employees can have multiple bank deposit records.
Bank Acct Nbr	Type the bank account number that corresponds to the bank to which the employee is depositing funds. The number is provided for direct deposit and can be a maximum of 17 digits.
Bank Acct Type	Click  to select the one-digit code that represents the bank account type (i.e., checking or savings).
PreNote	Select if the bank account information is to be included in a prenote EFT file used to notify banks of employees who are new to the EFT direct deposit program. After the prenote EFT file has been created, the PreNote field is cleared.
Bank Acct Amt	Type the allocated direct deposit amount for each designated bank account. Leave at zero for the remainder of funds to be allocated. One bank account record with a zero amount must exist to indicate where the remainder of the employee's pay is to be deposited. If there is not sufficient pay to cover a specified amount for a bank record, then the bank record is ignored and the amount is recorded to the zero amount bank record. Example: The employee has two direct deposit accounts, one account has \$1000 allocated to it and the other account is set to zero. If the employee is docked pay and does not receive enough pay to cover the \$1000, then the full direct deposit amount is sent to the zero amount account.

☐ Click **Save**.

A message is displayed prompting you to update bank records to next year.

- Click **Yes** to copy the records to next year.
- Click **No** to continue without copying the record to next year.

Other functions and features:

Documents [View or attach supporting documentation.](#)

Summer School Contracts

Payroll > Maintenance > Summer School Contracts

This page is used to manage employee contract records for summer school (TRS position code 09).

The ED40 extract creates an ED40 record for employees who have a TRS position code 09 and a summer school contract begin date (month/year) that is equal to the TRS Reporting month/year.

The RP20 extract creates an ED40 record if:

- The employee has a summer school contract begin date (month/year) that is equal to the TRS Reporting month/year.
- The employee was paid with an extra duty code that has TRS position code 09 assigned on the Payroll > Payroll Processing > TRS Processing > Payroll History tab (Extra Duty section).
- The employee does not have an existing ED40 record for the reporting month.

This page is only enabled when logged on to the current year. The data is based on the logged on pay frequency.

Notes:

- An employee can only have one entry (row) on the page. Duplicate employee entries are not allowed regardless of the selected calendar code.
- The calendar code must have a valid calendar for the logged on pay frequency.
- The begin/end date range must be between 05-15-XXXX through 08-31-XXXX.

Review the [TRS Update](#) for additional information.


A list of existing records is displayed when you access the page.

Add a record:

☐ Click **+Add** to add a row.


☐ You can use the **Default** feature to populate the **Calendar Cd**, **Begin Date**, and **End Date** fields for the selected employees.

- Select the applicable employees.
- Complete one or more of the following default fields.
- Click **Default** to copy the values to the selected employee records.

Field	Description
Calendar Code	Type the two-character calendar code, or click  to select a code from the Calendar Codes list. The calendar code must have a valid calendar for the logged on pay frequency.


Field	Description
Begin Date	Type the beginning summer school contract date for the employee. The date must be a valid workday in the selected workday calendar.
End Date	Type the ending summer school contract date for the employee. The date must be a valid workday in the selected workday calendar.

☐ If you do not use the **Default** feature to populate the employee records, complete the following fields for each employee. All fields are required.

Emp Nbr	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee. Or, click Directory to perform a search in the Employees directory.
Name	Displays the name that corresponds to the selected employee number.
Calendar Cd	Type the two-character calendar code, or click  to select a code from the Calendar Codes list.
Begin Date	Type the beginning summer school contract date for the employee. The date must be a valid workday in the selected workday calendar.
End Date	Type the ending summer school contract date for the employee. The date must be a valid workday in the selected workday calendar.

☐ Click **Save**.

Other functions and features:

Delete All	Click to delete all of the records for the logged on pay frequency. Click OK to continue. Click Cancel to cancel the request and return to the Summer School Contracts page.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .
Errors	If any errors are encountered, the Errors button is outlined in red. Click Errors to view the encountered errors.
Print	Click to print the Summer School Contracts Maintenance report.
Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.

Summer School Contracts

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~~HIDEPAGE~~

TRS YTD Data

Payroll > Maintenance > TRS YTD Data



This page is used to display an employee's TRS deposit and grant information if the employee is receiving payments from a grant code. Data is displayed by payroll frequency.

Review TRS YTD data:

Field	Description
School Year	Type the school year in the YYYY format. The system is set to the current year.
Employee	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve . Or, click Directory to perform a search in the Employees directory .

The **Payoff** date field is automatically populated from the employee's primary job.

☐ Under **TRS Deposit Information**, the columns are populated with existing employee contribution information.

- Click  to view additional information for the month in the Grant Information grid.
- Click  to select the pay date to be used for the pay history records.

☐ Under **Grant Information**, if the employee has a grant, the table is populated.

- Select **Display Combined TRS/Grant Info** to display information in a combined listing sorted by month.

Other functions and features:

Print	Click to print the report. Review the report.
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TRS YTD Data

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