

Pay Dates - HRS2800

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

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

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

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

Add pay date data:

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

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

Field	Description
Begin Date	Type the first day of the pay period for the corresponding pay date in the MMDDYYYY format.
End Date	Type the last day of the pay period for the corresponding pay date in the MMDDYYYY format.
TRS Month	Type the month in which the pay date falls. Valid codes are 01-12. If the TRS month is September (09), October (10), November (11), or December (12), the TRS year is the pay date year +1 (e.g., September 2014 payroll is indicated in the pay date table as TRS month of 09, and the TRS year assigned to that payroll is 2014+1=2015; November 2014 payroll is indicated in the pay date table as TRS month of 11, and the TRS year assigned to that payroll is 2014+1=2015). If the TRS month is any other month, the TRS year is the year of the pay date (e.g., January 2015 payroll is indicated in the pay date table as TRS month of 01, and the TRS year assigned to that payroll will be 2015).
TWC Quarter	Type the quarter in which unemployment is reported. Valid codes are 1-4, which represent the first through the fourth quarters.

To not include the alternate address on the paycheck, leave the **Print Alternate Address** field blank. Select **Print Alternate Address** to include the alternate address on the paycheck. Alternate addresses are located on the Staff Demographic Information tab. This feature enables districts to mail checks to employees at other addresses for a certain pay date (e.g., summer months).

Selected Pay Date	The field is display only and represents the pay date of the selected detail row. If pagination is used, the value is set to blank.
Adjustment Nbr	The adjustment number is displayed. When the regular payroll is created, the adjustment number is set to 0. With the first payroll adjustment, the number automatically becomes a 1. With each adjustment for the pay date where the general journal has been run, the adjustment number will increase by one (i.e., when the **Interface** column is P or Y on the adjustment for the pay date, the adjustment number will increase).
Date Pay Run	This field is populated by the system after the payroll has been posted to the payroll master file. For all other adjustment numbers, this is the date the adjustment was actually created.
Interface	This field is automatically populated. This field indicates if the payroll has been run, posted, and interfaced to Finance. N - If there is no date in the Date Pay Run field, this indicates that payroll has not been posted to the payroll master file. N - If there is a date in the Date Pay Run field, this indicates that payroll has been posted to the payroll master file and the general journal has not been created. The Pay Date field is also disabled. P - Indicates that payroll has been run and posted to the payroll master file, and the general journal was created and saved as pending but not interfaced. Y - Indicates that payroll has been run, posted to the payroll master file, and interfaced to Finance.
User ID	This field is updated when the payroll for the pay date has been processed. For all other adjustment cycles, the user created the adjustment.

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Print data. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.