



## Payroll: Tables



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# Tables

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# Accrual Calendar - HRS2700

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# Accrual Calendars

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# Accrual Calendar - HRS2700

## Payroll > Tables > Accrual Calendars > Accrual Calendar

This tab is used to enter the number of days to be used in accruing salaries for each pay period for the year. Each employee whose salary is being accrued is assigned a one-character accrual code (e.g., A-Z). For each accrual code, you enter the number of days worked for each pay date used by your LEA. You must update the Accrual Calendar tab before running the first payroll of the year. During the payroll process, it is recommended that you check your accrual calendar to make sure that the pay date you are using in the Run Payroll tab corresponds with a pay date listed in the accrual calendar you are using. If the user selects a pay date where the accrual code pay date is different, errors will occur when processing the payroll.

Accrual calendars are not created in the Next Year Payroll process; however, the table is used to apply an accrual code to employees on the Job Info tab. It may be necessary to add a new code to the table in the Next Year Payroll process. Pay Dates and Days Worked should not be entered in Next Year Payroll. Accrual calendars are not moved from Next Year Payroll to Current Year Payroll. The accrual calendars are updated in the Current Year pay frequency prior to running a payroll for the new school year.

### Set up an accrual calendar:

☐ Under the **Accrual Code** and **Total Days Worked**:

☐ Click **+Add** to add a row.

Field	Description
<b>Accrual Code</b>	Type the one-character accrual code (e.g., A-Z, 0-9).
<b>Total Days Worked</b>	The total days worked are automatically populated after all of the pay and days worked are entered for the accrual code.

☐ Click **Save**.

☐ Under the **Pay Date** and **Days Worked**:

☐ Click **+Add** to add a row.

<b>Pay Date</b>	Type the first pay date to associate with this accrual code in the MMDDYYYY format. The date used should also exist in the Pay Date table.
<b>Days Worked</b>	Type the number of days scheduled to be worked for this pay date (e.g., 20.5, 21). With the cursor in the last <b>Days Worked</b> column, press TAB and the <b>Total Days Worked</b> column for this accrual code is populated with the total number of days worked for the year.


☐ Click **Save**.



**Notes:**

- If the code is used in employee payroll records, a message box is displayed indicating that the code cannot be deleted.
- You do not have to delete the entire calendar; you can type over the existing date with the new date and type over the existing number of days with the new number of days. The number of days still must total the accrued days.

**Other functions and features:**

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	<p>Click to print calendar data. The following Workday Calendar selections are displayed:            In the drop down, select a calendar code to be included.  <b>Specific School Calendar</b> - prints only the tab page currently open.  <b>All School Calendars</b> - prints all the school calendars.  <b>Accrual Calendar</b> - prints only the accrual calendar.  <b>Print Colors</b> - prints calendars on a color printer.</p> <p>Select an option and click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.  <a href="#">Review the report.</a></p>
	<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 <b>Save</b>. An accrual code can be deleted if it has not been used in the employee payroll records. A message is displayed asking if you want to delete the row.</p> <p>Click <b>Yes</b> to delete the row.</p> <p>Click <b>No</b> to not delete the row.</p>

# Accrual Expense - HRS2950

## ***Payroll > Tables > Accrual Expense***

If you receive a Payroll Accrual Distribution Error Listing during the payroll processing calculations, use this page to build the Accrual Expense table to post the accruals to the current fiscal year. You can designate a different fiscal year for distribution history records (accruals) for the school year. The table can be used when a fiscal year for a fund is not to be used (e.g., Federal Funds), and the new fiscal year should reflect the posting. To select a fund on this table, it must exist in the distribution history record. If a fund does not display for selection and it is in the distribution history record, adjust the first pay date of the school year on the District HR Options page so that the fund displays and can be selected. Then change the first pay date back to the original date. Enter the fiscal year for funds in account distribution history that have a different fiscal year. When the payroll is calculated, this causes the distribution of accruals to be posted in Finance for the fiscal year entered. However, the remainder of the account code will be the original account used when the amounts were first accrued.

### **Example:**

Employees' distribution history records currently have transactions for fund 211, fiscal year 4, and payments need to be made from accruals for the summer months. You do not want any entries to be made to specific funds for that fiscal year, so you enter fund 211 and expense fiscal year as 5, and all payments from the employees' distribution history (accruals) are posted to the new fiscal year for that fund

It is important to note that this feature only affects distribution history records (accruals). If there are insufficient accruals to pay employees, their master distribution records are used to create the necessary expense. If there is an excess amount in accruals, the distribution history record dictates to which account the amount is credited. The fund must exist in the employee's distribution history record in order to be affected by this table.

### **Example:**

Employees' master distribution record reflects fiscal year of 5, and the table reflects expense fiscal year 4 for the same fund. Then accrual entries are posted to fiscal year 4, any expense for payroll is posted to fiscal year 5, and any excess is posted to fiscal year 4 for the specified fund.

Use this page for nonstandard employees who were paid in July or August for one fiscal year, but it no longer exists in their current master distribution record because of the new budget year. This page can also be used when you do not want to use the Special Adjustments Accruals Only tab to make individual account distribution changes when only the fiscal year is different in the history and the current master account distribution records.

**Note:** This table cannot be used to expense accruals that exist in the account distribution history for one fund and now needs to be expensed to a different fund. It is important that the fiscal years in this table be maintained so they reflect the proper fiscal year for account distribution history

accrual withdrawal and posting. Failure to do so results in posting to Finance for an account with an incorrect fiscal year.

It is important that the fiscal years in this table be maintained so they reflect the proper fiscal year for account distribution history accrual withdrawal and posting. Failure to do so results in posting to Finance for an account with an incorrect fiscal year.


## Expense accruals:

☐ Click **+Add** to add a row.

Field	Description
<b>Fund</b>	Type a three-digit fund that may be in the employees' distribution history (accrual) records where an alternate fiscal year needs to be used for the posting of the accrual expense. The first search is for a specific fund (all three digits match). If the fund is not found, the next search starts with the first two digits of the fund, and if not found, it searches for the first digit of the fund. If no match is found, no change occurs, and the accrual expense is posted according to what is in the account distribution history. <b>Note:</b> A complete fund mask (XXX) cannot be used.
<b>Expense Fiscal Year</b>	Type a one-digit code to be used in conjunction with the <b>Fund</b> field to identify employee distribution history (accrual) records that need to be posted with a different fiscal year (see the step above).
<b>Description</b>	Type the fund description. The field can be a maximum of 30 characters.

☐ Click **Save**.

## Other functions and features:

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

# Accrual Expense - HRS2950

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# Bank Codes

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# Bank Codes - HRS2600

## Payroll > Tables > Bank Codes > Bank Codes

This tab is used to enter and maintain information about banks participating in direct deposit via electronic fund transfer (EFT). In order for an employee to receive a direct deposit, you must indicate a specific bank for the employee. The bank must be approved by the LEA and entered in the bank table before the bank code can be entered in the employee information.

You can add or edit information in the bank table at any time. The bank name, address, telephone, and contact person information can be updated by accessing the bank code, changing the data, and saving the changes. If the bank code is incorrect, you must delete the incorrect code, and then add the new code. You cannot delete codes that exist in pay history or are currently assigned to employees receiving direct deposit.

### Set up bank codes:


☐ Click **+Add** to add a row.

Field	Description
<b>Bank Code</b>	Type the bank code the LEA has assigned to the bank. If the information has already been entered for this code, it is displayed when the code is entered. The field can be a maximum of three characters.
<b>Bank Name</b>	Type the bank name. The name is printed on the summary check that is issued to the bank and on the bank account listing which provides information about the distribution of the check.
<b>Route Number</b>	Type the nine-digit routing number to use for the electronic funds transfer.
<b>Street Nbr</b>	Type the street address number if used.
<b>Street Name</b>	Type the street name.
<b>City</b>	Type the name of the city where the bank is located.
<b>State</b>	Click ▼ to select the two-character code of the state where the bank is located.
<b>Zip</b>	Type the five-digit zip code of the bank's location.
<b>Zip 4</b>	Type the four-digit zip code, if used.
<b>Contact</b>	Type the name of the contact person at the bank who is responsible for processing electronic funds transfers.

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
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<b>Print</b>	<p>Click to print bank table data. The following Bank Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.</p> <p><b>Selected Code Tables</b> - displays the following Bank Table options:</p> <p>Bank Code Table</p> <p>EFT Code Table</p> <p><b>All Code Tables</b> - prints all the Bank Code tab pages.</p> <p>Select an option and click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
	<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 <b>Save</b>.</p>

# Electronic Funds Transfer - HRS2600

## Payroll > Tables > Bank Codes > EFT

This tab is used to create the record for direct deposit of employee payroll checks to their financial institutions. This function is accomplished by creating an EFT file during a payroll run. This file is then given to the employer's financial institution to be transmitted to an automatic clearinghouse. The automatic clearinghouse is normally a centralized federal reserve bank that transmits necessary data for direct depositing to the employee's participating depository financial institution (DFI). The difference between EFT direct deposit and the normal direct depositing option is that EFT depositing requires the employer to deliver the file to the financial institution.

A check stub is produced for each employee with the actual check portion of the payroll check voided. Employees participating in EFT will have an asterisk (\*) printed next to the check number on the payroll journal and the check register.

The EFT tab is completed only for the LEA's bank and not for each code in the bank table. If any of these fields are left blank, the EFT file is not generated. The information used to complete these fields may be obtained from the LEA's depository financial institution.

## Set up EFT codes:

Field	Description
<b>Immediate Destination</b>	<p>Type the nine-digit Federal Reserve routing number used to identify the receiving point. This number is provided by the individual bank. The field length is ten digits, since some banks require a leading space before the nine-digit routing number. If you type the nine-digit routing number and later need to add a space before the number, you must do the following:</p> <p>Change the field to a random number (e.g., 123456789).</p> <p>Click <b>Save</b>.</p> <p>Add a leading space with the appropriate nine-digit routing number following the space (e.g., [space]987654321).</p> <p>Click <b>Save</b> again.</p> <p>Only follows these steps when you need to add a space before a number that was previously saved.</p>
<b>Company ID Type 5</b>	Type the ten-digit code used to identify the employer. This is either the employer identification number with a 0 added on the end of the number or a leading 1, depending on the client's financial institution.
<b>Originating DFI ID Code</b>	Type the eight-digit code used to identify the originating depository financial institution. This is the LEA's bank's routing number without the last digit.
<b>Company ID Type 8</b>	Type the ten-digit code used to identify the employer. This is either the employer identification number with a 0 added on the end of the number or a leading 1, depending on the client's financial institution.



Field	Description
<b>Employer Offset Account</b>	Type the offset account number used to debit the employer's bank account. This number is the district's payroll bank account number and will be included in the EFT file. Leave blank to exclude debits from the EFT file.
<b>Immediate Origin</b>	Type the ten-digit code used to identify the EFT sending point. There is a leading space plus the routing number for the district bank.
<b>Originator Status Code</b>	Type the one-digit code used to identify the originator of the EFT tape. Valid codes for this field include the following:  1 - Originator is an ACH association member or originating DFI, subject to ACH rules  2 - Originator is a federal government entity or agency not subject to ACH rules  3 - Originator is not an ACH member or originating DFI, but subject to ACH rules
<b>Bank Code</b>	Click ▼ to select the locally assigned code of the district's bank.
<b>ACH Service Class Code</b>	Click ▼ to select one of the following codes:  200 - Mixed debits and credits - The EFT file includes 5200 and 8200 records indicating that the file could contain debit and credit amounts.  220 - Credits only - The EFT file includes 5220 and 8220 records indicating that the file only contains credit amounts.

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	Click to print bank table data. The following Bank Table options are displayed: <b>Current Tab Page</b> - prints only the tab page currently open. <b>Selected Code Tables</b> - displays the following Bank Table options: Bank Code Table EFT Code Table <b>All Code Tables</b> - prints all the Bank Code tab pages. Select an option and click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab. <a href="#">Review the report.</a>

# District EP Options

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# EmployeePortal Options - HRS2050

## Payroll > Tables > District EP Options > EmployeePortal Options

This tab is used to manage settings in ASCENDER EmployeePortal. These settings allow the LEA to determine the information and features which their employees can access in EmployeePortal.

### Set EmployeePortal options:

☐ Select **Employee Number** or **Social Security Number** to identify the number to be used for each employee in EmployeePortal. By default, the **Employee Number** is selected.

**Note:** New users will be asked to enter this number when creating a new EmployeePortal account, and existing users will be asked to enter this number if they forget their password and need to reset it.

☐ Under **Enable**, select the information or features to enable for your users in EmployeePortal.

Field	Description
<b>EmployeePortal System</b>	Select to enable EmployeePortal.
<b>Calendar Year to Date</b>	Select to allow the Calendar Year to Date page to be displayed.
<b>Current Pay Information</b>	Select to allow the Current Pay Information page to be displayed.
<b>Deductions</b>	Select to allow the Deductions page to be displayed.
<b>Earnings</b>	Select to allow the Earnings page to be displayed.
<b>Leave Balances</b>	Select to allow the Leave Balances page to be displayed.
<b>W-2 Information</b>	Select to allow the W-2 Information page to be displayed.
<b>Self-Service Demographic</b>	<p>Select to allow the Self-Service Assignments - Demographic page to be displayed.</p> <p><b>Note:</b> If LEAs choose to allow users to change their passwords via the Self-Service menu in EmployeePortal, the <b>Self-Service Demographic</b> and/or <b>Payroll</b> fields must be selected. If both of these fields are blank, users will not be able to access the Self-Service menu in portal and therefore cannot change their passwords.</p>
<b>Self-Service Payroll</b>	<p>Select to allow the Self-Service Assignments - Payroll page to be displayed.</p> <p><b>Note:</b> If LEAs choose to allow users to change their passwords via the Self-Service menu in EmployeePortal, the <b>Self-Service Demographic</b> and/or <b>Payroll</b> fields must be selected. If both of these fields are blank, users will not be able to access the Self-Service menu in portal and therefore cannot change their passwords.</p>

Field	Description
<b>W-2 Electronic Consent</b>	Select to allow the <b>W-2 Consent</b> button to be displayed. If not selected, W-2 forms are printed for all employees. <b>Note:</b> If W-2 Information is selected giving the employee access to the EmployeePortal > Inquiry > W-2 Information page, the <b>W-2 Consent</b> button is displayed and enabled on the W-2 Information page whether or not <b>W-2 Electronic Consent</b> is selected.
<b>1095 Information</b>	Select to allow the 1095 Information page to be displayed.
<b>1095 Electronic Consent</b>	Select to allow the <b>1095 Consent</b> button to be displayed. If not selected, 1095 forms are printed and mailed to all employees. <b>Note:</b> If <b>1095 Information</b> is selected giving the employee access to the EmployeePortal > Inquiry > 1095 Information page, the <b>1095 Consent</b> button is displayed and enabled on the 1095 Information page whether or not <b>1095 Electronic Consent</b> is selected.
<b>Leave Request</b>	Select to enable the Leave Request feature.
<b>Travel Reimbursement Request</b>	Select to enable the Travel Reimbursement Request feature.
<b>WorkJournal</b>	Select to enable the WorkJournal feature.

☐ Under **Messages**, you can select one or more of the following pages to display a custom LEA-wide message on the page in EmployeePortal. All users who log on to EmployeePortal and access the page will see the message.

When a field is selected, a text box is displayed allowing you to add, delete, or modify a message. The message can be a maximum of 500 characters and is displayed in red at the top of the page in EmployeePortal.

<b>Calendar Year to Date</b>	
<b>Current Pay Information</b>	
<b>Deductions</b>	
<b>Earnings</b>	
<b>Leave Balances</b>	
<b>W-2 Information</b>	
<b>Self-Service Demographic</b>	
<b>Self-Service Payroll</b>	
<b>W-2 Electronic Consent</b>	
<b>1095 Information</b>	
<b>1095 Electronic Consent</b>	
<b>Leave Request</b>	
<b>Travel Reimbursement Request</b>	
<b>WorkJournal</b>	
<b>Show Processed Leave Transactions</b>	Select to allow users to view processed leave on the Leave Balances page.
<b>Show Unprocessed Leave Transactions</b>	Select to allow users to view unprocessed leave on the Leave Balances page.

<b>Number of Days Prior to Pay Date That Earnings Are Viewable</b>	<p>Type a three-digit maximum number to indicate the number of days prior to a pay date to display the earnings information on the Earnings page in EmployeePortal. By default, the field is set to 0. If the field is set to 0, the employee can view unlimited earnings information as soon as the earnings are posted.</p> <p><b>Example:</b> If the pay date is 10-31:</p> <p>Type 0 to allow employees to view earnings as soon as they are posted. Type 1 to allow employees to view earnings on 10-30. Type 2 to allow employees to view earnings on 10-29. Type 3 to allow employees to view earnings on 10-28.</p>
<b>W-2 Print - Latest Year</b>	<p>Type the four-digit year of the latest year for which the employees can print an official copy of their W-2.</p> <p>This field should not be updated until the LEA has run and finalized its W-2s.</p> <p>W-2s will be copies and will not be used in lieu of the LEA generating W-2s.</p> <p>W-2s will be printed in the official format (as determined by the IRS) and can be used as the original.</p> <p>The field contains the latest year available to print. If the field is left blank, employees will not have the option to print a copy of any of their W-2s. The earliest available form in the system is 2009 so an earlier year will not be accepted.</p>
<b>EmployeePortal URL</b>	Type the web address for the LEA's EmployeePortal.
<b>Set Prenote Indicator</b>	Select to indicate if the account is a prenote account. This is for accounts added as a direct deposit in the EmployeePortal payroll information section.
<b>Number of Direct Deposit Accounts Are Allowed</b>	<p>Type a two-digit maximum number to indicate the number of direct deposit accounts allowed by the district. These accounts will be displayed in EmployeePortal. By default, the <b>Number of Direct Deposit Accounts Are Allowed</b> field is set to 0.</p> <p>If the <b>Number of Direct Deposit Accounts Are Allowed</b> field is set to 0, and the employee does not have any direct deposit accounts in Payroll, the employee will not be allowed to add one through EmployeePortal &gt; Self-Service.</p> <p>If the <b>Number of Direct Deposit Accounts Are Allowed</b> field is set to 0, and the employee has one or more direct deposit accounts in Payroll, the employee will not be allowed to add one through EmployeePortal &gt; Self-Service but will be able to modify and delete existing accounts.</p>
<b>Use PMIS for Supervisor Levels</b>	Select to reference the Position Management Information System (PMIS) to determine an employee's supervisor. This option obtains the supervisor employee number from the employee's primary position to determine the appropriate approval path for the employee's leave request.

<b>Force Entry of Leave Hours Requested</b>	Select to force the employee to enter the number of requested leave hours. If selected, the number of requested leave hours is not automatically calculated.
<b>Meal Break for Leave Calculation</b>	Type the number of hours to be included in the hours per day calculation if a leave request exceeds five hours. An amount must be entered if a meal break is to be subtracted from the hours per day calculation. Valid values are 0.00-9.99.
<b>Disable Temporary Approvers in EP</b>	Select to disable the Temporary Approver functionality. After the record is saved, all current temporary approvers are deleted and the Set Temporary Approvers menu is hidden from the Supervisors menu in EmployeePortal.

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	Click to print the report. <a href="#">Review the report.</a>

# Leave Campuses - HRS2050

## Payroll > Tables > District EP Options > Leave Campuses

This tab is used to manage a list of available campuses when using the Leave Request feature in EmployeePortal. Employees must be assigned to a Leave Campus in order to access the Leave Requests menu in EmployeePortal.

### Set up leave campuses:


Field	Description
<b>Start Campus ID</b>	Begin typing the campus ID. As you type the data, a drop-down list of corresponding data is displayed. Select a campus and click <b>Retrieve</b> . A list of campuses starting at the selected campus ID is displayed.

☐ Click **+Add** to add a row.

<b>Campus ID</b>	Begin typing the campus ID. As you type the data, a drop-down list of corresponding data is displayed. Select a campus. The <b>Campus Name</b> field is populated with the corresponding campus name.
<b>Department</b>	Type the department ID. Multiple departments per campus ID are allowed. This field is not required.

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	Click to print the report. <a href="#">Review the report.</a>
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click <b>Save</b> . A message is displayed asking if you want to delete the row. Click <b>Yes</b> to delete the row. Or, click <b>No</b> not to delete the row.

# District HR Options - HRS2000





## Payroll > Tables > District HR Options


This page is used to select and set options for management of the LEA's payroll and employee functions and records. The selected options are used for all payroll frequencies (e.g., current and next year unless specifically designated).

### Set district HR options:

Field	Description
<b>TRS District ID</b>	Type the four-digit LEA identification number.
<b>Federal ID Number (EIN)</b>	The federal ID number from the District Finance Options page in Finance is displayed.
<b>Payroll Clearing Fund/Year</b>	This field is automatically populated with the payroll clearing fund/year selected on the Finance > Tables > District Finance Options > Clearing Fund Maintenance tab. If not, click ▼ to select the fund/fiscal year (e.g., 163/9) for the current year to be used as the clearing fund/fiscal year when interfacing to Finance.
<b>TWC District ID</b>	Type the nine-digit identification number assigned by the Texas Workforce Commission.
<b>Use Direct Deposit (Y, N, or E)</b>	Click ▼ to select whether to use direct deposit, not use direct deposit, or use electronic funds transfer.
<b>TRS Cost Education Index</b>	<p>Type the value assigned to the district by TEA. This value is used for adjusting the state minimum salary for costs beyond the district control. This value can be found on the Summary of Finances (SOF) report issued by TEA. For more information, visit TEA's <a href="#">Foundation School Program</a> web page.</p> <p><b>Note:</b> Per the State of Texas Education Code, Section 42.102, effective September 01, 2019, the TRS Processing Extract will no longer use the cost of education adjustment (index) (CEI) value when calculating TRS 373 Statutory Minimum Contributions. As a result:</p> <ul style="list-style-type: none"> <li>• The Adjusted State Minimum salary is not calculated and state contributions are due on all eligible compensation paid above the statutory minimum salary schedule.</li> <li>• The CEI value no longer exists in TRS 373 Above State Base calculations that are used in TRS Processing, NY Payroll to Budget, and PMIS Simulations.</li> <li>• The <b>TRS Cost Education Index</b> field remains on the Payroll &gt; Tables &gt; District HR Options page for any 2018 processing needs. Future software updates will remove the CEI, reformat the TRS 373 report to remove the Adjusted State Minimum column, rename TRS Non-OASDI (Reporting Entity Payment for Non-OASDI Members) to Public Education Employer Contribution and any other changes that are required to coincide with TRS changes.</li> </ul>



Field	Description
<b>Distributions Built By Amt or %</b>	Click  to select whether you want to create/edit employee salary distributions by amount and allow the percentages to be automatically calculated, or only enter the percentages and allow amounts to be automatically calculated.
<b>Apply Leave Used or Earned First</b>	<p>Click  to select the sequence used to post employee leave transmittals and leave applied using the payroll control record.</p> <p>Posting leave used first to apply leave earned after applying leave used can result in docking an employee's pay during the current payroll period even if the employee has earned leave during the current payroll period. (The user needs to check the local leave policy.)</p> <p>Posting leave earned first causes the leave earned for the pay period to be added to the leave balance before the leave used for the pay period is deducted from the balance. It allows employees to use all available leave posted through the payroll calculations control record with docking occurring when the amount of leave used exceeds the total amount possible.</p>
<b>Leave Code for State Sick</b>	Click  to select the two-digit code used to charge an employee's absence to state sick leave. State sick leave is leave earned and accumulated prior to 1997. Leave transmittals for this leave type may affect service record days employed.
<b>Leave Code for State Personal</b>	Click  to select the two-digit code used to charge an employee's absence to state personal leave. State personal leave is leave earned and accumulated by the employee since 1997. Leave transmittals for this leave type may affect service record days employed.
<b>Update Actual Hours From Payroll Processing</b>	<p>Select to use actual hour data from the pay transmittals during the <a href="#">Payroll &gt; Payroll Processing &gt; Run Payroll</a> process to update/insert records in the Actual Hours table that is used for TRS processing. This field is selected by default. If selected, the Payroll &gt; Payroll Processing &gt; Run Payroll &gt; Pre-Post Reports &gt; HRS2700 - Actual Hours Worked report uses data from the transmittals.</p> <p>If not selected, you must either use the <a href="#">Payroll &gt; Utilities &gt; Import Actual Hours Worked</a> page to import the actual hours from a file or manually enter the data on the <a href="#">Payroll &gt; Maintenance &gt; Actual Hours Worked</a> page.</p>
<b>Calculate Accrual Salaries</b>	Select to have the system calculate accrued salaries. If the field is not selected, salaries are not accrued.
<b>Check Amount - Alpha</b>	Select to spell the check amount on all payroll checks. If the field is not selected, the system uses a numerical value for the check amount on all payroll checks.
<b>Summarize Benefits Interface</b>	<p>Select to display benefits in a summary format.</p> <p>If not selected, the benefits are displayed in a detail format.</p> <p>If selected, the benefit accounts are collapsed to a zero subobject and the last three digits of the code (e.g., 199-11-6119-01-001-311423 benefit accounts are collapsed to 199-11-6119-00-001-311000).</p>
<b>Supplemental Tax Rate</b>	Type the percent to apply for supplemental income.
<b>Standard Hours per Workday</b>	Type the standard number of hours the LEA requires that hourly employees work.

Field	Description
<b>Max Gross Amt for District</b>	<p>Type the amount of the largest gross employee paycheck for the district. A failure message is issued when a paycheck over this amount is attempted to be processed.</p> <p>If the check amount is correct, reset this field by entering a larger value and recalculate to continue processing payroll.</p> <p>If the check amount is incorrect, correct the check amount and recalculate to continue processing payroll.</p>
<b>Auto Assign Employee Number</b>	Select to have the system assign new employee numbers automatically. If the field is not selected, the user must enter the new employee numbers manually.
<b>Next Available Employee Number</b>	<p>The number displayed is the last number used plus 1.</p> <p>Click <b>Next Available Employee Number</b>. The system displays the next available employee number.</p> <p>If the <b>Auto Assign Employee Number</b> field is not selected, the <b>Employee Number</b> field is active. Select the field to highlight it and type a new next number for manual employee number assignment.</p> <p><b>Note:</b> If the employee number has reached the maximum number (e.g., 999999), the system goes back to 000001 and begins to search for the next available number that was not previously used (e.g., 000995). If all available numbers were previously used, the system displays the message: "All available employee numbers are used." Users must take the actions necessary to clear old or inactive employee numbers from this file ID.</p>
<b>School Year for PEIMS Codes</b>	<p>Type the school year for the PEIMS edit tables in the YYYY format.</p> <p><b>Note:</b> If the <b>School Year for PEIMS Codes</b> field does not contain a valid value or if left blank, values are not displayed in the <b>PEIMS</b> drop-down fields (e.g., <b>Sex</b>, <b>Ethnicity</b>, etc.) on the <a href="#">Personnel &gt; Maintenance &gt; Staff Demo &gt; Demographic Information</a> page.</p>
<b>Use Emp Nbr or SSN in EFT File</b>	Click  to select whether the employee number or the social security number should be included in the EFT file. By default, the field is set to <i>E - Employee Nbr</i> .
<b>Set Demo Alpha Fields to Uppercase</b>	Select to set the employee's <b>Legal</b> and <b>Former Name (First, Middle, Last, and Maiden)</b> and <b>Address</b> fields to uppercase when a new employee demographic record is created or an existing record is updated on the <a href="#">Personnel &gt; Maintenance &gt; Staff Demo &gt; Demographic Information</a> tab.

☐ Under **Automatically Compute**, select whether to automatically compute the **Pay Rate**, **Daily Rate**, **Dock Rate**, **Accrual Rate**, or **Overtime Rate**. This function relates to the pay fields at the bottom of the Job Info page and affects the current year and next year calculations. These fields are not referenced by the system when performing automatic salary calculations through Mass Update in Utilities.

**Note:** If **Use PMIS** is selected on the District Administration > Options > PMIS District Options page, all of the check boxes under **Automatically Compute** are cleared and disabled.

☐ Under **W-2 Print Options**, select the amounts to be included on the employee W-2 (Box 14). These options also apply to W-2 forms that are printed from ASCENDER EmployeePortal.

Amount Type	Description/Calculation (from the <a href="#">Calendar YTD page</a> )
<b>TRS</b>	TRS Salary Reduction
<b>HLTH</b>	Health Insurance
<b>CAF</b>	Cafeteria 125
<b>NTA</b>	N-TRS N-Tax Bus Allow + N-TRS N-Tax N-Pay Allow
<b>TXA</b>	Non-TRS Reimbr Base + Non-TRS Bus Allow + Non-TRS Reimbr Excess + N-TRS N-Pay Bus Allow - Taxed Fringe Benefits
<b>TFB</b>	Tax Fringe Benefit (Taxed Fringe Benefits + Tax Emplr Ins Contr)

☐ Under **Default Overtime Object Code**, click ▼ to select the object codes for **Professional**, **Para-Professional/Hourly**, or **Other** overtime fund account options. These objects override object codes in the employee distribution record when overtime hours transmittals are submitted.

☐ Under **TEA Health Ins Contribution**:

<b>Amount</b>	Type the amount of the TEA state health insurance contribution (e.g., 75.00). <b>Note:</b> For an employee to be eligible for the TEA health insurance contribution, the employee must have a Y in the <b>Health Insurance Code</b> field on the Pay Info tab in Maintenance, must be eligible for TRS (TRS Status Code must be set to 1 in the <b>TRS Eligible</b> field on the Pay Info tab), and have a Deduction Code with the abbreviated code of AC. Also, the AC deduction must have a remaining payment greater than zero. The AC abbreviation is located on the Payroll > Tables > Tax/Deductions > Deduction Code tab.
<b>Obj</b>	Click ▼ to select the object code of the account number for the amount to be expensed in the Finance system.
<b>Sobj</b>	Click ▼ to select the subobject code of the account number for the amount to be expensed in the Finance system. <b>Note:</b> If the district does not use one of the pay frequencies, access to these fields is not allowed. If the user does not have security access to a pay frequency, access to these fields is not allowed.

☐ Under **First Pay Date of School Year**:

<b>Payroll 4, Payroll 5, and Payroll 6</b>	Type the first pay date for each of the three pay frequency fields in the MM-DD-YYYY format. Once the pay date is entered, it should not be changed until the next school year. The date entered here should be representative of a payroll that will actually be processed, whether supplemental or regular. If a date is entered and no payroll is actually posted using that date, the system will have difficulty identifying when the new school year began. This could affect how data is handled in the new school year.
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[Additional first pay date notes](#)

### Fiscal Year versus School Year

- If your fiscal year is July through June and the 10-month employees are paid from September through August, this date should be September.
- If your fiscal year is July through June and all employees (including 10-month employees) are paid from August through July, those employees should all have **TRS Year** selected on the

[Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.

- If the **First Pay Date of School Year** field has an August date, a new school YTD is created and updated with all pay and accrual amounts. The TRS YTD is updated in the old school year. For example, if the first pay date of the school year is August 25, 2024, pay and accruals are updated in the 2025 school YTD and the 2024 TRS YTD is updated.
- Note:** If the **First Pay Date of School Year** field is set to a date prior to September, be sure to verify that your TRS rates correspond to the appropriate TRS reporting month.
- If the **First Pay Date of School Year** field is updated with a September date, the school YTD and TRS YTD are updated in the current school year and if accruing, a new school YTD is created and updated with those amounts. For example, if the first pay date of the school year is September 25, 2024, pay and TRS amounts are updated in the 2025 school YTD and the 2025 TRS YTD. If the employee accrues, a 2025 school YTD is also created.
- If your fiscal year is September through August and the 10-month employees are paid from September through August, this date should be September.
- If end-of-year payroll accruals are performed for August days worked and the first paycheck is in September, the first pay date should be September.
- All non-standard employees (those employees who receive their first check in July or August) should have **TRS Year** selected on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.

This pay date is used to determine:

- The school year to be used for the school YTD records for regular and non-standard employees. If the employee is a non-standard employee (**TRS Year** is selected), and the contract begin date is greater than this date, then the payroll calculation stores the accrual amounts in the next year school YTD record.
- The school year that should be used for the TRS rates and employee TRS deposit record.
- The pay history records that should be used for accruals.
- The leave transmittals that should be accumulated to determine if the leave duration has been met for the school year.

#### Notes:

If the LEA does not use one of the pay frequencies, access to that field is not allowed. If a user does not have security access to a pay frequency, access to that field is not allowed.

When the first pay date of the school year is changed, if any message displayed includes information about contacting your regional consultant, there are processed pay dates where amounts need to be moved from one school year to another. If these amounts are not moved, it can adversely affect school YTD historical amounts, TRS historical amounts, and reporting, workers' compensation historical amounts and reporting, and payroll accrual calculations.

☐ Under **TRS Extract Options**:

**Note:** The ER20 always extracts the actual hours for retired employees.

<b>Use Pay Dates for TRS Month or Actual Date</b>	<p>This field applies to the RP20 and ER20 extracts.</p> <p>Select <i>A - Actual Hours Table Date</i> to use the actual date from the Maintenance &gt; Actual Hours Worked page to determine the accumulated actual hours worked for pay type 3 employees. And, determine the days worked for pay type 4 jobs (i.e., substitutes). The actual date, month and year, must be the same as the TRS reporting month and year.</p> <p>The RP20 and ER20 extracts include all actual hours worked table entries regardless if the associated pay date is processed or unprocessed. The TRS month associated with the pay date is ignored.</p> <p>Select <i>P - Pay Dates for TRS Month</i> to use the pay date from the pay dates table to determine the accumulated actual hours for a pay type 3 job. And, determine the days worked for pay type 4 jobs (i.e., substitutes). The associated pay date must be a processed pay date that has the same month and year as the TRS reporting month and year. The actual date is ignored.</p>
<b>Pay Type 1 - Report Actual or Scheduled Hours</b>	<p>This field applies to the RP20 extract.</p> <p>Select <i>A - Actual Hours</i> to report actual hours worked for a pay type 1 job. Review the <b>Use Pay Dates for TRS Month or Actual Date</b> field selection to determine how the records are selected from the actual hours worked table.</p> <p>Select <i>S - Scheduled Hours</i> to report scheduled hours worked for a pay type 1 job. If <i>S - Scheduled Hours</i> is selected, then the hours are reported based on the assigned calendar. The TRS workday calendar is used for employees who do not have an assigned calendar.</p>
<b>Pay Type 2 - Report Actual or Scheduled Hours</b>	<p>This field applies to the RP20 extract.</p> <p>Select <i>A - Actual Hours</i> to report actual hours worked for a pay type 2 job. Review the <b>Use Pay Dates for TRS Month or Actual Date</b> field selection to determine how the records are selected from the actual hours worked table.</p> <p>Select <i>S - Scheduled Hours</i> to report scheduled hours worked for a pay type 2 job. If <i>S - Scheduled Hours</i> is selected, then the hours are reported based on the assigned calendar. The TRS workday calendar is used for employees who do not have an assigned calendar.</p>
<b>Pay Type 3 - Report Actual or Scheduled Hours</b>	<p>This field applies to the RP20 extract.</p> <p>Select <i>A - Actual Hours</i> to report actual hours worked for a pay type 3 job. Review the <b>Use Pay Dates for TRS Month or Actual Date</b> field selection to determine how the records are selected from the actual hours worked table.</p> <p>Select <i>S - Scheduled Hours</i> to report scheduled hours worked for a pay type 3 job. If <i>S - Scheduled Hours</i> is selected, then the hours are reported based on the assigned calendar. The TRS workday calendar is used for employees who do not have an assigned calendar.</p>

☐ Click **Save**.

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**Other functions and features:**

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	Click to print the report. <a href="#">Review the report.</a>

# District HR Options - HRS2000

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~~HIDEPAGE~~

# EmployeePortal Supervisors

Use the Table of Contents to access a page.



# Employee/Supervisor - HRS2060

## Payroll > Tables > EmployeePortal Supervisors > Employee/Supervisor

This tab is used to designate the employee/supervisor relationship. This information assists in determining the appropriate approval path for employee leave requests and WorkJournal requests that are submitted through EmployeePortal.

You can manually add the information or you can import a data file.

**Note:** This page does not need to be populated if **Use PMIS for Supervisor Levels** is selected on the Payroll > Tables > District EP Options > EmployeePortal Options tab.

### Add an employee/supervisor relationship:

Field	Description
<b>Start Employee Name</b>	Begin typing the employee number or name. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . A list of employees starting with the selected name is displayed.
<b>Supervisor Name</b>	Begin typing the supervisor's employee number or name. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> .

☐ Click **+Add** to add a row.

<b>Employee Number</b>	Begin typing the employee number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee. The <b>Last Name, Gen, First Name</b> , and <b>Middle Name</b> fields are populated with the employee's information.
<b>Supervisor Number</b>	Begin typing the employee number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee. The <b>Last Name, Gen, First Name, Middle Name</b> , and <b>User ID</b> fields are populated with the employee's information.

☐ Click **Save**.

### Import employee/supervisor data:

<b>Upload File</b>	Click to upload a file containing employee/supervisor records. Under <b>Upload File Process</b> , click <b>Choose File</b> and select the .txt file to be uploaded. Each record must include an employee and a supervisor number separated by a comma (e.g., 002002,003894).
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☐ Click **Execute** to continue.

If any errors occurred during the process, an error report is displayed.

If no errors occurred, the Import Employee/Supervisor Records report is displayed with a list of

records to be imported.

[Review the report.](#)

☐ Click **Process** to import the records. A message is displayed indicating that the records were successfully processed.


☐ Click **Cancel** to return to the Employee/Supervisor tab.

### Other functions and features:

<b>Print</b>	Click to print the report. <a href="#">Review the report.</a>
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# EP Self-Service Assignments Payroll - HRS2050

## Payroll > Tables > EP Self-Service Assignments Payroll

This page allows you to control the payroll fields available for updating or viewing on the EmployeePortal Self-Service Profile page. The data is controlled by payroll frequency. The user can access the EmployeePortal Self-Service Profile page by clicking their name in the upper-left corner or by clicking  in the EmployeePortal application.

The fields on the page are grouped in categories such as **Direct Deposit Bank Accounts** so that one approver will approve or disapprove all elements of the employee's accounts.

If an approver is terminated, the LEA needs to update the approver ID to another approver ID. Changes pending the prior approver's approval need to be moved to the new approver, and an email message will be sent to the new approver.

### Set payroll fields:

Field	Description
<b>Payroll</b>	Click ▼ to select a payroll frequency for which to set self-service assignments and click <b>Retrieve</b> . The data for the specified payroll frequency is displayed.
<b>Option</b>	Click ▼ to select the code to determine if data can be updated, viewed, or not displayed at all on the EmployeePortal Self-Service Profile page. <i>U - Update</i> - The user can submit changes to all information listed in the category. <i>I - Inquiry</i> - The user can only view the information listed in the category and cannot submit changes. <i>N - None</i> - The user cannot view or make changes to any information listed in the category.
<b>Approver ID</b>	Click ▼ to select the user ID of the person authorized to approve data changes in the category displayed. <b>Notes:</b> The <b>Approver ID</b> field or the <b>Auto</b> check box must be completed; one is required. If <b>Auto</b> is selected, the <b>Approver ID</b> field remains blank and is disabled.
<b>Auto</b>	Select to allow users to automatically update the information listed in the category without requiring approval. <b>Notes:</b> The <b>Approver ID</b> field or the <b>Auto</b> check box must be completed; one is required. If <b>Auto</b> is selected, the <b>Approver ID</b> field remains blank and is disabled. If the <b>Option</b> field is set to <b>Inquiry</b> , <b>Auto</b> remains blank.

Field	Description
<b>Doc Required</b>	Select if documentation is required before a change can be implemented for a specific field. An email message will be sent to the employee regarding the documentation needed.
<b>Required Field</b>	Select if the field displayed is required. If a field is required, it may not be left blank on the EmployeePortal Self-Service Profile page.

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
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# Self-Service Assignments - Payroll - HRS2050

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# Imputed Income - HRS2955

## Payroll > Tables > Imputed Income

This page is used to set up the IRS Group Term Life Section 79 Rate table. This table is used to calculate an employee's imputed income amount, which is the amount of taxable income on group-term life insurance coverage in excess of \$50,000. The table is set up per tax year.

For additional information, reference IRS Publications 15-B and 525.

### Add data:

☐ Click **+Add** to add a row.


Field	Description
Calendar Year	The field automatically defaults to the current tax year but can be edited. Type a calendar year.

☐ Click **Retrieve**.

From Age	Type the from age as indicated in the IRS table.
To Age	The field is automatically calculated based on the <b>From Age</b> value in the next row.
Monthly Cost per \$1000 of Excess Coverage	Type the monthly cost per \$1000 of excess coverage. The amount in this column must be greater than the column in the previous row.

☐ Click **Save**.

### Other functions and features:

Retrieve	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
Print	Click to print the report. <a href="#">Review the report.</a>
Delete	Click to delete all of the rows in the table.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .

# Imputed Income - HRS2955

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~~HIDEPAGE~~

# Leave

Use the Table of Contents to access a page.



# Absence Reason - HRS2100


## Payroll > Tables > Leave > Absence Reason

This tab is used to establish absence codes that are linked to specific leave codes. This feature reduces the maintenance of multiple codes for family leave to one state leave type code.

### Add absence reason codes:


Field	Description
<b>Start Absence Reason Code</b>	Type an absence reason code to narrow the number of absence reason codes that are displayed on the tab.

☐ Click **+Add** to add a row.

<b>Absence Reason Code</b>	Type a two-digit absence reason code.
<b>Absence Description</b>	Type a description that best describes the code. The field can be a maximum of 30 characters.
<b>Status</b>	Click  to select a status (A - Active or I - Inactive) for the selected absence reason code.
<b>Default Account Code</b>	Type the default account code. By default, the code is set to XXX-XX-XXXX.XX-XXX-XXXXXX when a new record is added. <b>Note:</b> The code is used when the Absence Reason option is selected on the Employee Substitute tab.

☐ Click **Save**.

### Other functions and features:

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

# Leave Rates - HRS2100

## Payroll > Tables > Leave > Leave Rates

This tab is used to create multiple dock types and amounts for each leave type. It allows you to set the order in which the multiple dock types are applied to the leave type records, and establish the duration of the dock type. Duration is cumulative from the beginning of the school year (e.g., Leave type 01 can have three dock types (F, H, and D); in the order 1, 2, 3; for durations of 15, 5, and blank days). See the following example:


Leave Type	Description Long	Order	Duration	Dock Amount	Dock Type
01	Regular	1	15	\$50.00	D-Table defined
01	Regular	2	5		H-Half day
01	Regular	3			F-Full day


- The first 15 days of leave type 01 is docked at the rate of \$50.00 per day.
- The next five days of leave type 01 are docked at the half-day rate.
- Any leave type 01 days used in excess of the previous 20 days is docked at the full-day rate.

## Create leave rates:

Field	Description
<b>Start Leave Type</b>	Type a leave type code to narrow the number of leave type codes that are displayed on the tab.


☐ Click **+Add** to add a row. Leave type codes are created on the Leave Type Description tab and must exist there to be used on this tab.

<b>Leave Type</b>	Click  to select a code from the drop-down list.
<b>Description Long</b>	The field is populated automatically when the user selects a leave type code.
<b>Status</b>	The field displays the leave type status. A row cannot be edited if the leave type status is set to I - Inactive on the Leave Type tab.
<b>Order</b>	Type the sequence in which the record is to be used (e.g., 1, 2).
<b>Duration</b>	<p>Type the number of units (days or hours) that the dock type for this leave will be in effect.</p> <p>When populated, this number causes the payroll calculation program to accumulate up to that number of units per school year, while docking using the selected dock type.</p> <p>A blank or zero in this field docks all units or remaining units while docking using the selected dock type.</p>

<b>Dock Type</b>	Click  to select a dock type code. When an employee has multiple jobs, any dock amounts calculated or applied are distributed among the jobs based on the job percent assigned. This calculation is done first by accumulating the total percent assigned for all jobs being paid. Then, the amount of dock to be applied to the job is calculated using the following formula: Current Job Dock Amount = Total Dock Amount x (Pct assigned current job/pct assigned all paid jobs). The Current Job Dock Amount is then distributed across the master distribution account codes for the job based on the account percents. Options for dock type are as follows:	
	F - Full daily rate (uses the daily rate from the Job Info tab)	Pay types 1 and 2 use the daily rate for jobs where the contract balance is greater than zero.  Pay types 3 and 4 use the daily rate from the Job Info tab for jobs where the employee has hourly transmittals or has hours worked on the Job Info tab.
	H - Half daily rate (uses the daily rate from the Job Info tab under Daily Rate divided by 2)	Pay types 1 and 2 use the daily rate for jobs where the contract balance is greater than zero.  Pay types 3 and 4 use the daily rate from the Job Info tab for jobs where the employee has hourly transmittals or has hours worked on the Job Info tab.
	D - Table defined rate uses the amount entered on the Leave Rate tab, in the <b>Dock Amount</b> field.	Allows data entry in the <b>Dock Amount</b> field.
	A - Alternate rate uses the dock rate from the Pay Info tab, in the <b>Dock Rate</b> field.	
	N - Don't dock, but accrue leave.	
	S - Substitute rate uses the amount the substitute was paid on the Employee/Substitute Transmittal tab.	
<b>Dock Amount</b>	The <b>Dock Amount</b> field is a display-only field if a code other than D - Table defined (e.g., F - Full daily rate, H - Half daily rate) is entered in the <b>Dock Type</b> field. If the <b>Dock Type</b> field is set to D - Table defined, type the amount that the dock type code deducts for this leave code (e.g., \$30.00, \$50.00).	

☐ Click **Save**.

### Other functions and features:

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

# Leave Sequence - HRS2100

## Payroll > Tables > Leave > Leave Sequence



This tab is used to establish the sequence of leave types that determines from which leave types to deduct the leave used, if the balance of the previous leave type in the sequence is exhausted. Ensure that the original leave code and all leave codes used in the sequence exist on the Leave Type Description tab.

The tab consists of two grids. The grid at the top is used to select leave type, balance type, and backward leave. The grid at the bottom is used to select the sequence leave type.

### Establish leave sequences:


Field	Description
<b>Start Leave Type</b>	Type a leave type code to narrow the number of leave type codes that are displayed on the tab.

☐ Click **+Add** to add a row.

<b>Leave Type</b>	Click  to select a code from the drop-down list.
<b>Description Long</b>	The field is populated automatically when the user selects a leave type code.
<b>Balance Seq</b>	<p>Select one of the following:</p> <p><b>First</b> - uses the original leave type code from which to dock employee's pay, if leave used exceeds leave balance.</p> <p><b>Last</b> - uses the last leave type code in the sequence from which to dock employee's pay, if leave used exceeds leave balance.</p>
<b>Backward Leave</b>	<p>Click  to select the leave code balance you want used before using the leave type code originally entered.</p> <p>If a leave type is entered in this field, that leave type is processed first, and then the system processes the original leave before going through sequencing, if applicable.</p> <p>Leave the field blank if backward leave is not used for the leave code.</p>

The grid at the bottom of the tab is used to select the sequence of leave types from which leave is deducted (e.g., 02 is first, 01 is second).


☐ Click **+Add** add a leave sequence.

<b>Seq Leave Type</b>	Click  to select the leave type from which leave is deducted (e.g., 02 is first, 01 is second). The <b>Description Long</b> field is populated automatically.
-----------------------	--

☐ Click **Save**.

---

**Other functions and features:**

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

# Leave Type - HRS2100




## Payroll > Tables > Leave > Leave Type

This tab is used to add or change leave codes, limits, and docking options. The leave codes are shown by payroll frequency code, so only the codes for the payroll frequency to which the user has access are displayed. The tab consists of a grid at the top and a free-form area at the bottom.

### Create a leave type:

Field	Description
<b>Start Leave Type</b>	Type a leave type code to narrow the number of leave type codes that are displayed on the tab.


☐ Click **+Add** to add a row.

<b>Leave Type</b>	Click  to select a code from the drop-down list.
<b>Description Short</b>	Automatically populated when you select a leave type code.
<b>Description Long</b>	Automatically populated when you select a leave type code.
<b>Status</b>	Click  to select a status (A - Active or I - Inactive) for the selected leave type.
<b>Stub Position</b>	Type the order in which the information for this category is printed on the paycheck stub (e.g., 1, 2). If blank, the information for the category is not printed on the paycheck stub.
<b>Max Balance</b>	The system is set to zero. Type the maximum hours or days of leave that an employee can accumulate as a leave balance. A zero value means unlimited leave can be earned.
<b>Days/Hrs</b>	Click  to select whether to display leave balance in days or hours.
<b>Dock With Balance</b>	<p>By default, this field is not selected.</p> <p>If not selected:</p> <p>Leave sequencing occurs first.  Leave used in excess of all available leave balances including leave sequencing is docked from employee pay.</p> <p>If selected:</p> <p>Docking occurs first. The system automatically docks employee pay for leave units used and reduces the ending balance by the number of leave units used. Leave sequencing occurs second.  Leave used in excess of all available leave balances including leave sequencing is docked from employee pay.</p> <p><b>Note:</b> If <b>Subtract From Balance</b> is not selected, docking will not occur.</p>

<b>Subtract From Balance</b>	<p>By default, <b>Subtract From Balance</b> is selected. This option is often used to track In-Service or Jury Duty absences.</p> <p>If selected, the leave taken is subtracted from the balance and added to the leave used, and docking occurs according to the selection for the leave type on the Leave Rates table.</p> <p>If not selected, leave is added to the <b>Leave Used</b> field and docking does not occur for insufficient leave and/or leave that has an order and duration in the Leave Rates tab (regardless of the <b>Dock With Balance</b> selection). Dock history records are not created, and the ending balance does not change.</p>
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☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	Click to print the report. <a href="#">Review the report.</a>
	<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 <b>Save</b>.</p>

# Leave Type Description - HRS2100


## Payroll > Tables > Leave > Leave Type Description

This tab is used to create or change leave type codes and descriptions (long and short). These codes are then used to document and track employee leave or absence. Users cannot delete a leave type that is being used by the Leave Type table.

### Create a leave type description:

Field	Description
<b>Start Leave Type</b>	Type a leave type code to narrow the number of leave type codes that are displayed on the tab.

☐ Click **+Add** to add a row.


<b>Leave Type</b>	Type a two-digit state or district-assigned leave code.
<b>Description Short</b>	Type the short name that best describes the leave code. The short description can be a maximum of ten characters and is printed on the check stub and the earnings records.
<b>Description Long</b>	Type the long name that best describes the leave code. The long description can be a maximum of 20 characters and is printed on reports.
<b>Status</b>	Click  to select a status ( <i>A - Active</i> or <i>I - Inactive</i> ) for the selected leave type.
<b>Use For Dock TRS Days</b>	Select to include the leave type in the extract when calculating the number of days worked.
<b>Comments Required</b>	Select to require employee comments for specific leave types when creating a leave request in EmployeePortal.
<b>Post Against Zero Balance</b>	Select to allow employees to post leave against zero balance leave types when creating a leave request in EmployeePortal.
<b>Absence Reason</b>	<p>Click to open the Absence Reasons To Leave Type pop-up window. A list of available (active and inactive) absence reason codes is displayed.</p> <p>Select the absence reason codes that you want to assign to the selected leave type.</p> <p>Click <b>OK</b>. Otherwise, click <b>Cancel</b>. A paperclip is displayed on the <b>Absence Reason</b> button to indicate that the leave type has associated absence reason codes.</p> <p><b>Notes:</b></p> <p>An inactive absence reason code can be selected; however, it cannot be selected on leave transmittals or leave requests submitted in EmployeePortal.</p> <p>If an absence reason code is tied to an existing (processed or unprocessed) leave or substitute leave transmittal, the field is selected and disabled, and cannot be cleared.</p>



<b>Note</b>	Click to add notes to the selected leave type. The entered notes are displayed when the employee selects the leave type in EmployeePortal.
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☐ Click **Save**.

### Other functions and features:

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

# Units - HRS2100


## Payroll > Tables > Leave > Units

This tab is used to define units of hours or days to be used when calculating leave requests submitted in ASCENDER EmployeePortal.

If the **Days/Hrs** field is set to *Days* on the Tables > Leave > Leave Type tab for the selected leave type, add units for hours. If the **Days/Hrs** field is set to *Hours* for the selected leave type, add units for minutes.


### Add units for days:

☐ Click **+Add** to add a row.

Field	Description
<b>Leave Type</b>	Click  to select a leave type for which you want to add or view units and click <b>Retrieve</b> .
<b>Start Up To Hour</b>	Type the starting up to hour and click <b>Retrieve</b> to narrow the data displayed on the page.
<b>Up to Hour</b>	Type the number of hours to represent a specific percent of the day. Valid values are .01-24.
<b>Percent of Day</b>	Type the percentage of the day to represent a specific number of hours. Valid values are 1-100%.


### Add units for hours:

☐ Click **+Add** to add a row.

<b>Leave Type</b>	Click  to select a leave type for which you want to add or view units and click <b>Retrieve</b> .
<b>Start Up To Minute</b>	Type the starting up to minute and click <b>Retrieve</b> to narrow the data displayed on the page.
<b>Up to Minute</b>	Type the number of minutes to represent a specific percent of the day. Valid values are 1-60.
<b>Percent of Hour</b>	Type the percentage of the day to represent a specific number of minutes. Valid values are 1-100%.

☐ Click **Save**.

### Copy units:

<b>Leave Type</b>	Click  to select a leave type from which you want to copy units and click <b>Retrieve</b> . If the selected leave type has assigned units, the units are displayed and the <b>Copy</b> button is enabled.
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☐ If unit changes are needed, make the changes and click **Save** prior to copying the units.

☐ Click **Copy** to copy the leave type units to another leave type.

- If the selected leave type is set to *Days* on the Tables > Leave > Leave Type tab, the Daily Leave Types - Active pop-up window opens with a list of active daily leave types.
- If the selected leave type is set to *Hours* on the Tables > Leave > Leave Type tab, the Hourly Leave Types - Active pop-up window opens with a list of active hourly leave types.


The **Leave Type**, **Long Description**, **Short Description**, and **Units** columns are displayed in the pop-up window.

If a leave type has existing units, the **Units** check box is selected.

☐ Select the check box for each leave type to which you want to copy units. Or, select the check box in the blue header row to select all leave types.

☐ Click **Execute**. A message is displayed indicating that the copy units process was successful. Any existing units are replaced with the copied units.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	<p>Click to print the report. The Print Options pop-up window opens. Select from the following print options:</p> <p><b>Print Current Leave Type</b> <b>Print All Saved Leave Types</b></p> <p>Click <b>OK</b> to print the report selections. Click <b>Cancel</b> to return to the Units tab.</p> <p><a href="#">Review the report.</a></p>
	<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 <b>Save</b>.</p>

# Pay Dates - HRS2800

## Payroll > Tables > Pay Dates

The data on this page drives all of the payroll processing, from entry of leave, pay transmittals, processing of regular payroll, supplemental payroll as well as the 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
<b>Start Pay Date</b>	Type a starting pay date to narrow the pay date information that is displayed on the page.
<b>School Year</b>	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 <b>First Pay Date of the School Year</b> field in the HR Options page. If the <b>First Pay Date of the School Year</b> field in the HR Options page is changed, this value is changed accordingly when the tab page is re-retrieved.
<b>Pay Date</b>	Type the date on which paychecks 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
<b>Begin Date</b>	Type the first day of the pay period for the corresponding pay date in the MMDDYYYY format.
<b>End Date</b>	Type the last day of the pay period for the corresponding pay date in the MMDDYYYY format.
<b>TRS Month</b>	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).
<b>TWC Quarter</b>	Type the quarter in which unemployment is reported. Valid codes are 1-4, which represent the first through the fourth quarters.

☐ Select **Print Alternate Address** to include the alternate address on the paycheck. Leave the **Print Alternate Address** field blank to not 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).

<b>Selected Pay Date</b>	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.
<b>Adjustment Nbr</b>	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 <b>Interface</b> column is P or Y on the adjustment for the pay date, the adjustment number will increase).
<b>Date Pay Run</b>	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.
<b>Interface</b>	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.
<b>User ID</b>	This field is updated when the payroll for the pay date has been processed. For all other adjustment cycles, it displays the user who created the adjustment.

☐ Click **Save**.

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**Other functions and features:**

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

# Pay Dates - HRS2800

This page is intentionally left blank.

~~HIDEPAGE~~

# Tax/Deductions

Use the Table of Contents to access a page.



# Annuity Rates - HRS2400

## Payroll > Tables > Tax/Deductions > Annuity Rates

This is an alternative to paying full FICA/Medicare for those employees (e.g., substitutes and part-time employees) that do not participate in a qualified retirement plan (TRS). The amount of contribution by the employee is the FICA-only portion (not Medicare portion), and the employer can elect to also contribute to the plan. The amount the employer elects to contribute does not have to match the amount the employee contributes.

### Set up annuity rates:

Field	Description
Calendar Year	The current calendar year is displayed in the YYYY format. Verify that you are in the correct calendar year. If not, type the four-digit calendar year and click <b>Retrieve</b> to retrieve the applicable records for that year.

☐ Update the following fields as needed:

- **457 Def Comp Employee Rate**
- **457 Def Comp Employer Rate**
- **403B FICA Annuity Employee Rate**
- **403B FICA Annuity Employer Rate**

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Delete</b>	Click to delete all tax tables for the calendar year except TRS rates. A warning message is displayed and prompts you to confirm that you want to delete all tax tables.  Click <b>Yes</b> to delete the tax tables for the calendar year. Click <b>No</b> to not delete the tax tables and return to the current tab.

<b>Print</b>	<p>Click to print tax table data. The following Tax Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.</p> <p><b>Selected Code Tables</b> - displays the following Tax Table Selection options:</p> <p>FIT Exemption</p> <p>FIT Tables</p> <p>FICA Tax</p> <p>Unemployment</p> <p>TRS Rates</p> <p>Annuity Rates</p> <p>Workers' Comp</p> <p>Deduction Codes</p> <p><b>All Code Tables</b> - prints all the Tax/Deductions tab pages.</p> <p>Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
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# Deduction Code - HRS2400

## Payroll > Tables > Tax/Deductions > Deduction Code

This tab is used to establish and maintain deduction codes for your district. There are 25 predefined, abbreviated deduction codes that cannot be edited, but you can assign specific deductions to any of these abbreviated codes.

The two-character abbreviated code for the deduction is used when the calculations are run and when determining the appropriate object code for the deduction liability during the create general journal process. You must select from the standard list of abbreviated codes. If you do not use one of these options, the system will not accept the entry.

The short description is the description printed on the variable check stub and on the wage and earnings statement. It can be edited to reflect a specific deduction or company (e.g., LI - HMO Extra Life). The specific object code (e.g., 2153) assigned to each abbreviated code is combined with an organization code equal to the number in the **Deduction Code** field. This is true for all deductions except income tax which is always 2151.000.

The long description is the description printed on the deduction register. The long description is used for identification of the deduction on the page and can be used when printing payroll deduction checks through the system.

This tab is shared between the current year and next year records; therefore, changes to the current year records are effective in the next year records and vice versa.

### [Predefined abbreviated 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		

Abbreviated Code	Description	Object Code	W-2 Box	W-2 Code
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	

## Set up deduction codes:

☐ Click **+Add** to add a row.

Field	Description
<b>Deduction Code</b>	Type a three-digit, locally assigned deduction code number (e.g., 000 - 999).  <b>Note:</b> Deduction code 001 should only be used for extra withholding.
<b>Long Description</b>	Type the long name for the deduction code.
<b>Abbrev Cd</b>	<p>Click ▼ to select an abbreviation code.</p> <p>If a D1 deduction code is added to the employee's master deduction record, the system will calculate the amount to withhold based on the employee's pay and the percentage in the 457 Deferred Compensation table. This amount is automatically entered in the <b>Net Amount</b> field of the employee's master deduction record and is updated each time a payroll is processed for this employee.</p> <p>If a D2 deduction code is added to the employee's master deduction record, the amount entered in the <b>Net Amount</b> 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.</p> <p>If a DC deduction code is added to the employee's master deduction record, the <b>Cafe Flag</b> field must be selected to record the amount as dependent care.</p> <p>If an AN deduction code is added to the employee's master deduction record, the <b>Cafe Flag</b> field cannot be selected.</p> <p>The HS abbreviation code should always be used for a Health Savings Account (HSA) deduction.</p> <p>One of the following abbreviation codes can be used for a Flexible Spending Arrangement (FSA) deduction: H1, M1, M2, or M3.</p> <p>The <b>Cafe 125</b> field must be selected in order for the Health Savings Account (HSA) and Flexible Spending Arrangement (FSA) deductions to be tax sheltered.</p>


Field	Description
<b>Short Description</b>	Type a short description for the deduction.
<b>Deduct Chk</b>	Select to print a deduction check. If the field is selected, a vendor name/sort key and vendor number must be entered. A deduction code cannot have both the <b>Deduct Chk</b> and the <b>Wire</b> fields selected.
<b>Wire</b>	Select to create a transfer check. Actual checks are not printed; however, the transactions are interfaced to Finance.  If selected, the <b>Vendor Name/Sort Key</b> and <b>Vendor Nbr</b> fields must be populated. Deduction codes with the <b>Wire</b> field selected are displayed on the Utilities > Transfer Transaction Processing page.  A deduction code cannot have both the <b>Deduct Chk</b> and the <b>Wire</b> fields selected.
<b>Vendor Name/Sort Key</b>	Begin typing a vendor name. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor. The <b>Vendor Nbr</b> field is populated based on the selection.
<b>Vendor Nbr</b>	Begin typing a vendor number. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor. The <b>Vendor Name</b> field is populated based on the selection.
<b>Extract Ded Cd</b>	Type an extract deduction code number that is up to six characters long (e.g., 1, 12, 123, 1234, 12345, 123456).
<b>W2 Health Care</b>	Select to indicate if the deduction code should be included in the employer-provided health care calculation.

☐ Click **Save**. A message is displayed prompting you to add the new deduction code(s) to the organization code table in Finance.

- Click **Yes** to add the deduction code(s) to the organization code table in Finance.
- Click **No** to not add the deduction code(s) to the organization code table in Finance.

## Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	Click to print tax table data. The following Tax Table options are displayed: <b>Current Tab Page</b> - prints only the tab page currently open. <b>Selected Code Tables</b> - displays the following Tax Table Selection options: FIT Exemption FIT Tables FICA Tax Unemployment TRS Rates Annuity Rates Workers' Comp Deduction Codes <b>All Code Tables</b> - prints all the Tax/Deductions tab pages. Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.  <a href="#">Review the report.</a>

	<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 <b>Save</b>.</p>
<b>Refresh Vendor Details</b>	<p>Click to update the vendor details. For example, if you select vendor number but not a vendor name, the <b>Vendor Name</b> field is not automatically populated. You can click <b>Refresh Vendor Details</b> to update the <b>Vendor Name</b> field.</p>

Per IRS requirements, this tab has been removed as it is obsolete for calendar years greater than 2019.

## Earned Income Credit - HRS2400

### **Payroll > Tables > Tax/Deductions > Earned Income Credit**

The EIC is a tax credit for certain workers who have a qualifying child who lives with them in the United States. The tax credit is based upon a percentage of their earned income. Eligible employees must sign a W-5 form each January to receive advance payments. On the general journal, EIC is a debit to the clearing fund object code of 2151 and reduces your tax deposit. EIC is reported on the quarterly 941 form and on the employee's W-2 form. In addition to setting up the EIC data, you must set the EIC Code on the Staff Job/Pay page, Pay Info tab. The system allows you to establish up to nine tables for the purpose of calculating earned income credit. These tables include the following:

- EIC single/head of household filing biweekly
- EIC married with both spouses filing biweekly
- EIC married without spouse filing biweekly
- EIC single/head of household filing semimonthly
- EIC married with both spouses filing semimonthly
- EIC married without spouse filing semimonthly
- EIC single/head of household filing monthly
- EIC married with both spouses filing monthly
- EIC married without spouse filing monthly

These tables must be updated in accordance with IRS Circular E (go to [www.irs.gov/pubs](http://www.irs.gov/pubs) to obtain a copy of this publication). It is your responsibility to keep these tables up to date. You only need to update the tables that affect your payroll. For example, if you do not have any semimonthly employees, it is not necessary for you to complete the single and married tables for a semimonthly payroll. Each of the nine EIC tables consists of the same fields. The values for each of these fields come directly from the corresponding position on the table contained in IRS Circular E.

**Note:** Due to a change in the law, you can no longer get advance payments of the credit in your pay during the year as you could in 2010 and earlier years. However, if you are eligible, you are able to claim the credit on your return. For more information, go to [http://www.irs.gov/publications/p596/ar01.html#en\\_US\\_2010\\_publink1000167170](http://www.irs.gov/publications/p596/ar01.html#en_US_2010_publink1000167170).

### **Set up FICA tax data:**

Field	Description
<b>Calendar Year</b>	Verify that the correct calendar year is displayed. If not, type the correct four-digit calendar year.

Click **Retrieve**. The earned income credit data is displayed

Under **Marital Status**, select the marital status to be used.

Under **Pay Frequency**, select the payroll frequency to be used.

**Wages** Type the percentage from the IRS Circular E table.

In the field below of **Wages**, type the amount of payment to be made.

<b>Over</b>	Type the lowest wage limit used in the calculation.
<b>But Not Over</b>	Type the highest wage limit used in the calculation.

In the **less % of wages** field, type the percentage of wages in excess of the value in the **But Not Over** field.

Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Delete</b>	Click to delete all tax tables for the calendar year except TRS rates. A warning message is displayed and prompts you to confirm that you want to delete all tax tables.  Click <b>Yes</b> to delete the tax tables for the calendar year. Click <b>No</b> to not delete the tax tables and return to the current tab.
<b>Print</b>	Click to print tax table data. The following Tax Table options are displayed: <b>Current Tab Page</b> - prints only the tab page currently open. <b>Selected Code Tables</b> - displays the following Tax Table Selection options: FIT Exemption FIT Tables FICA Tax Unemployment TRS Rates Annuity Rates Workers' Comp Deduction Codes <b>All Code Tables</b> - prints all the Tax/Deductions tab pages. Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.  <a href="#">Review the report.</a>



Per IRS requirements, exemptions will no longer be used as of the 2020 calendar year. As a result, all fields were removed from this tab for calendar years greater than 2019.

## Exemptions - HRS2400

### Payroll > Tables > Tax/Deductions > Exemptions

This tab is used to list the IRS exemption allowance, based on payroll frequency (biweekly, semimonthly, or monthly). This allowance figure is found in the IRS Circular E and is updated annually (go to [www.irs.gov/pubs](http://www.irs.gov/pubs) to obtain a copy of this publication). The allowance is multiplied by the number of exemptions claimed by an employee on the Maintenance > Staff Job/Pay > Pay tab to calculate the IRS withholding from an employee's paycheck.

### Set up exemptions:

Field	Description
<b>Calendar Year</b>	Verify that the correct calendar year is displayed. If not, type the correct four-digit calendar year.

☐ Click **Retrieve**.

☐ Under **Pay Frequency**, select the pay frequency (4 Biweekly, 5 Semimonthly, 6 Monthly) to be used.

<b>Amount of Allowance</b>	Type the amount of the allowance (e.g., 250.00) for the selected pay frequency. This figure is found in the IRS Circular E, Percentage Method Amount for One Withholding Allowance table.
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☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Delete</b>	Click to delete all tax tables for the calendar year except TRS rates. A warning message is displayed and prompts you to confirm that you want to delete all tax tables.  Click <b>Yes</b> to delete the tax tables for the calendar year. Click <b>No</b> to not delete the tax tables and return to the current tab.

<b>Print</b>	<p>Click to print tax table data. The following Tax Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.</p> <p><b>Selected Code Tables</b> - displays the following Tax Table Selection options:</p> <p>FIT Exemption</p> <p>FIT Tables</p> <p>FICA Tax</p> <p>Unemployment</p> <p>TRS Rates</p> <p>Annuity Rates</p> <p>Workers' Comp</p> <p>Deduction Codes</p> <p><b>All Code Tables</b> - prints all the Tax/Deductions tab pages.</p> <p>Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
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# FICA Tax - HRS2400

## Payroll > Tables > Tax/Deductions > FICA Tax

This tab is used to establish the rates and maximums used by the system to calculate FICA and Medicare deductions from each paycheck. These tables include the rate to be applied to the gross salary to calculate FICA and Medicare deductions, the maximum salaries for which FICA and Medicare are calculated, and the maximum amount of FICA and Medicare tax regardless of salary amount. The taxed amount is matched by contributions from the district. You must keep this information up to date in order for these calculations to be accurate. This information is available in the IRS Circular E annually and can be updated at any time (go to <https://www.irs.gov/forms-instructions> to obtain a copy of this publication).

**Note:** At the beginning of each calendar year, the TCC provides a flat text file containing the new calendar year tax tables. This file is accessible to the local ESC consultants via the FTP site. **It is recommended** that the LEAs use the provided file to import the tax data as the pay frequency is no longer being used for calendar years greater than 2019. Additionally, the import relieves the task of having to manually set up the tax table data.

### Set up FICA tax data:

Field	Description
<b>Calendar Year</b>	The current calendar year is displayed in the YYYY format. Verify that you are in the correct calendar year. If not, type the four-digit calendar year and click <b>Retrieve</b> to retrieve the applicable records for that year.
<b>FICA Max Salary</b>	Type the maximum wage that is subject to tax for the year.
<b>Employee FICA Rate</b>	Type the tax rate for social security.

☐ Press TAB. The **Employee FICA Max Tax** is calculated the field is populated upon saving the record.

<b>Employer FICA Rate</b>	Type the employer's FICA tax contribution rate for the year.
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☐ Press TAB. The **Employer FICA Max Tax** is calculated and the field is populated upon saving the record.

<b>Medicare Rate</b>	Type the Medicare tax rate. The employee and employer rates are the same.
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By default, the **Additional Medicare Rate** field is set to 0.90% but can be modified.

By default, the **Additional Medicare Salary Threshold** field is set to 200,000.00 but can be modified.

<b>EIC Max Credit</b>	Type the maximum amount of advanced EIC that can be paid to an employee.
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<b>HSA Max Employer Contribution</b>	Type the annual maximum health savings account contribution limit. Each year, this amount can be found on the IRS Publication 969 - Health Savings Accounts and Other Tax-Favored Health Plans.
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☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Delete</b>	<p>Click to delete all tax tables for the calendar year except TRS rates. A warning message is displayed and prompts you to confirm that you want to delete all tax tables.</p> <p>Click <b>Yes</b> to delete the tax tables for the calendar year. Click <b>No</b> to not delete the tax tables and return to the current tab.</p>
<b>Print</b>	<p>Click to print tax table data. The following Tax Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.</p> <p><b>Selected Code Tables</b> - displays the following Tax Table Selection options:</p> <ul style="list-style-type: none"> <li>FIT Exemption</li> <li>FIT Tables</li> <li>FICA Tax</li> <li>Unemployment</li> <li>TRS Rates</li> <li>Annuity Rates</li> <li>Workers' Comp</li> <li>Deduction Codes</li> </ul> <p><b>All Code Tables</b> - prints all the Tax/Deductions tab pages.</p> <p>Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>

# Income Tax - HRS2400

## Payroll > Tables > Tax/Deductions > Income Tax

For tax years less than or equal to 2019, the original data fields are displayed (except for the table column headers, which changed per IRS documentation) and data is saved per marital status and per pay frequency. Click here to view the previous [Income Tax](#) Help page.

This tab is used to establish reference tables the system uses to calculate the proper amount to withhold for federal income tax. Prior to the calendar year 2020, the tables provide tax rates for specific salary ranges according to payroll frequency. For calendar years that are greater than 2020, all tax rates are annualized. You must create these tables using the values from the IRS Publication 15, Circular E. Refer to this publication annually to ensure that the most current values are used for the tables (go to <https://www.irs.gov/forms-instructions> to obtain a copy of this publication).

**Note:** At the beginning of each calendar year, the TCC provides a flat text file containing the new calendar year tax tables. This file is accessible to the local ESC consultants via the FTP site. **It is recommended** that the LEAs use the provided file to import the tax data. Additionally, the import relieves the task of having to manually set up the tax table data.

### Set up income tax data:

Field	Description
<b>Calendar Year</b>	The current calendar year is displayed in the YYYY format. Verify that you are in the correct calendar year. If not, type the four-digit calendar year and click <b>Retrieve</b> to retrieve the applicable records for that year.
<b>Allowance amount</b>	Type the allowance amount.
<b>Credit amount for qualifying children under age 17</b>	Type the credit amount for qualifying children under the age of 17.
<b>Credit amount for other dependents</b>	Type the credit amount for any other dependents in the household.

The tax table is populated based on the Withholding selections. The table displays the rates that correspond to the selections and allows the LEA to make any necessary changes and/or additions.

#### Notes:

For tax years less than or equal to 2019, the original data fields are displayed (except for the table column headers, which changed per IRS documentation) and data is saved per marital status and per pay frequency.

For tax years greater than or equal to 2020, the new data fields are displayed and data is saved per the following guidelines:

The pay frequency for these rate tables will be empty as the rate tables are now stored as annual amounts. When payroll calculations are processed, the rates will be divided by 26, 24, and 12 for each of the respective pay frequencies (4, 5, and 6).

- A - Standard / Married filing jointly
- B - Standard / Single or Married filing separately
- C - Standard / Head of household
- D - Higher / Married filing jointly
- E - Higher / Single or Married filing separately
- F - Higher / Head of household

Codes G, H, and I are used for individual exemption or credit amounts:

- G - Allowance amount
- H - Credit amount for qualifying children under age 17
- I - Credit amount for other dependents

When **Multi-Job** is selected on the [Payroll > Maintenance > Staff Job/Pay > Pay Info tab](#) under **W-4 Withholding Certificate**, the Higher Rate tables are used to calculate the employee's withholding tax.

☐ Under **Withholding Rate Schedule**, select one of the following:

- **Standard**
- **Higher**

☐ Under **Filing Status**, select one of the following:

- **Married filing jointly**
- **Single or Married filing separately**
- **Head of household**

☐ Click **+Add** to add a row.

Field	Description
<b>At least</b>	Type the base amount of the salary range. This is a whole dollar amount.

☐ Press TAB. The **But less than** field is populated.


☐ Complete the following fields:

<b>The tentative amount to withhold is</b>
<b>Plus this percentage</b>

☐ Click **Refresh Details** to populate the **of the amount that the Adjusted Annual Wage exceeds** field.

☐ Click **Save**.

## Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Delete</b>	<p>Click to delete all tax tables for the calendar year except TRS rates. A warning message is displayed and prompts you to confirm that you want to delete all tax tables.</p> <p>Click <b>Yes</b> to delete the tax tables for the calendar year. Click <b>No</b> to not delete the tax tables and return to the current tab.</p>
<b>Print</b>	<p>Click to print tax table data. The following Tax Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.</p> <p><b>Selected Code Tables</b> - displays the following Tax Table Selection options:</p> <ul style="list-style-type: none"> <li>FIT Exemption</li> <li>FIT Tables</li> <li>FICA Tax</li> <li>Unemployment</li> <li>TRS Rates</li> <li>Annuity Rates</li> <li>Workers' Comp</li> <li>Deduction Codes</li> </ul> <p><b>All Code Tables</b> - prints all the Tax/Deductions tab pages.</p> <p>Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
	<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 <b>Save</b>.</p>

# TRS Rates - HRS2400

## Payroll > Tables > Tax/Deductions > TRS Rates

This tab is used to maintain the TRS assigned rate that is used to calculate district TRS fees and contributions to the retirees' health insurance program. The TRS rate information must be the most current for the fee and contribution calculations to be accurate. The TRS rate information can be updated at any time and is available through the TRS Payroll Reporting Procedures Manual (go to the TRS website at [www.trs.state.tx.us](http://www.trs.state.tx.us), and select Reporting Officials to obtain a copy of this document). Or, access TRS webpage: [https://www.trs.texas.gov/Pages/re\\_contribution\\_rates.aspx](https://www.trs.texas.gov/Pages/re_contribution_rates.aspx) to obtain the current contribution rates.

### Set up TRS rates:

Field	Description
<b>School Year</b>	Verify that the correct year is displayed. The data in this field can be changed by typing the correct four-digit year.  To create a new TRS rates record, type the new year and click <b>Retrieve</b> . A message is displayed indicating that the new record is populated based on the prior year's record, click <b>Save</b> to retain the record.
<b>TRS Rate</b>	Type the current TRS rate.
<b>TRS Fee</b>	Type a dollar amount with two places to the right of the decimal.
<b>TRS Insurance</b>	Type the percent amount of the contribution for the retirees' health insurance program. This is a percentage (e.g., X.XX%). Select <b>Employer Paid</b> if the employer pays the TRS Insurance. <b>IMPORTANT:</b> If your LEA uses this field, be sure that it is selected prior to running a payroll. If it is selected after running a payroll and the RP20 extract is performed, the amount is incorrectly calculated (doubled) on the RP20 extract. If selected, the TRS Insurance is calculated during the RP20 Extract process and the Finance transactions are created based on the expenditure accounts used to pay the employees. These transactions are interfaced during the RP20 interface. The TRS Insurance is calculated and expensed for the LEA based on the employee's distributions for the applicable payrolls that were processed during the reporting month. This applies to distribution history record types G, O, A, and S.  If not selected, the TRS Insurance is calculated during regular payroll calculations and paid by the employee. The Finance transactions are created when the payroll interface is processed.
<b>District Rate</b>	Type the TRS rate used to calculate the district contribution on the TRS 373 report.
<b>TRS Care Rate</b>	Type the TRS-Care rate for the district. This number is equal to the rate of the TRS-Care insurance for the district and is a rate charged against salaries paid from federal grants.
<b>TRS Care Emplr Contrib</b>	Type the employer's contribution rate.



<b>TRS IRS Salary Cap</b>	<p>Type the employee's salary cap. Employees who first became a TRS member on or after September 1, 1996 are subject to the salary cap. For additional information, reference TRS website: <a href="https://www.trs.texas.gov/Pages/re_salary_cap_provision.aspx">https://www.trs.texas.gov/Pages/re_salary_cap_provision.aspx</a>.</p> <p><b>Note:</b> The <b>TRS IRS Salary Cap</b> field only applies to employees reported as active members. When an employee reaches the TRS IRS salary cap amount, any TRS-related amounts (TRS employer care contribution, TRS grant amounts, performance pay amounts, etc.) are calculated to be based on the adjusted TRS gross for the employee. A message is displayed on the Payroll Calculations Failure/Warning Message report. If the employee reaches the cap in the current payroll, the TRS gross for the employee is adjusted to be the amount of gross pay necessary to reach the maximum salary for the TRS year. If the employee has reached the cap in a previous payroll, the TRS gross and all related amounts are zero. The salary cap affects the TRS amounts reported on the Payroll Earnings Register, Account Distribution Journals, TRS 373, TRS 3, TRS 489, TRS On-behalf, and the Federal Grant Report. Contact your regional ESC consultant for further information.</p>
<b>TRS Non-OASDI (Old Age, Survivors, and Disability Insurance) Rate</b>	<p>The Public Education Employer Contribution (Previously known as the TRS Non-OASDI Contribution) uses the following calculation: State Minimum Salary x Public Education Employer Contribution Rate = Public Education Employer Contribution.</p> <p>Type the employer's contribution rate (e.g., 1.500%). Effective September 1, 2014, employers who do not contribute to Social Security for TRS-eligible employees will be required to contribute 1.5% of TRS-eligible compensation. If the member's position is subject to the state minimum salary schedule (statutory minimum), then the employer must pay the indicated percentage on TRS-eligible salary up to the adjusted state minimum salary. This rate applies to all TRS-eligible members (i.e., employees who had TRS gross salary during the reporting month) who do not contribute to Social Security according to the Maintenance &gt; Staff Job/Pay Data &gt; Pay Info tab. This rate applies to salaries paid during the new member period as well as salaries paid from federal funds.</p> <p><b>Note:</b> If the value in the <b>School Year</b> field is less than 2015, 0.00% is displayed and the field is display-only.</p>

☐ Click **Save**.

## Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Delete</b>	<p>Click to delete all tax tables for the calendar year except TRS rates. A warning message is displayed and prompts you to confirm that you want to delete all tax tables.</p> <p>Click <b>Yes</b> to delete the tax tables for the calendar year.</p> <p>Click <b>No</b> to not delete the tax tables and return to the current tab.</p>

**Print**

Click to print tax table data. The following Tax Table options are displayed:

**Current Tab Page** - prints only the tab page currently open.

**Selected Code Tables** - displays the following Tax Table Selection options:

FIT Exemption

FIT Tables

FICA Tax

Unemployment

TRS Rates

Annuity Rates

Workers' Comp

Deduction Codes

**All Code Tables** - prints all the Tax/Deductions tab pages.

Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab.


[Review the report.](#)

# Unemployment - HRS2400

## Payroll > Tables > Tax/Deductions > Unemployment


This tab is used to maintain updated information concerning unemployment calculations. The information in the table is obtained from the Texas Workforce Commission or the LEA's unemployment insurance carrier.

### Set up unemployment data:

Field	Description
<b>Calendar Year</b>	The current calendar year is displayed in the YYYY format. Verify that you are in the correct calendar year. If not, type the four-digit calendar year and click <b>Retrieve</b> to retrieve the applicable records for that year.
<b>Employer Type</b>	<p>Click  to select an employer type.</p> <p><b>R - Reimbursable</b>            A reimbursable employer:            Pays into the state unemployment fund, in lieu of taxes, an amount equal to the amount of benefits paid to former employees for service while employed by the employer.</p> <p>Reports wages for employees and is billed quarterly for the amount of regular benefits and 50% of the extended benefits paid to former employees during the prior quarter.</p> <p>Makes no tax payments but is subject to the same penalties for failure to file reports and/or make payments on time.</p> <p><b>T - Taxable</b>            A taxable employer:            Pays a tax assessed by the TWC based on taxable wages paid during a quarter, multiplied by the effective tax rate of the employer.</p> <p>Reports the total amount of gross wages and the total amount of taxable wages paid, and provides employee wage list with all employee names/social security numbers/total gross wage paid quarterly.</p> <p>Pays tax quarterly.</p>
<b>Unemployment Rate</b>	Type the percent rate determined or assigned by the TWC (e.g., 0.4985% for 0.004985).
<b>Maximum Gross Salary</b>	<p>Type the maximum amount of an employee salary on which unemployment is calculated.</p> <p>If no maximum is assigned, type 9,999,999.99.</p> <p>If the field is left blank, the system considers the maximum salary to be 0,000,000.00. Since this value is reached before the first paycheck is issued, the unemployment is not calculated.</p>

☐ Click **Save**.

## Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Delete</b>	<p>Click to delete all tax tables for the calendar year except TRS rates. A warning message is displayed and prompts you to confirm that you want to delete all tax tables.</p> <p>Click <b>Yes</b> to delete the tax tables for the calendar year. Click <b>No</b> to not delete the tax tables and return to the current tab.</p>
<b>Print</b>	<p>Click to print tax table data. The following Tax Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.</p> <p><b>Selected Code Tables</b> - displays the following Tax Table Selection options:</p> <p>FIT Exemption FIT Tables FICA Tax Unemployment TRS Rates Annuity Rates Workers' Comp Deduction Codes</p> <p><b>All Code Tables</b> - prints all the Tax/Deductions tab pages.</p> <p>Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
	<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 <b>Save</b>.</p>

# Workers' Compensation - HRS2400


## Payroll > Tables > Tax/Deductions > Workers' Comp

This tab is used to calculate the workers' compensation premiums for all types of district employee records. The workers' compensation codes default to A, B, C, D, E, and F. Code descriptions are also user-defined and can be changed.

[Calculating Workers' Compensation](#)


### Set up workers' compensation codes:

☐ Click **+Add** to add a row.

Field	Description
<b>Code</b>	Click  to select a workers' compensation code.
<b>Description</b>	Type the locally assigned description for each code.
<b>Net Rate</b>	Type the rate assigned by the district's insurance carrier for each code (e.g., 0.0205% for a payroll rate of 0.0205 and "rate per \$100" of 0.000205).

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	Click to print tax table data. The following Tax Table options are displayed: <b>Current Tab Page</b> - prints only the tab page currently open. <b>Selected Code Tables</b> - displays the following Tax Table Selection options: FIT Exemption FIT Tables FICA Tax Unemployment TRS Rates Annuity Rates Workers' Comp Deduction Codes <b>All Code Tables</b> - prints all the Tax/Deductions tab pages. Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.  <a href="#">Review the report.</a>
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .