



Verify Payroll data

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[Payroll > Maintenance > Staff Job/Pay Data > Distributions](#)

Verify all account codes, amounts, and activity codes. All employees should have at least one row with **Activity Code 78** (*non-salary*) or **80** (*Base Salary*).

Note: Activity Code 78 is generally used for Volunteer Services where there is zero pay. If pay should be reported, use Activity Code 79 or 80.

The screenshot displays the 'Distributions' tab for employee 000101: AUSTIN, AMBER SUE. The table below shows two distribution rows:

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		0136 - SPECIAL PROGRAMS COORDINATOR	45 - COUNSELOR	G	199-31-6119.00-001-611000	10,000.00	17.286%
		0136 - SPECIAL PROGRAMS COORDINATOR		G	199-31-6119.00-001-611000	47,849.00	82.714%
Total:						57,849.00	100.000%

Below the table, the 'Account Code' field is set to '199-31-6119.00-001-611000' and the 'Activity Code' is set to '80 Base Salary'. The 'Amount' field shows '47,849.00 out of 57,849.00'.

[District Administration > Tables > District Information > Fall Finance TSDS Data](#)

This tab is used to retrieve and edit Fall TSDS financial data, allowing for corrections to Budget and Payroll data in the TSDS staging tables. The staging area temporarily holds data before it is submitted to the Texas Education Agency (TEA) (i.e., promoted to the Operational Data Store (ODS)).

The data on this tab is obtained from the latest Fall extracts after period 10 is closed, incorporating all TSDS crosswalks, automatic crosswalks, and data summaries. Accounts are summarized by fund, function, object class (6100), organization, and program intent code. For instance,

199-11-6119.00-001-511000 will display as 199 11 6100 001 11. Users should cross-reference balances with the Finance application and may need to combine amounts to ensure accurate budget reporting.

Notes:

- This tab becomes available for editing the day after accounting period 10 is closed in Finance.
- Data cannot be duplicated. Duplicated data will receive an error upon submission.
- Enter data carefully on this tab. Incorrect or improperly formatted data may cause errors upon submission.

[Finance TSDS Crosswalk Tables](#)

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The screenshot shows the 'District Administration' interface. At the top, there is a navigation bar with 'Tables > District Information' and 'District Administration'. Below this, there is a search area with 'Year: 2026', 'Retrieve', and 'Save' buttons. A horizontal menu contains several tabs: 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT', 'FUND BALANCES', and 'FALL FINANCE TSDS DATA'. The 'FALL FINANCE TSDS DATA' tab is selected. Below the menu, there is a dropdown menu showing '2 - Payroll'. Underneath, there are input fields for 'Fund' (XXX), 'Func' (XX), 'Obj' (XXXX), 'Org' (XXX), 'FscYr' (X), and 'Pgm' (XX), along with a 'Unique Staff ID' field. 'Retrieve' and 'Reset' buttons are also present. At the bottom, a table header is visible with columns: 'School Year', 'Unique Staff ID', 'Fund', 'Func', 'Obj', 'Org', 'FscYr', 'Pgm', 'Pay Amount', 'Pay Activity', 'Begin Date', 'End Date', 'Status', and 'Action'. The table currently shows 'No Rows'.