



Verify Payroll data

Table of Contents

Verify Payroll data i

Verify Payroll data

[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 the distribution details:

| 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 form fields for the selected row are:

- Job Code: 0136 - SPECIAL PROGRAMS COO
- Extra Duty Code: (empty)
- Account Type: G Standard gross pay
- Account Code: 199-31-6119.00-001-611000
- Description: SALARIES - TEACHER & PROFESS
- Amount: 47,849.00 out of 57,849.00
- Percent: 82.714%
- Activity Code: 80 Base Salary
- TRS Grant Code: (empty)
- Worker's Comp Code: PROFESSIONALS
- Expense 373: Y Account used in ASB distr
- Employer Contribution:
- Performance Pay:

[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,

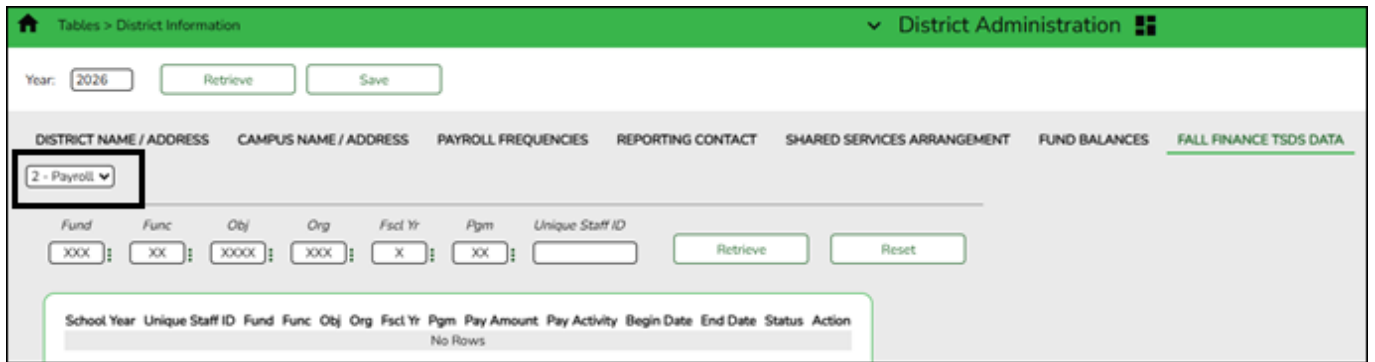
199-11-6119.00-001-511000 will display as 199 11 6100 001 11. Users should cross-reference balances with the Finance application and may need to combine amounts to ensure accurate budget reporting.

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](#)

Click  to select 2 - Payroll.



Tables > District Information District Administration

Year: 2026 Retrieve Save

DISTRICT NAME / ADDRESS CAMPUS NAME / ADDRESS PAYROLL FREQUENCIES REPORTING CONTACT SHARED SERVICES ARRANGEMENT FUND BALANCES FALL FINANCE TSDS DATA

2 - Payroll

Fund: XXX Func: XX Obj: XXXX Org: XXX Fysl Yr: X Pgm: XX Unique Staff ID:

Retrieve Reset

| School Year | Unique Staff ID | Fund | Func | Obj | Org | Fysl Yr | Pgm | Pay Amount | Pay Activity | Begin Date | End Date | Status | Action |
|-------------|-----------------|------|------|-----|-----|---------|-----|------------|--------------|------------|----------|--------|--------|
| No Rows | | | | | | | | | | | | | |