Correct Budget and Payroll data

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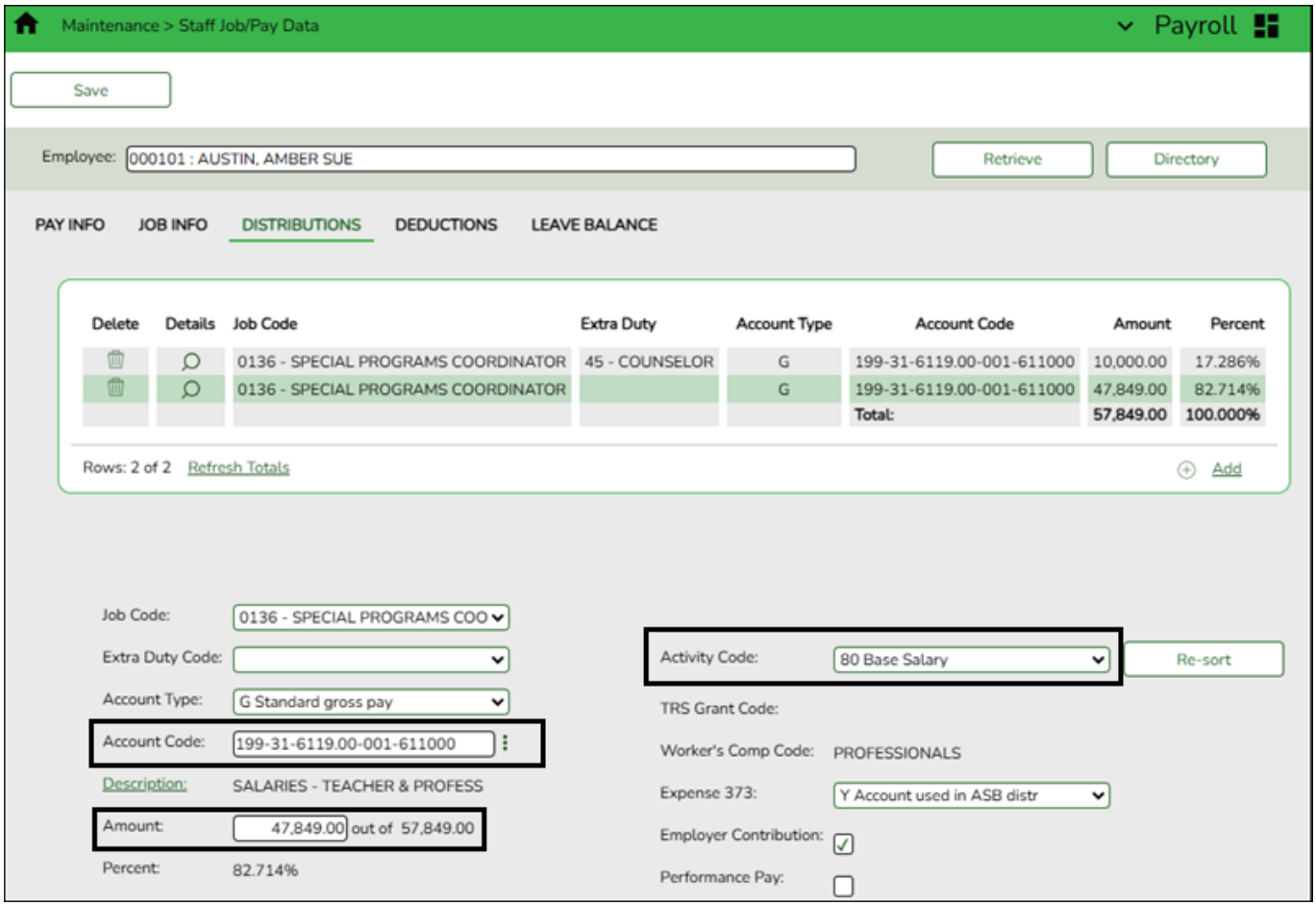
Verify Payroll data

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 valid Activity Codes such as 02, 79, or 80.



The following data is reported:

- **Amount** - Indicates the dollar value paid to a staff member for a given payroll activity per year.
- **Account Code** -
  - **Fund** - Identifies the fund group and specific fund (when applicable) for the staff payroll financial data.
  - **Function** - Identifies a general operational area and groups together related activities.
  - **Object** - Identifies an account, a transaction, or a source of funds. It indicates the major account group to which a transaction is posted or the associated monies are related.
  - **Organization** - Identifies the unique organizational unit within the local education agency with which the account is associated. For campuses, this is the three-digit campus number registered with the Texas Education Agency. For non-campuses, this must be one of the administrative units required in the Resource Guide, or 998 or 999.

- **Fiscal Year** - The last digit of the fiscal year (e.g., the fiscal year is 6 for the 2025-2026 fiscal year).
- **Program Intent** - Identifies the cost of instruction and other services directed toward a particular need of a specific set of students. The intent (the student group toward which the instructional or other service is directed) determines the PayrollProgramIntent, not the demographic makeup of the students served.
- **Activity Code** - Indicates the types of duty for which a staff member receives a salary, salary supplements, or bonuses. PayrollActivity does NOT include fringe benefits such as group health and life insurance, workmen's compensation, sick leave, and others under Object value 6140.

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:

- 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.

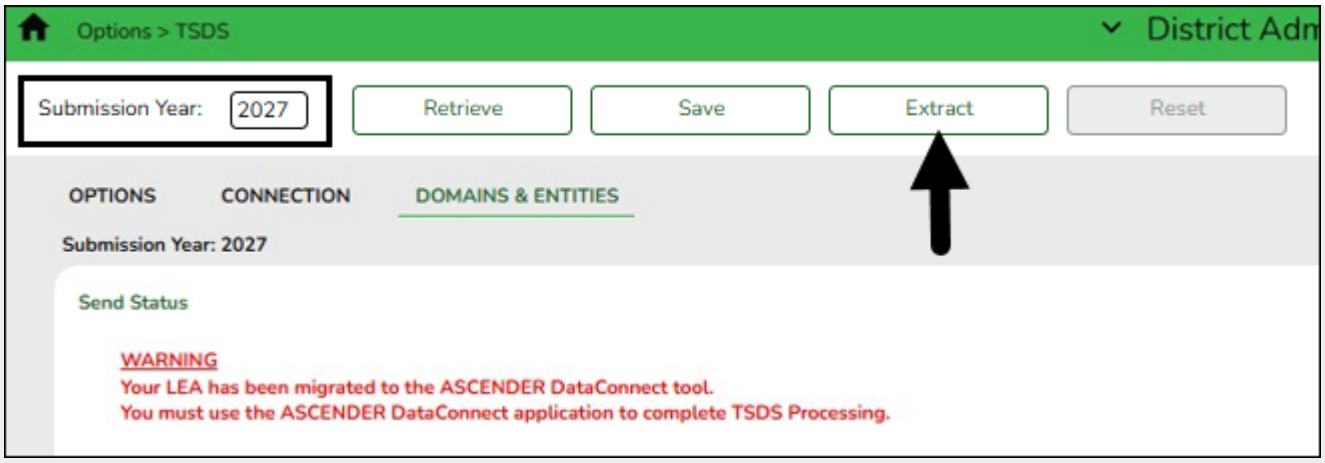
TSDS Extract Notes:

❑ The budget and payroll data extracts are run nightly along with the other TSDS extracts until accounting period 10 (October) is closed in Finance.

- After period 10 (October) closes, the budget and payroll data extracts are paused for the current school year.
- After period 10 (October) closes and the nightly extract is run, the Fall Finance TSDS Data tab in District Administration is enabled allowing users to begin making corrections to budget and payroll data.

❑ Although data is extracted nightly at 6:00 p.m., there may be instances where you need to send corrections before the next scheduled (nightly) extract. If any changes are made to financial (budget, actuals, payroll) data, you must first extract data in ASCENDER and then schedule a run in ASCENDER DataConnect (ADC). Complete the following steps:

1. District Administration > Options > TSDS > Domains & Entities

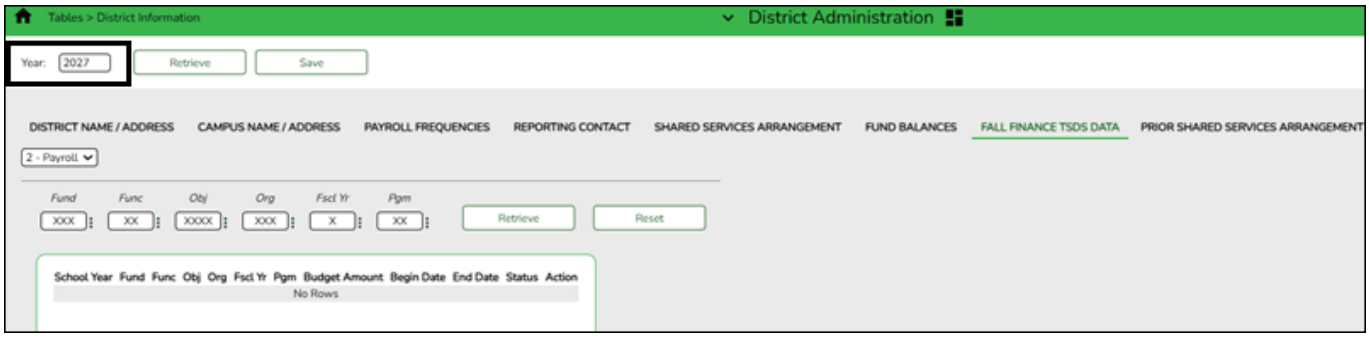


- Verify that the **Submission Year** is correct.
- Click **Extract**.

2. ASCENDER DataConnect (ADC)

- Schedule a run to transfer the changes to the IODS, and if applicable, to the EODS.

❑ Click ⌄ to select *2 - Payroll*.



❑ In the **Unique Staff ID** field, type the 10-digit unique staff ID assigned to the staff member by the Texas Education Agency and click **Retrieve**.

❑ Make any necessary payroll corrections (such as code or amount changes) to the Payroll data in the TSDS staging tables.

❑ Click **Save**.

Notes:

Payroll Data with an ODS ID

- To delete a previously submitted record, set its amount to zero and insert a new record with the correct data. This will mark the record for deletion and resubmission.
- Account codes (rows) are validated to prevent duplicate records.

Change	Original Record	New Record
Account Code or **Begin Date**	**Status** = *R - Resubmit*, **Action** = *D - Delete*	**Status** = *N – New*, **Action** = *I - Insert*
Amount or **End Date**	**Status** = *R - Resubmit*, **Action** = *U – Update*	
Amount = 0 (zero)	**Status** = *R – Resubmit*, **Action** = *D - Delete*	

Records without an ODS ID

- Changes will not affect the **Status** or **Action** (**Status** = *N - New*, **Action** = *I - Insert*).