



# Process Payroll



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# Process Payroll

This guide provides an overview of how to run payroll in Human Resources. This guide assumes you are familiar with the basic features of the TxEIS Business system and have reviewed the [TxEIS Business Overview guide](#).

## Before You Begin

Review the following information:

- [Payroll & General Business Terms](#)

| Term  | Description  |
|---|--|
| <b>Accrual Calendar</b>                     | Accrual calendars are established for LEAs that will be accruing salaries in the payroll process. The number of days to be used in accruing salaries for each pay period in the year is entered in the calendar. Each employee with a salary that is being accrued is assigned a one-character accrual code (e.g., A-Z). For each accrual code, 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 verify data in your accrual calendar to ensure that the pay date you are using on the Run Payroll page corresponds with a pay date listed in the accrual calendar that is used. If you select a pay date where the accrual code pay date is different, errors will occur during the payroll process. |
| <b>Automated Clearing House (ACH)</b>       | An electronic funds transfer system that facilitates payments.   |
| <b>CYTD</b>                                 | Calendar Year-To-Date  |
| <b>Electronic Fund Transfer (EFT)</b>       | An electronic funds transfer of money from one bank account to another, either within a single bank or across multiple banks.  |
| <b>Employer Identification Number (EIN)</b> | A unique nine-digit number assigned by the Internal Revenue Service (IRS) to business entities operating in the United States for the purpose of identification.   |
| <b>EOY</b>                                  | End-of-Year  |
| <b>Export</b>                               | An exported file of data as it stands at the time it is exported from the system. Export or backup files can later be used to restore data to its original state at the time of extraction. <b>Reminder:</b> Do not change the export file name as it may cause issues during the import process.  |

| Term   | Description   |
|--|---|
| <b>Federal Insurance Contributions Act (FICA)</b>                          | The United States federal payroll contribution directed towards both employees and employers to fund Social Security and Medicare—federal programs that provide benefits for retirees, people with disabilities, and children of deceased workers. FICA refers to the combined taxes withheld for Social Security and Medicare. Social Security taxes are referred to as OASDI, for Old Age Survivor and Disability Insurance and Medicare taxes go to pay for the Medicare Hospital Insurance for seniors. There is a limit on the income subject to Social Security taxes, there is no limit on the income subject to Medicare taxes. There is an additional Medicare tax for high earners which is the responsibility of the employee. It is not split between the employer and the employee. In Texas, if an employee qualifies for TRS eligibility, the employee typically contributes to only Medicare and not Social Security. |
| <b>Financial Accountability System Resource Guide (FASRG or FAR Guide)</b> | The TEA guide that describes the rules of financial accounting for school districts, charter schools, and Education Service Centers (ESCs). A highly referenced module is Module 1 - Financial Accounting and Reporting (FAR) and FAR Appendices.   |
| <b>General Journal</b>   | A journal in ASCENDER that contains account code entries resulting from a payroll process, which when interfaced, updates the Finance general ledger with the transactions.   |
| <b>Import</b>  | The process of importing an exported file to restore data to the state at the time it was exported from the system. The <a href="#">Payroll &gt; Utilities &gt; Import HR Tables From Database Tables</a> page is used to import Human Resources tables that were previously exported to database tables during payroll processing. When importing Human Resources tables, ensure the payroll frequency of the archived file is the same as that of the logged-on payroll frequency. To import pay tables for another payroll frequency (e.g., E - Semimonthly NYR), you must change to that payroll frequency using the Change Payroll Frequency dialog box.   |
| <b>Job Code Tab</b>  | This tab contains an LEA-defined table used to identify each of the jobs at an LEA. Every LEA employee must have a job code including substitute employees. The data is maintained on the Job Code tab and the field is accessed on the Maintenance > Staff/Job Pay Data > Job Info and Distributions tabs to identify the specific job or jobs assigned to a particular employee. Each job selected from this tab on the Job Info page must have separate contract and distribution information completed. You can also use this tab to set up extra-duty jobs such as a librarian stipend, counselor stipend, and others where you want to maintain a separate contract amount and enable the employee to be paid whenever a payroll is processed without having to create an extra duty transmittal.   |
| <b>Local Educational Agency (LEA)</b>                                      | Refers to the educational entity (e.g., charter, district, etc.).   |
| <b>Office of Attorney General (OAG)</b>                                    | This is the office to which employers are required to report all new employees and terminated employees.  |

| Term                                 | Description   |
|--------------------------------------|---|
| <b>Positive Pay</b>                  | Positive Pay is an automated tool offered by most banks to detect forged, altered, and/or counterfeit checks. Positive Pay requires the company/organization (e.g., LEA) to transmit a file for each day checks are issued. The check issue file that is sent to the bank contains the check, number, account number, issue date, dollar amount, and sometimes the payee name. When the issued checks are presented for payment to the bank, they are electronically verified to the list of transmitted checks. All of the check components must match exactly or the bank will not clear the check and the check becomes an “exception item”. The bank will notify the LEA through an exception report (fax or electronic image) and withhold payment until a confirmation is received from the LEA indicating whether to accept or reject the check.   |
| <b>Payroll Liabilities</b>           | Payroll liabilities include payroll-related payments that a business owes to a supplier/vendor but has yet to pay. For example, TRS, voluntary deductions, and taxes withheld from employees are liabilities that accompany each payroll.   |
| <b>Salary Accruals</b>               | <p>Accrue means to accumulate. Relative to payroll, it means to accumulate expenses that were actually incurred and owed, but not paid.</p> <p><a href="#">Accrual background</a></p> <p><b>Why do we accrue?</b><br/>TEA Finance Accountability System Resource Guide:<br/> <input type="checkbox"/> <b>Monthly Accruals:</b> “Expenditures should be recorded and reported in the period in which they are incurred. Therefore, unpaid salaries and related benefits that have been earned, but not yet paid should be recorded as accrued expenditures.”<br/> <input type="checkbox"/> <b>EOY Accruals:</b> “Effective August 31, 1994, school districts were no longer allowed to defer the recognition of those expenditures incurred during one fiscal year that relates primarily to the next fiscal year.”</p> <ul style="list-style-type: none"> <li>• The process of accruing salaries enables an LEA to accurately reflect expenses after each payday.</li> <li>• This process enables LEAs to maintain earned but unpaid salary amounts for each employee in School YTD.</li> </ul> <p><b>Non Standard Employee Accruals</b><br/>If the <b>TRS Year</b> field is selected for an employee on the <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Job Info</a> tab (non-standard employee) and the employee is accrued, a school YTD record is created for the new school year when payroll is calculated for July and August. The program determines whether a new school YTD record should be created if the <b>TRS Year</b> is selected and the contract begin date year is equal to the pay date year.</p> |
| <b>Salary Concept</b>                | Salary tables are hourly, daily or mid-point and used when setting up the system for salary calculations  |
| <b>SYTD</b>                          | School Year-To-Date.  |
| <b>State Minimum Salary Schedule</b> | A schedule of the required minimum salary for classroom teachers, full-time librarians, full-time certified counselors, and full-time registered nurses. In no instance may a public school LEA pay less than the state base salary listed for that individual’s years of experience as determined by the Texas Administrative Code, Commissioner’s Rules on Creditable Years of Service.   |

| Term                    | Description   |
|-------------------------|---|
| <b>Workday Calendar</b> | A calendar created on the <a href="#">Personnel &gt; Tables &gt; Workday Calendars &gt; School Calendar</a> tab that is used to automatically calculate the number of days employees will work based on the entered contract begin and end dates. The calendar displays the employee workdays, school start date, in-service sessions, and holidays for the entire school year. These calendars are also used to determine the number of workdays each month for TRS reporting. |

## General Business Terms

- [Payroll Reminders](#)
  - Verify that the prior month Payroll General Journal was interfaced to Finance, the TRS interface was completed, and that all necessary wire transfers and fund transfers were completed.
  - Verify that TexNet is posted in ASCENDER.
  - Report new hires to the [Office of the Attorney General](#).
  - Verify new hires against the [Registry of Persons Ineligible for Employment](#)
  - If processing monthly, verify that the prior month on-behalf payment was interfaced to Finance.
  - Forward any employee deduction changes to third-party administrators (e.g., FBS, NBS, FFGA).
  - Create payroll folders to save all reports, exports, and files related to the current pay date.
  - (If applicable) Verify that the appropriate check signatures are uploaded. Check signatures are maintained in District Administration.
  - Submit the TRS Active Care bill through TexNet by the 10th of the month.
- [Common Payroll Object/Subobject Codes](#)
- [Debit/Credit Guide](#)
- Reference section 1.4.2.1 Account Code Structure Minimum Requirements in the [Financial Accountability System Resource Guide](#) for more information about the account code structure.

## Helpful Templates & Worksheets

- [Adjusting Days Worked for Accrued Employee Starting Late in the School Year Worksheet](#)
- [Payoff Calculation Template](#)
- [Employee Payoff Calculation Worksheet](#)
- [Contract Early Payoff Procedure](#)
- [Transfer Transaction Worksheet](#)
- [Wage Garnishment Calculation Worksheet](#)
- [Booking TEXNET and IRS Worksheet](#) - This worksheet may be helpful if posting payments using a PA.
- [Terminated Employee Checklist](#)

- [Payroll Balance Worksheet](#)
- [Process Payroll Quick Checklist](#)

## Process Payroll

1. [Verify payroll frequency.](#)

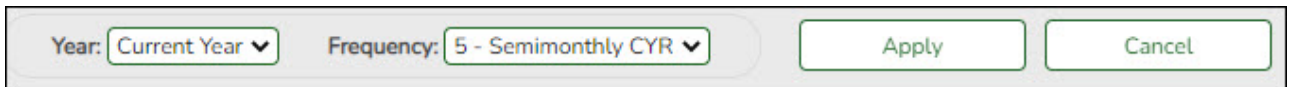
### Verify payroll frequency

The Payroll application allows the use of multiple payroll frequencies in both the current year and next year payroll. This feature allows you to use a different authorized payroll frequency for salaried staff than hourly staff or substitutes, if necessary.

| CYR Payroll Frequency | Frequency Description | NYR Payroll Frequency |
|-----------------------|-----------------------|-----------------------|
| 4                     | Biweekly Payroll      | D                     |
| 5                     | Semimonthly payroll   | E                     |
| 6                     | Monthly payroll       | F                     |

The **Year** field displays the year to which you are logged on (i.e., C - current year or N - next year).

The **Frequency** field displays the pay frequency based on the **Year** field.



- Click **Change** to select another year and frequency.
- Click **Apply** to apply the changes.

2. [Verify pay dates.](#)

### Verify pay dates

[Payroll > Tables > Pay Dates](#)

Verify that the pay dates exist for each payroll frequency.

Tables > Pay Dates Payroll

Year: C      Frequency: 6

Start Pay Date: 04-20-20 Retrieve Print

| Delete                   | Details                  | School Year | Pay Date | Begin Date | End Date | TRS Month | TWC Quarter | Print Alternate Address  |
|--------------------------|--------------------------|-------------|----------|------------|----------|-----------|-------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 20:         | 06-14-20 | 05-12-20   | 06-01-20 | 06        | 2           | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 20:         | 05-30-20 | 04-28-20   | 05-11-20 | 05        | 2           | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 20:         | 05-15-20 | 04-14-20   | 04-27-20 | 05        | 2           | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 20:         | 04-30-20 | 03-31-20   | 04-13-20 | 04        | 2           | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 20:         | 04-15-20 | 03-17-20   | 03-30-20 | 04        | 2           | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 20:         | 07-23-20 | 07-01-20   | 07-31-20 | 07        | 3           | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 20:         | 06-25-20 | 06-01-20   | 06-30-20 | 06        | 2           | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 20:         | 05-25-20 | 05-01-20   | 05-31-20 | 05        | 2           | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 20:         | 04-23-20 | 04-01-20   | 04-30-20 | 04        | 2           | <input type="checkbox"/> |

First  / 1 Last Add

Selected Pay Date: 06-14-20

| Adjustment Nbr | Date Pay Run | Interface | User ID |
|----------------|--------------|-----------|---------|
| 0              | 00-00-0000   | N         |         |

Enter the **Pay Date, Begin Date, End Date, TRS Month, TWC Quarter**, and click **Save**.

**Recommended:** In September, enter all pay dates for the year, September through August. As supplemental payrolls arise, you may need to add additional pay dates.

### 3. [Add or update employee information.](#)

#### Add or update employee information

Verify the employee's TRS status (new members, retiree surcharges) and confirm their Social Security Number (SSN) on the SSA website. Use the following pages to add or update existing employee records for the current payroll (e.g., deduction change, address change, etc.).

#### Personnel:

- [Personnel > Maintenance > Staff Demo > Demographic Information](#)
- [Personnel > Maintenance > Employment Info](#)

#### Payroll:

- [Payroll > Maintenance > Staff Job/Pay Data > Pay Info](#)
- [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#)
- [Payroll > Maintenance > Staff Job/Pay Data > Distributions](#)
- [Payroll > Maintenance > Staff Job/Pay Data > Deductions](#)
- [Payroll > Maintenance > Staff Job/Pay Data > Leave Balance](#)

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#### 4. (If applicable) Create and send prenote file.

### **(If applicable) Create and send prenote file**

A prenote file is a test authorization EFT that is sent to the bank to verify that the EFT account numbers are correct. The prenote file includes the employee name, account number, and bank routing number. It does not include any currency amounts.

If you have employees who are receiving an electronic funds transfer (EFT) or direct deposit for the first time or who have had a change in their bank account number, complete the **Bank Information** section and select **PreNote** on the [Payroll > Maintenance > Staff Job/Pay Data > Pay Info](#) tab.

Use the [Payroll > Payroll Processing > EFT Processing > Create EFT File](#) page to create the prenote EFT file.

Send the prenote file to the bank and ask them to run it through ACH to verify that the routing and account numbers are correct. The prenote file should be sent at least 10-14 days prior to processing payroll.

#### 5. [Report new hires to the Office of the Attorney General of Texas.](#)

### **Report new hires to the Office of the Attorney General of Texas**

Use the [Personnel > Reports > Personnel Reports > HRS1550 - New Hire Report](#) to generate a report or create a file containing a list of new hires to send to the Office of the Attorney General of Texas.

Refer to the Office of the Attorney General of Texas website at <https://www.texasattorneygeneral.gov/child-support/employers/new-hire-reporting> to review employer responsibilities, reporting deadlines, and reporting methods.

#### 6. [Import or manually enter employee and substitute leave.](#)

### **Import or manually enter employee and substitute leave**

Use one of the following options to enter employee and substitute leave:

(If applicable) Import leave data from a timekeeping/leave software:

- [Payroll > Utilities > Import Online Leave Requests](#) - Import employee leave entries from EmployeePortal.
- [Payroll > Utilities > Merge Payroll Transaction Files](#) - Import and merge payroll transactions.

Manually enter employee leave and employee substitute transmittals using the following tabs:

- [Payroll > Maintenance > Leave Account Transaction > Staff Leave Maintenance](#) - Enter employee leave without a substitute.

- [Payroll > Maintenance > Leave Account Transaction > Employee Substitute](#) - Enter employee leave transmittals and substitute pay (extra duty) transmittals. You can enter employee leave transmittals without a substitute and substitutes transmittal without an employee leave.

Verify transmittals on the [Payroll > Hours/Pay Transmittals > Extra Duties, Inquiry, or Total](#) tabs, or generate one of the following reports:

- [Payroll > Reports > Leave Information Reports > HRS7000 - Leave Transmittal Report](#)
- [Payroll > Reports > Leave Information Reports > HRS2600 - Employee/Substitute Report](#)

After reviewing the transmittals, make corrections as needed and reprint the reports to verify that all data is accurate.

## 7. [Import or manually enter hours/pay transmittals.](#)

### **Import or manually enter hours/pay transmittals**

Create the necessary hours and pay transmittals for applicable employees. The **Print** button on each tab allows you to balance the report with transactions then balance all reports with the Totals.

**Note:** Transmittal records cannot be changed after payroll is processed.

Review the Help for each individual tab for more information.

- [Payroll > Maintenance > Hours/Pay Transmittals > Create Hours](#) - This tab is used to create records for multiple hourly employees at one time.
- [Payroll > Maintenance > Hours/Pay Transmittals > Reg Hours](#) - This tab is used to pay hourly employees (pay type 3) based on their hourly rate.
- [Payroll > Maintenance > Hours/Pay Transmittals > Abs Ded](#) - This tab is used to dock an employee's pay.
- [Payroll > Maintenance > Hours/Pay Transmittals > Ovtm Hours](#) - This tab is used to pay overtime at the employee's overtime rate.
- [Payroll > Maintenance > Hours/Pay Transmittals > Cd Abs Ded](#) - This tab is used to dock an employee's pay from a specific account code.
- [Payroll > Maintenance > Hours/Pay Transmittals > Extra Duties](#) - This tab is used to pay extra duty and/or substitutes.
- [Payroll > Maintenance > Hours/Pay Transmittals > Non TRS](#) - This tab is used to pay employees amounts that are not subject to TRS (reimbursements).
- [Payroll > Maintenance > Hours/Pay Transmittals > Addl Ded](#) - This tab is used to take additional one time deductions.
- [Payroll > Maintenance > Hours/Pay Transmittals > Ded Refund](#) - This tab is used to refund a deduction to an employee.
- [Payroll > Maintenance > Hours/Pay Transmittals > System Adjust](#) - This tab is used to correct system calculated amounts such as TRS, Medicare, etc.

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8. [Verify all transactions.](#)

### Verify all transactions

Use one of the following to verify the accuracy of all transactions.

- [Payroll > Maintenance > Hours/Pay Transmittals > Total](#)
- [Payroll > Reports > Payroll Reports > HRS2050 - Proof List of Payroll Transactions](#)
- [Payroll > Reports > Leave Information Reports > HRS2600 - Employee Substitute Report](#)

9. [Verify retiree surcharges \(only pay during months retiree physically works\).](#)

### Verify retiree surcharges (only pay during months retiree physically works)

[Payroll > Reports > User Created Reports](#)

Run a user-created report with **Take Retiree Surcharge** selected to verify that retiree surcharges are deducted as needed. Retiree surcharges are payable only during the months that the retired employee is working unless the retiree is exempt from the surcharges. A retiree is exempt if one of the following criteria is met:

1. The retiree is reported only as a substitute.
2. The retiree's retirement date is prior to September 1, 2005.
3. The retiree works less than half-time.

10. [Run the Contract Variance report.](#)

### Run the Contract Variance Report

[Payroll > Reports > Payroll Information Reports > HRS6050 - Contract Balance Variance Report](#)

- Run the report with the **Maximum Acceptable Difference** parameter set to:
  - .11 (eleven cents) for monthly payroll (12 pay periods)
  - .23 (twenty-three cents) for semi-monthly payroll (24 pay periods)
  - .25 (twenty-five cents) for bi-weekly payroll (26 pay periods)
- If variances greater than these amounts exist, make the necessary changes on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.

This process is intended for annualized employees such as pay types 1 and 2. It does not work for pay types 3 and 4 employees.

11. [If your LEA accrues, run the Payroll Accrual Variance report.](#)

## If your LEA accrues, run the Payroll Accrual Variance report

[Payroll > Utilities > Payroll Accrual Variance Extract > Extract](#)

Run the report and review possible accrual discrepancies. If discrepancies exist, make the necessary adjustments on the [Payroll > Maintenance > Staff Job/Pay Data > Pay Info](#) tab.

### 12. [Run preliminary payroll calculations to verify data.](#)

## Run preliminary payroll calculations to verify data

[Payroll > Payroll Processing > Run Payroll](#)

Run the preliminary calculations for the selected payroll. Only pay dates that have not been processed and posted can be run from this page.



|                          |   |
|--------------------------|---|
| <b>Select a Pay Date</b> | Click <b>▼</b> to select the pay date to run the payroll and click <b>Retrieve</b> .<br>If more than one pay frequency is available for the pay date, select the pay frequency for which the payroll should be calculated. Only one pay frequency can be processed during a Run Payroll session. A payroll must be completely processed and posted before starting a new payroll. |
|--------------------------|---|

The payroll information is populated.

Payroll Processing > Run Payroll Payroll  liz

Year: C Frequency: 6 Change

Frequency: 6 Pay Date: 05-15-20 School Year: 20 Begin Date: 04-14-20 End Date: 04-27-20  
 TRS Month: 05 TWC Qtr: 2 Print Alt Addr: N Adj Cycle: 000

Beginning Check Nbr:  Wage / Earning Statement:    
 Payment Method:   Wage / Earning Statement Line 1:   
 Beginning Reference Nbr:  Wage / Earning Statement Line 2:   
 Print Voided Checks:  Wage / Earning Statement Line 3:   
 Print Bank Checks:  Wage / Earning Print Bank Acct Nbr:   
 Sort Checks by Alpha or Campus:   Deduction Register Print Emp SSN:

**Increment Leave**

| Lv Type | Description          | Increment                | Incr Amt                           |
|---------|----------------------|--------------------------|------------------------------------|
| 01      | ST PRSL              | <input type="checkbox"/> | <input type="text" value="0.000"/> |
| 02      | LCL PRSL             | <input type="checkbox"/> | <input type="text" value="0.000"/> |
| 03      | ST SICK              | <input type="checkbox"/> | <input type="text" value="0.000"/> |
| 04      | VACATION             | <input type="checkbox"/> | <input type="text" value="0.000"/> |
| 06      | JURY DUTY            | <input type="checkbox"/> | <input type="text" value="0.000"/> |
| 07      | COMP TIME HOURS      | <input type="checkbox"/> | <input type="text" value="0.000"/> |
| 12      | RSV FOR SICK LV POOL | <input type="checkbox"/> | <input type="text" value="0.000"/> |
| 13      | SLP-CATASTROPHIC     | <input type="checkbox"/> | <input type="text" value="0.000"/> |
| 19      | EPSL UP TO 80 HOURS  | <input type="checkbox"/> | <input type="text" value="0.000"/> |
| 20      | EFMLA+10 WKS (EPSL)  | <input type="checkbox"/> | <input type="text" value="0.000"/> |
| 21      | FMLA 12 WKS PER YEAR | <input type="checkbox"/> | <input type="text" value="0.000"/> |
| 22      | REMOTE-TEACH/WORK    | <input type="checkbox"/> | <input type="text" value="0.000"/> |

[Select All](#) [Unselect All](#)

**Deductions**

| Deduct Cd | Abbrev | Description                     | Deduct                              | W2 Health Care           |
|-----------|--------|---------------------------------|-------------------------------------|--------------------------|
| 001       | WH     | DO NOT USE                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 002       | M1     | ACCIDENT CARE-AMER PUBLIC LIFE  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 003       | M1     | TCTA                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 004       | CU     | A+ FEDERAL CU                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005       | TS     | TSTA DUES                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 006       | UD     | UNION DUES                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 007       | M1     | ATPE                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 008       | M2     | ESC REGION 13                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 009       | M3     | TX GUARANTEED STUDENT LOAN CORP | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 010       | LI     | FORT DEARBORN LIFE INSURANCE    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 011       | WH     | ADDT FEDERAL WITHHOLDING        | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012       | LI     | ASSURANT/FORTIS - FAMILY        | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 013       | LI     | GENWORTH LIFE INSURANCE COMPANY | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 014       | LI     | ASSURANT/FORTIS-EMPLOYEE        | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 015       | LI     | TEXAS LIFE INSURANCE COMPANY    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

[Select All](#) [Unselect All](#)

Complete the following fields:

|                            |   |
|----------------------------|---|
| <b>Beginning Check Nbr</b> | <p>The system determines the beginning check number based on either the last check number used from the most recent pay date that has been posted or if paycheck forms are used for liability checks, then the last check number for the most recent check date in the liability check table. The system compares these two check numbers, and the greater of the two is used. It is the user's responsibility to verify the beginning check number.</p> <p>The system automatically fills the <b>Beginning Check Nbr</b> field with leading zeros when a partial check number is entered and you tab out of the field.</p> |
| <b>Payment Method</b>      | <p>Click <input type="button" value="v"/> to select the payment method.</p> <p><i>Electronic Funds Transfer</i> - Select if you are creating a file and sending deposits electronically to the bank. Checks will be printed for those employees without direct deposit.</p> <p><i>Direct Deposit</i> - Select if you are sending a checklist and paper check to each bank.</p> <p><i>Checks Issue</i> - Select to print a check for all employees.</p>  |

|  |   |
|--|---|
| <b>Beginning Reference Nbr</b>             | <p>The system determines the beginning reference number based on the last reference number used from the most recent pay date that has been posted. It is the user's responsibility to verify the beginning reference number. This field is not required when either <b>Payment Method</b> (Checks Issue) or <b>Print Voided Checks</b> is selected. This number is printed on direct deposit checks instead of a check number on the check register and is used for bank reconciliation purposes.</p> <p>The system automatically fills the <b>Beginning Reference Nbr</b> field with leading zeros when a partial reference number is entered and you tab out of the field.</p> |
| <b>Print Voided Checks</b>                 | <p>Select to print a voided check for each employee who receives a direct deposit or an electronic funds transfer.</p>  |
| <b>Print Bank Checks</b>                   | <p>Select to print a paper check for each bank. This is for the Direct Deposit Payment Method only.</p>   |
| <b>Sort Checks by Alpha or Campus</b>      | <p>Click  to select a sort method. The campus is the <b>default</b>.</p> <p>When <b>Alpha</b> is selected, the checks are sorted by employee last name, then employee first name.</p> <p>When <b>Campus</b> is selected, the checks are sorted by pay campus, employee last name, then employee first name.</p>  |
| <b>Wage/Earning Statement</b>              | <p>Click  to select whether a wage/earnings statement should be printed.</p> <p><i>Y - Direct Deposit</i> - Select to print wage and earning statements for direct deposit employees only.</p> <p><i>N - None</i> - Select to not print wage and earning statements.</p> <p><i>A - All</i> - Select to print wage and earning statements for all employees even if they are getting a printed payroll check. These reports are not automatically printed with payroll checks.</p>  |
| <b>Wage/Earning Statement Line 1, 2, 3</b> | <p>These fields are used to type messages to employees. Each field can be a maximum of 35 characters. If the user has chosen to print the wage and earnings statement, the comments that are entered are saved after the user clicks <b>Next</b>.</p>   |
| <b>Wage/Earning Print Bank Acct Nbr</b>    | <p>Select to print the bank account number on the wage and earnings statement.</p>  |
| <b>Deduction Register Print Emp SSN</b>    | <p>Select to print the employee's SSN on the deduction register.</p>  |

Under **Increment Leave**, a list of all available leave types for the pay period is displayed.

**Note:** Inactive leave types are excluded from the **Increment Leave** section. Payroll calculations are processed and leave transmittals are posted even if a leave type or absence reason is inactive.

|                  |   |
|------------------|---|
| <b>Increment</b> | <p>Select to increment a leave type. If not selected, the leave is not incremented.</p> <p>Click <b>Select All</b> to increment all of the leave types.</p> |
|------------------|---|

**Incr Amt** Type the amount to increment for each leave type.

Under **Deductions**:

- Select the deductions to include in the payroll process by selecting the **Deduct** field for the corresponding deduction code.
- Click **Select All** to include all of the deductions in the payroll process.

#### Notes:

- If a new deduction code is added to the deduction code table, **Deduct** is selected automatically. If you do not want the new deduction included in the payroll process, you must manually clear the **Deduct** field for the new deduction code.
- If **Deduct** is not selected and deduction transmittals exist on the Payroll > Maintenance > Hours/Pay Transmittals page, then deductions are not processed.

Click **Next** to continue to the Staff Selection page. Otherwise, click **Cancel** to exit the run payroll process.

Payroll Processing > Run Payroll

Year: C Frequency: 6

Frequency: 6 School Year: 20...  
Pay Date: 05-25-20; Adj Nbr: 0

Staff Selection  
Sort By:  Employee Number  Last Name

| Select                   | Emp Nbr | Last Name | First Name |
|--------------------------|---------|-----------|------------|
| <input type="checkbox"/> | 000023  |           |            |
| <input type="checkbox"/> | 000441  |           |            |
| <input type="checkbox"/> | 000334  |           |            |
| <input type="checkbox"/> | 000052  |           |            |
| <input type="checkbox"/> | 000563  |           |            |
| <input type="checkbox"/> | 000074  |           |            |
| <input type="checkbox"/> | 000078  |           |            |
| <input type="checkbox"/> | 000084  |           |            |
| <input type="checkbox"/> | 000108  |           |            |
| <input type="checkbox"/> | 000091  |           |            |
| <input type="checkbox"/> | 000095  |           |            |
| <input type="checkbox"/> | 000097  |           |            |
| <input type="checkbox"/> | 000098  |           |            |
| <input type="checkbox"/> | 000077  |           |            |
| <input type="checkbox"/> | 000569  |           |            |
| <input type="checkbox"/> | 000107  |           |            |
| <input type="checkbox"/> | 000110  |           |            |
| <input type="checkbox"/> | 000025  |           |            |
| <input type="checkbox"/> | 000114  |           |            |
| <input type="checkbox"/> | 000614  |           |            |
| <input type="checkbox"/> | 000611  |           |            |
| <input type="checkbox"/> | 000165  |           |            |

Next Cancel

Under **Sort by**, select one of the following:

- Select the **Employee Number** field to sort by employee number.
- Select the **Last Name** field to sort by the last name. The system default is to sort by the last name.

All employees are displayed on the left side of the page.

- Select the employees to include in the payroll.
  - Select an individual employee number to select only one employee.
  - To select multiple rows when the employee numbers are consecutive (e.g., 000001-000025), select an employee number to start at and then press and hold SHIFT while selecting an employee number to end the selection process. All employee numbers (between the first and last items) in the sequence are now selected.
  - To select multiple rows when the employee numbers are not consecutive (e.g., 000025, 000185, 000221), select an employee number, and then select other individual employee numbers from different parts of the listing.
  - The system displays all available employees to include in payroll on the left side of the page. Use the following buttons to select which employees to move to the right side of the page:



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

- Click **Next** to continue the Calculations page. The calculation process computes net pay amounts for all employees using salaries, taxes, deductions, supplemental pay, and transmittals. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process.

- Under **Run**, select one of the following:
  - Select **Payroll Calculations** to run the payroll calculation for this payroll.
  - Select **Supplemental Calculations** to calculate only the supplemental transmittals that have been created on the Extra Duty, Deduction Refunds, and Non-TRS tabs in Hours/Pay Transmittals under the Maintenance menu. Only transmittals that exist in the Extra Duty, Deduction Refunds, and Non-TRS tabs are processed with this selection.

When **Supplemental Calculations** is selected, the fields under **Supplemental Payroll Calculations** are enabled allowing you to select the supplemental payroll parameters to include in the payroll.

|                   |  |
|-------------------|--|
| <b>Income Tax</b> | Click <input type="checkbox"/> to select whether the supplemental payroll calculation does not calculate income tax, calculates income tax at the regular rate, or calculates income tax at the flat rate. The system default is to not include the income tax deductions. |
|-------------------|--|

Click **Next** to continue to the Payroll Processing page. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process.



Click **Run Calculations**. A message is displayed asking you to confirm that you want to continue and payroll details are provided.

- Click **Yes** to continue. The temporary tables will be cleared of the previous records for the pay date, and the payroll will be calculated based on the current user's selections. Otherwise, click **No** to cancel the process. No temporary tables will be deleted, and the current user can cancel out of the payroll calculations process. An error message will display on the Payroll Calculations Error report.

#### Notes:

- Failure and warning messages are displayed by employee number.
- If a failure message is received, the employee does not have a paycheck calculated.
- If a warning message is received, the amount calculated for the employee may or may not be correct based on the type of warning received.

Be sure to print the failure and warning messages before clicking **Next** as these messages are no longer available after you click **Next**. If there are no errors that affect payroll processing, click **Next**. Otherwise, click **Back** to go back to the previous page, or in the event of a substantial error, click **Cancel** to exit the run payroll process and correct the problem.

The Payroll Calculations report is displayed. [Review the report.](#)



Payroll Processing > Run Payroll

Frequency: 6      School Year: 20  
 Pay Date: 05-25-20      Adj Nbr: 0

| Gen Rpt                             | Report                                  | Sort Options   | Sort Order |
|-------------------------------------|---|--|------------|
| <input checked="" type="checkbox"/> | Transaction Proof List                  | Alpha (A), Pay Campus (C), Primary Campus (P)                      | A          |
| <input checked="" type="checkbox"/> | Transmittals Report                     | Alpha (A), Pay Campus (C), Primary Campus (P)                      | A          |
| <input checked="" type="checkbox"/> | Payroll Earnings Register               | Alpha (A), Pay Campus (C), Primary Campus (P)                      | A          |
| <input checked="" type="checkbox"/> | Check Register                          | Alpha (A), Pay Campus (C), Primary Campus (P), Check Number (N)    | N          |
| <input checked="" type="checkbox"/> | Deduction Register                      | Alpha (A), Pay Campus (C), Primary Campus (P), Deduction Code (D)  | D          |
| <input checked="" type="checkbox"/> | Account Distribution Journal            | Alpha (A), Account Code (C)  | A          |
| <input checked="" type="checkbox"/> | Bank Account Listing                    |  |            |
| <input checked="" type="checkbox"/> | General Journal Report                  |  |            |
| <input checked="" type="checkbox"/> | Account Code Comparison Report          | Alpha (A), Pay Campus (C), Primary Campus (P)                      | A          |
| <input checked="" type="checkbox"/> | Employee Leave Dock Report              | Alpha (A), Pay Campus (C), Primary Campus (P)                      | A          |
| <input checked="" type="checkbox"/> | Payroll Control Listing                 |  |            |
| <input checked="" type="checkbox"/> | Leave Status Report                     | Alpha (A), Pay Campus (C), Primary Campus (P)                      | A          |
| <input checked="" type="checkbox"/> | Payroll Balancing Report                |  |            |
| <input checked="" type="checkbox"/> | Statutory Minimum Report #373 Worksheet |  |            |
| <input checked="" type="checkbox"/> | FSP Staff Salary Report                 | Alpha (A), Pay Campus (C), Primary Campus (P)                      | A          |
| <input checked="" type="checkbox"/> | Pay Info Extra Duty S-Type              | Alpha (A), Pay Campus (C), Primary Campus (P), Extra Duty Code (E) | A          |
| <input checked="" type="checkbox"/> | TRS Non-OASDI Employer Contribution     |  |            |
| <input checked="" type="checkbox"/> | Actual Hours Worked Report              | Alpha (A), Pay Campus (C), Primary Campus (P)                      | A          |

- Select the **Gen Rpt** checkbox next to each report you want to generate or click **Select ALL** to select all reports. Review and print the reports as needed.
- For each report, under **Sort Order**, type the one-character letter that represents the sort option to be applied. Available sort options are listed under **Sort Options**. If the field is blank, no sort options are available.
- Click **Generate Reports**. The system displays the first report selected. Click **Cancel** to display the next selected report. Verify the totals of each report. When you are done viewing all of the selected reports, you are returned to the Calculation Reports page.
- Click **Consolidate Rpts** to generate all selected reports as one PDF file.

13. [Reconcile all deductions to bills and add/modify deductions as needed.](#)

### Reconcile all deductions to bills and add/modify deductions as needed

Compare the Deduction Register generated in step 12 to your billing statements to reconcile all deductions.

14. [Run final payroll calculations.](#)



Click **Next** to continue. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process. If you click **Next**, the actual payroll checks are displayed. Only one check is displayed at a time.

**Note:** Be sure to verify [printer settings](#).

Choose from the following options:

- Click **Previous Check** to view the last check again.
- Click **Next Check** to view the next payroll check.
- Click **Print**. The Printer Selection pop-up window opens.
  - Under **Page Range**, select **All** or **Pages**. If **Pages** is selected, type the page range (e.g., 1-12) to print.
  - Click **Print**. The pop-up window closes.
- Click **Check Signature** to open Check Signature pop-up window and to customize these options for individual checks.

Click **Next** to continue. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process.

|  |  |
|--|--|
| <b>Did the checks print correctly?</b>           | The system default is <b>Yes</b> . If the checks did not print correctly, click  to select <b>No</b> to enable the <b>Reprint checks starting from check number</b> and <b>Starting new check number</b> fields. This field is disabled if no physical checks are created for the processed payroll (i.e., all employees included in the payroll have direct deposit/EFT). |
| <b>Reprint checks starting from check number</b> | Type the six-digit check number of the first check that did not print correctly.   |
| <b>Starting new check number</b>                 | The system default is the next starting six-digit check number. This field can be changed.   |

**Example**

You printed checks 000100 -000120, and check numbers 000115 and 000117 did not print correctly. You cannot reprint only check numbers 000115 and 000117. Therefore, check numbers 000115-000120 must be reprinted. To assign new check numbers for checks 000115-000120, do the following:

- Select **No** in the **Did the checks print correctly?** field.
- Type 000115 in the **Reprint checks starting from check number** field, which indicates on which check the first printing error occurred.
- The **Starting New Check Nbr** field defaults to 000121, which is the next available check number.
- Click **Next**. The Print Checks pages opens for the user to view and reprint the original check numbers 000115-000120 as new checks 000121-000126.

Click **Next** to continue. Otherwise, click **Back** to go back to the previous page or click **Cancel** to exit the run payroll process. If you click **Next**, the create backup and post page is displayed.



**IMPORTANT: Do not skip this step.** Click **Create Backup**. The export pay tables pop-up window opens allowing you to export the payroll tables.

- If you create an export when processing Regular or Supplemental payroll calculations, the data is exported to database tables, and the external .rsf file is no longer generated. As a result, the table names are no longer displayed during the export. Database tables can be imported using the Import HR Tables From Database Tables utility.
- If an export is run, it will overwrite the previous export database tables created for the pay frequency as only one set of payroll export database tables can exist per pay frequency.
- If you process payroll calculations for a check issue (adjustment cycle greater than zero), the external .rsf file is generated and the table names are displayed during the export.
  - Click **Yes** to create the export. A progress message is displayed.
  - Click **No** to create the export.

A message is displayed if the export was successful.

|  |   |
|--|---|
| <b>Was the export successfully run?</b>  | Select if the export was successful.  |
| <b>Would you like to post to master?</b> | This field is enabled. Select to post to the master. The <b>Post</b> button is enabled. |

Click **Post!** A message is displayed indicating that the posting was completed successfully. Click **OK**. The **Post** button is disabled and the **Next** button is enabled.

Click **Next** to continue. If you click **Next** after running the payroll check process, print the Payroll Reports.

#### Under **Payroll Reports**:

Select the **Gen Rpt** checkbox next to each report you want to generate or click **Select ALL** to select all reports. Review and print the reports as needed.

On each report, under **Sort Order**, type the one-character letter that represents the sort option to be applied. Available sort options are listed under Sort Options. If the field is blank, no sort options are available.

Click **Generate Reports**. The system displays the first report selected. Verify the report data is correct.

Click **Consolidate Rpts** to combine the selected reports into one continuous report. This allows one PDF report to be created (instead of a PDF for each report).

When all totals are verified, click **Finish** to close the Run Payroll page.

#### 15. [Create and submit EFT file.](#)

### Create and submit EFT file

[Payroll > Payroll Processing > EFT Processing > Create EFT File](#)

| Select                   | Payroll | Adjustment Nbr | Pay Date | Pay Run  |
|--------------------------|---------|----------------|----------|----------|
| <input type="checkbox"/> | 6       | 0              | 05-25-20 | 05-03-20 |
| <input type="checkbox"/> | 6       | 0              | 04-23-20 | 04-20-20 |
| <input type="checkbox"/> | 6       | 0              | 03-26-20 | 03-24-20 |
| <input type="checkbox"/> | 6       | 0              | 03-25-20 | 03-23-20 |

- Create an EFT file to process employee direct deposits.
- Submit the EFT file to the bank.

#### Notes:

- All fields on the [Payroll > Tables > Bank Codes > EFT](#) tab must be populated. Otherwise, the create EFT file process cannot be performed.
- The employee number or social security number will be included in the EFT file based on the option selected in the **Use Emp Nbr** or **SSN** in **EFT File** field on the [Payroll > Tables > District HR Options](#) page.

#### 16. [Distribute printed payroll checks/send Wage & Earnings Statements.](#)

### Distribute printed payroll checks/send Wage & Earnings Statements

- If issuing employee pay via printed checks, distribute the checks/Wage & Earnings Statements in a timely manner.
- If issuing employee pay via an EFT, verify that the employee has a valid **Work E-mail** on the [Personnel > Maintenance > Staff Demo > Demographic Information](#) tab.
- If your LEA uses EmployeePortal, the employee can access their Wage & Earnings Statements in EmployeePortal as needed.

#### 17. (If applicable) [Create positive pay file.](#)

### (If applicable) Create positive pay file

[Payroll > Utilities > Positive Pay](#)

Create a Positive Pay file (positive\_MMDDYYY.txt).

[Positive Pay background](#)

Positive Pay is an automated tool offered by most banks to detect forged, altered, and/or counterfeit checks. Positive Pay requires the company/organization (e.g., LEA) to transmit a file for each day checks are issued. The check issue file that is sent to the bank contains the check, number, account number, issue date, dollar amount, and sometimes the payee name. When the issued checks are presented for payment to the bank, they are electronically verified to the list of transmitted checks. All of the check components must match exactly or the bank will not clear the check and the check becomes an “exception item”. The bank will notify the LEA through an exception report (fax or electronic image) and withhold payment until a confirmation is received from the LEA indicating whether to accept or reject the check.

| Field                             | Description  |
|-----------------------------------|--|
| <b>Frequency</b>                  | The logged-on pay frequency is selected.   |
| <b>From Date</b>                  | Type the beginning date of the range of dates for which you want to retrieve check numbers, or select a date from the calendar. Use the MMDDYYYY format. |
| <b>To Date</b>                    | Type the ending date of the range of dates for which you want to retrieve check numbers, or select a date from the calendar. Use the MMDDYYYY format.    |
| <b>Include Payee Name in File</b> | Select to include the payee name in the export file, or leave blank to exclude the payee name from the export file.                                      |

- Click **Retrieve**. A list of all check numbers for the selected date range is displayed.
- Click **Create File** to export the list of check numbers. A message is displayed indicating that the export was successful. Save the file in the appropriate folder. Otherwise, click **Cancel** to return to the Positive Pay Export tab.

## 18. [Create general journal.](#)

### Create general journal

[Payroll](#) > [Payroll Processing](#) > [Interface Processing](#) > [Create General Journal](#)

You must create the general journal before the payroll information can be posted to Finance. The general journal consists of all of the transactions that are posted to Finance.

The Create General Journal tab is a display-only grid of previous pay runs that have not been saved as pending or interfaced to Finance.

- Select the row(s) to create a general journal for the pay run.
- Click **Create Gen Journal**.
  - A message may be displayed if all account amounts net to zero for the selected payroll and there are no accounts to process. You are prompted to set the interface flag.
    - Click **Yes**. The interface flag is set to Y (meaning the payroll has been interfaced to Finance).
    - Click **No**. The interface flag is not reset, and the entry will remain on this page.
  - If any errors exist that are forcing entries to object code 3600 - undesignated fund balance, a message is displayed indicating that a report is being printed and that

transactions with object code 3600 have been created. The report is sent directly to the printer and indicates the employees that could be causing the out of balance. Click **OK** to view the general journal report.

- If there are no errors, the General Journal, Funds Transfer Summary, and Auto JV Transaction Summary preview reports are displayed. [Review the report.](#)
  - Click **Save Pending**. A message is displayed indicating that the general journal transactions were successfully saved as pending.
  - Click **Cancel** to not save the transactions and return to the Create General Journal tab. The pay run that was being processed is shown in the grid.
  - Click X to close the window.

If after restoring HR tables through the import process, payrolls that had been previously posted to Finance reappear on this page, click **Reset Interface Flags**. A message box is displayed with the message, "When the interface posting flags are reset, the payroll transactions cannot be interfaced to Finance," and asks whether to reset the Interface Posting Flags.

- Click **Yes**. The interface flag is set to Y (meaning the payroll will no longer display on the page).
- Click **No**. The interface flag is not reset, nothing is changed, and the payroll will continue to display on the page.

#### 19. [Interface general journal to Finance.](#)

### **Interface general journal to Finance**

[Payroll](#) > [Payroll Processing](#) > [Interface Processing](#) > [Interface to Finance](#)

The general journal must be created prior to interfacing to Finance. You must save the transactions as pending in order to interface the pay run transactions to the Finance files. This process is the actual interface between payroll processing and Finance.

The tab consists of a display-only grid of all the transactions that are in pending status.

- Select the pay run(s) that you want to interface to the Finance.

| Field                              | Description   |
|------------------------------------|---|
| <b>Post to Current Acct Period</b> | <p>If selected and you click <b>Interface</b>, the following may occur:</p> <p>If Finance end-of-month processing is being performed against any file ID, you may not post to either accounting period.</p> <p>If the current and next accounting periods are the same, and the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed and that the next accounting period is set to XX. You are not allowed to post at this time. Click <b>OK</b> to return to the Interface to Finance tab.</p> <p>If the current accounting period is closed, a message is displayed indicating that the current accounting period XX is closed. You are not allowed to post at this time. Click <b>OK</b> to return to the Interface to Finance tab. You can select the next accounting period for posting.</p> <p>If the current accounting period is locked, a message is displayed indicating that the current accounting period XX is locked. You are not allowed to post at this time. Click <b>OK</b> to return to the Interface to Finance tab. You can select the next accounting period for posting.</p> |
| <b>Post to Next Acct Period</b>    | <p>If selected and you click <b>Interface</b>, the following may occur:</p> <p>If the current and next accounting periods are the same, a message is displayed indicating that the current accounting period XX is closed and that the next accounting period is also set to XX. You are not allowed to post at this time. Click <b>OK</b> to return to the Interface to Finance tab.</p>   |

Click **Preview**. The General Journal, Funds Transfer Summary, and Auto JV Transaction Summary reports that were created on the Create General Journal tab are displayed. [Review the report.](#)

Click **Interface**. A message is displayed indicating that the general journal transactions were successfully interfaced into Finance. Click **OK**.

#### Notes:

- You can verify that the interface to Finance was successful by running a general journal from Finance to compare to the general journal produced from Payroll.
- Verify that the interface flag is set to Y on the Pay Dates table. This indicates that the payroll has been run and interfaced to Finance.

20. (If applicable) [Transfer funds to payroll clearing bank account.](#)

### (If applicable) Transfer funds to the payroll clearing bank account

Transfer money to the payroll clearing bank account at the bank using the Fund Transfer Summary. The transfer can be completed by submitting a Bank Transfer form, calling the bank to request a transfer(s), or via an electronic funds transfer.

| Date Run:                 |                               | Fund Transfer Summary |                  | Page: 1 of 1 |
|---------------------------|-------------------------------|-----------------------|------------------|--------------|
| Cnty Dist:                |                               | ISD                   |                  | File ID: C   |
| Fund-Fnc-Obj.S0-0rg-Pr0g  | Reason                        |                       | Cash             |              |
| 199-00-2177.99-000-800000 | APR - DUE TO PAYROLL BANK ACC |                       | 1,246.04         |              |
|                           |                               | <b>Due To Total</b>   | <b>1,246.04</b>  |              |
| 863-00-1261.00-000-800000 | APR - DUE FROM ALL FUNDS      |                       | 1,246.04-        |              |
|                           |                               | <b>Due From Total</b> | <b>1,246.04-</b> |              |
|                           |                               | <b>Total</b>          | <b>0.00</b>      |              |
| <b>End of Report</b>      |                               |                       |                  |              |

- If you already transferred TRS Active Care funds, be sure to subtract that amount.
- If you already interfaced to Finance, use the Payroll Balancing Calculation Report as it may be difficult to regenerate the Fund Transfer Summary report.

| Date Run:   |   | Payroll Balancing Calculation |             | Program: HRS3600 |
|---|---|-------------------------------|-------------|------------------|
| Cnty Dist:  |   | ISD                           |             | Page: 2 of 2     |
| Pay Date: 05-31-20 Adj Nbr: 0   |   |                               |             | Frequency: 5     |
| General Journal Due To / From and Fund Transfer Summary                           |   |                               |             |                  |
| <b>General Journal Fund 863/8 Due From</b>  |   |                               |             |                  |
| Due From Other Funds  |   |                               |             |                  |
| 199-00-1261.00-000-800000   |   | 3,560.74                      |             |                  |
| Due From Special Revenue Funds  |   |                               |             |                  |
|   | <b>Due From Total (4)</b>                   | <b>3,560.74</b>               | <b>(Dr)</b> |                  |
| EIC Amount (863-00-2151.01-000-800000)  |   | .00                           |             |                  |
|   | <b>General Journal Total for Fund 863/8</b> | <b>3,560.74</b>               |             |                  |
| <b>General Journal Due To for each fund</b>                                       |   |                               |             |                  |
| 199-00-2177.99-000-800000   |   | 3,560.74                      |             |                  |
|   | <b>Due To Total (5)</b>                     | <b>3,560.74</b>               | <b>(Cr)</b> |                  |
| <b>Fund Transfer Summary</b>  |   |                               |             |                  |
| 199-00-2177.99-000-800000   |   | 3,560.74                      |             |                  |
|   | <b>Due To Total (6)</b>                     | <b>3,560.74</b>               |             |                  |
| <b>Balancing Totals</b>   |   |                               |             |                  |
| <i>All of the following totals must be equal before you interface to Finance.</i> |   |                               |             |                  |
| Payroll Earnings Register (1)   |   | 3,560.74                      |             |                  |
| General Journal Due From (4)  |   | 3,560.74                      |             |                  |
| General Journal Due To (5)  |   | 3,560.74                      |             |                  |
| Fund Transfer Summary (6)   |   | 3,560.74                      |             |                  |
|   |   |                               |             | <b>Balanced</b>  |
| <b>End of Report</b>  |   |                               |             |                  |

21. [Process deduction checks.](#)

**Process deduction checks**

Use the following tabs to process deduction checks:

- [Payroll > Payroll Processing > Deduction Checks > Create Transactions](#) - This tab allows you to create the required deduction transactions. Before printing the deduction checks, use the Transaction Maintenance reports to verify that the amounts are correct.
- [Payroll > Payroll Processing > Deduction Checks > Transaction Maintenance](#)- This tab allows you to modify transactions before printing deduction checks and posting to the general ledger. Transactions grayed out on this tab have already had checks issued and cannot be modified.
- [Payroll > Payroll Processing > Deduction Checks > Process Deduction Checks](#) - This tab allows you to print the deduction checks and post the transactions to Finance.

The screenshot displays the 'Payroll Processing > Deduction Checks' interface. At the top, there is a 'Save' button and 'Year: C' and 'Frequency: 6' indicators. Below this, there are four tabs: 'CREATE TRANSACTIONS' (selected), 'TRANSACTION MAINTENANCE', 'PROCESS DEDUCTION CHECKS', and 'MASS UPDATE / DELETE'. Under the 'CREATE TRANSACTIONS' tab, there are options for 'Frequency' (4, 5, 6) with 6 selected, 'Begin Date' and 'End Date' dropdowns, and a 'Page Break by Ded Cd / Vendor' checkbox. An 'Execute' button is also present. The main area contains a table with the following data:

| Deduction Code | Abbrev | Description                     | Deduct                              |
|----------------|--------|---------------------------------|-------------------------------------|
| 002            | M1     | ACCIDENT CARE-AMER PUBLIC LIFE  | <input checked="" type="checkbox"/> |
| 003            | M1     | TCTA                            | <input checked="" type="checkbox"/> |
| 004            | CU     | A+ FEDERAL CU                   | <input checked="" type="checkbox"/> |
| 005            | TS     | TSTA DUES                       | <input checked="" type="checkbox"/> |
| 007            | M1     | ATPE                            | <input checked="" type="checkbox"/> |
| 008            | M2     | ESC REGION                      | <input checked="" type="checkbox"/> |
| 009            | M3     | TX GUARANTEED STUDENT LOAN CORP | <input checked="" type="checkbox"/> |
| 010            | LI     | FORT DEARBORN LIFE INSURANCE    | <input checked="" type="checkbox"/> |
| 012            | LI     | ASSURANT/FORTIS - FAMILY        | <input checked="" type="checkbox"/> |
| 013            | LI     | GENWORTH LIFE INSURANCE COMPANY | <input checked="" type="checkbox"/> |
| 014            | LI     | ASSURANT/FORTIS-EMPLOYEE        | <input checked="" type="checkbox"/> |
| 015            | LI     | TEXAS LIFE INSURANCE COMPANY    | <input checked="" type="checkbox"/> |
| 016            | AN     | WADDELL & REED SERVICES COMPANY | <input checked="" type="checkbox"/> |
| 017            | HI     | AETNA LONG TERM CARE            | <input checked="" type="checkbox"/> |
| 018            | M1     | AD&D                            | <input checked="" type="checkbox"/> |
| 020            | M1     | IRS PAYROLL DEDN AGREEMENT      | <input checked="" type="checkbox"/> |
| 021            | IR     | ADMIN SERVICES LONG/SHORT DISAB | <input checked="" type="checkbox"/> |
| 023            | LI     | CENTRAL SECURITY LIFE           | <input checked="" type="checkbox"/> |
| 025            | M2     | LEGALSHIELD                     | <input checked="" type="checkbox"/> |
| 026            | M2     | VISION                          | <input checked="" type="checkbox"/> |

At the bottom of the table, there are navigation buttons: 'First', '1 / 4', and 'Last', along with 'Select All' and 'Unselect All' options.

22. [Perform wire transfers and post payments in TxEIS.](#)

## Perform wire transfers and post payments in ASCENDER

- Perform wire transfers to pay third parties (e.g., child support through Expert Pay).
- The payment can be posted via a transfer transaction, journal voucher (JV), or purchase authorization (PA). Use one of the following pages to post the payment in ASCENDER:
  - [Finance > Maintenance > Postings > Check Processing - PA](#)
  - [Finance > Maintenance > Postings > Journal Actual](#)
  - [Payroll > Utilities > Transfer Transaction Processing > Create Transactions](#)

### 23. [Submit tax payments and post payments in TxEIS.](#)

## Submit tax payments and post payments in ASCENDER

[Payroll > Reports > Payroll Reports > HRS2200 - Payroll Earnings Register](#)

- Refer to the payroll general journal fund (863/163) for tax amounts or print the Payroll Earnings Register to obtain the total amount of taxes for Withholding, Social Security (FICA), and Medicare. The total should match the total from the Payroll General Journal.

| Date Run:                  |          | Payroll Earnings Register     |          | Program: HRS2200           |          |
|----------------------------|----------|-------------------------------|----------|----------------------------|----------|
| Cnty Dist:                 |          |                               |          | Page: 32 of 32             |          |
| For Payroll Period         |          | Thru                          | Pay Date | Frequency: 5               |          |
| <b>District Totals:</b>    |          |                               |          |                            |          |
| Standard Gross:            | 2,917.17 | Hourly Rate:                  | .00      | Absence Refund:            | .00      |
| Total Gross:               | 3,313.01 | Withholding Tax:              | 233.64   | Annuity:                   | 250.00   |
| Unemployment Gross:        | 3,313.01 | Emp FICA Tax:                 | .00      | TRS Insurance:             | 21.54    |
| TRS Federal Gross:         | .00      | Unemployment Tax:             | .00      | TRS Deposit:               | 276.64   |
| Overtime Gross:            | .00      | Supplemental Pay:             | 395.84   | TRS Federal Deposit:       | .00      |
| FICA Gross:                | .00      | Non-Tax Bus Allow:            | .00      | Units Worked:              | .00      |
| Withholding Gross:         | 2,546.64 | Earned Income Credit Amt:     | .00      | Overtime Units:            | .00      |
| TRS Gross:                 | 3,313.01 | Employer Contrib:             | 177.74   | TRS Salary Red:            | 255.10   |
| Medicare Tax:              | 44.25    | Absence Deduction:            | .00      | Dependent Care:            | .00      |
| TRS Federal Care:          | .00      | Cafeteria 125:                | 261.27   | Net Adjustments:           | 1,076.30 |
| Workers' Comp Tax:         | 8.71     | Medicare Gross:               | 3,051.74 | Net Pay:                   | 2,236.71 |
| Other Deductions:          | 271.77   | Employee 457:                 | .00      | Employer 457:              | .00      |
| Non-TRS Supplemental:      | .00      | Taxable Bus Allow:            | .00      | Non-Pay Tax Bus Allow:     | .00      |
| Non-TRS Reimbr Excess:     | .00      | Non-TRS Reimbr Base:          | .00      | Non-Pay Non-Tax Bus Allow: | .00      |
| TRS Supplemental Comp:     | .00      | TEA Health Ins Contrib:       | .00      | Employer TRS Care Contrib: | 24.85    |
| Performance Pay Gross:     | .00      | Perform Pay Salary Red:       | .00      | Performance Pay Insurance: | .00      |
| Ret Emplr Pension Gross:   | .00      | Ret Emplr Pension Surch:      | .00      | Emplr TRS Care Surcharge:  | .00      |
| New TRS Member Gross:      | .00      | New TRS Mem Pen Contrib:      | .00      | Annuity Roth:              | .00      |
| Emplr Dependent Care:      | .00      | Emplr Dependent Care Taxable: | .00      | HSA Emp Sal Red Contrib:   | .00      |
| HSA Employer Contribution: | .00      | Emplr FICA Tax:               | .00      | Emplr Misc Ded Contrib:    | .89      |
| Emplr Medicare Tax:        | 44.25    | Annuity Roth 457b:            | .00      |                            |          |
| End of Report              |          |                               |          |                            |          |

- Following your LEA's tax deposit rules, use the [Electronic Federal Tax Payment \(EFTPS\) Online System](#) to transfer Withholding, FICA, and Medicare taxes.
- The tax payment can be posted via a transfer transaction, journal voucher (JV), or purchase authorization (PA). Use one of the following pages to post the payment in ASCENDER:
  - [Finance > Maintenance > Postings > Check Processing - PA](#)
  - [Finance > Maintenance > Postings > Journal Actual](#)
  - [Payroll > Utilities > Transfer Transaction Processing > Create Transactions](#)

### 24. (If applicable) Upload third-party administrator files.

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## Upload third-party administrator files

If you have deduction changes that need to be reported to third-party administrators, make those changes in accordance with your LEA's guidelines.

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## Post Payroll Tasks

1. (If applicable) [Process supplemental payroll.](#)

### Process supplemental payroll

Reference the [Supplemental Payroll Checklist](#) to complete this process.

2. (If applicable) [Process check voids and/or issues.](#)

### Process check voids and/or issues

Use the [Payroll > Payroll Processing > Payroll Adjustments > Check Void](#) or [Check Issue](#) tabs to complete these processes.

Be sure to complete the entire check void/issue process in one instance. If you exit the process, you will have to start the process again from the beginning.

3. [Run quarterly reports.](#)

### Run quarterly reports

1. [Run TWC Wage List](#)

[Payroll > Reports > Quarterly/Annual Reports > HRS5050 - TWC Wage List](#)

The report is also known as the TWC Quarterly Report. The report lists each employee's salary for the selected quarter. The report must be printed after the last payroll, and all adjustments are run for March, June, September, and December. Print the report for all pay periods at once or print the pay periods individually.

Create and save the file in the Payroll Folder > TWC folder.

Depending on your LEA, submit the file to TASB at [https://www.tasb.org/apps/ucw/ucw\\_districtinput.cfm](https://www.tasb.org/apps/ucw/ucw_districtinput.cfm) or TWC at <https://apps.twc.state.tx.us/UITAXSERV/security/logon.do> .

If applicable, run this report on a quarterly basis.

| Quarter | Month     | Due        |
|---------|-----------|------------|
| First   | March     | April 25   |
| Second  | June      | July 25    |
| Third   | September | October 25 |
| Fourth  | December  | January 25 |

## 2. [Run the 941 Worksheet Report.](#)

[Payroll > Reports > Quarterly/Annual Reports > HRS5000 - 941 Worksheet](#)

The report lists information on checks that each employee received during the date range entered. The information is listed by employee name and includes the check number, check date, taxable gross, federal income tax, FICA gross, FICA withheld, Medicare gross, Medicare tax withheld, and earned income credit. The report is primarily used as a worksheet for preparing the quarterly 941 report. It only works if the LEA is maintaining year-to-date files, and it includes the pay history records that were created from the Calendar YTD maintenance tab.

If the calendar year is greater than 2013, the non-TRS nontax business allowance and non-TRS nontax non pay business allowance amounts are not included in the taxable gross calculations.

**Note:** taxable gross = withholding gross + non-TRS - nontax business allowances

You should run this report on a quarterly basis.

| Quarter | Month     | Due     |
|---------|-----------|---------|
| First   | March     | April   |
| Second  | June      | July    |
| Third   | September | October |
| Fourth  | December  | January |

## 4. [Reconcile payroll clearing liability funds.](#)

### Reconcile payroll clearing liability funds

[Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary](#)

Reconcile the payroll clearing liability accounts (e.g., 863 and 163 accounts) and verify that all liability account balances are zero. If the account balances are not zero, be sure that you can account for the remaining balances or make the necessary changes to clear the accounts.

Enter account mask X63-XX-2XXX-XXX-XXXXXX.

Print the information to verify that all liability account balances are zero or are accountable.

5. [Process monthly TRS reports.](#)

### **Process monthly TRS reports**

Reference the [TRS Reporting Process](#) document for guidance on TRS reporting.



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