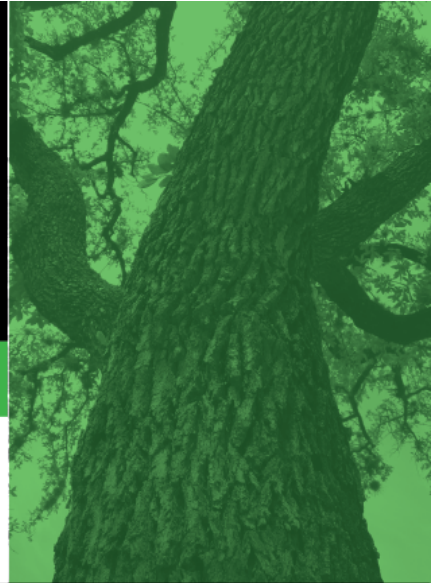




ASCENDER GUIDES



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# End-of-Year (EOY) Payroll Verification



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# ASCENDER - End-of-Year (EOY) Payroll Verification

**Created:** 05/31/2018

**Reviewed:** 06/07/2024

**Revised:** 06/07/2024

The purpose of this document is to guide you through important end-of-year payroll verifications. Review each step and address it as needed. The verification steps listed in this document should be completed prior to performing the August Accruals process. If the August Accruals process is applicable to your LEA, proceed to the [August Accruals](#) guide after verifying this data.

If a step does not apply to your LEA or specific situation, proceed to the next step.

This document assumes that you are familiar with the basic features of the ASCENDER Business System and have reviewed the [ASCENDER Business Overview guide](#).



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

## Before You Begin

Review the following information and/or complete the following steps before you begin the End-of-Year (EOY) Payroll Verification process.

- Review the [EOY Processing Flowchart](#).

## EOY Payroll Verification Process



Please note that for this process, all actions will be completed within the current fiscal year (e.g., 4) or school year (e.g., 2023-2024 = 2024).

1. [Verify payroll is complete](#).

## Verify payroll is complete

### Log on to the current year payroll frequency for each frequency used.

- Ensure that the current school year payroll (final August payroll and August supplemental) is processed and interfaced to Finance prior to performing the August accrual process.
- Do not use the same date for the August payroll and the August accrual posting. **It is recommended** to use 8-31-20XX for the accrual posting date.
- For August TRS-related tasks, review the [August TRS Reporting Process](#) document.
- Print, post, and interface all deduction liability checks.
- Post and interface all transfer transactions on the **Payroll > Utilities > Transfer Transaction Processing** page.
- Ensure that the termination dates and reasons are updated on the [Personnel > Maintenance > Employment Info](#) tab for all employees who are no longer with the LEA.
- For applicable employees, be sure to update responsibility records and auxiliary roles with an end date.



**CAUTION:** If not yet completed, extract teacher service records for all employees.

**Note:** If service records were not extracted before moving 11- and 12-month employees from NYR payroll to CYR, it may be necessary to manually update data such as contract begin and end dates, etc.

## 2. [\(For LEAs that accrue monthly\) Balance accruals in Finance and Payroll.](#)

### **(For LEAs that accrue monthly) Balance accruals in Finance and Payroll**

If your LEA accrues monthly, complete the following steps to verify the accurate posting of monthly accruals in both Finance and Payroll. It is critical that both areas agree to ensure accurate reporting of federal funds.

**It is recommended** that you balance accruals during the end-of-month Finance process to quickly identify and rectify errors.

[Finance > Tables > District Finance Options > Clearing Fund Maintenance](#)

Tables > District Finance Options Finance

Save

FINANCE OPTIONS   ACCOUNTING PERIODS   CLEARING FUND MAINTENANCE

Codes for Fiscal Year: 4

Finance Clearing Fund / Fiscal Year: 864 / 4      Payroll Clearing Fund / Fiscal Year: 863 / 4

**Finance Automatic Posting Defaults**

Cash Account:	1111 . 00
Payable Account:	2111 . 00
Accounts Receivable:	.
Overpayment Account:	
	- - . - -4 :
Due To:	2171 . 99
Reserve for Encumbrance:	4310 . 00
Requisition Offset:	4310 . 01
Reserve for WH Encumbrance:	4310 . 99
Restock Offset:	4310 . 02
Warehouse Offset:	4310 . 03

**Payroll Automatic Posting Defaults**

Cash Account:	1111 . 00
Accrued Wages:	2161 . 00
Accrued Federal Grant Deposit:	2211 . 11
Accrued Federal Grant Care:	2211 . 12
Accrued Employer FICA/Medicare:	2211 . 14
Accrued Employer Unemployment Tax:	2211 . 15
Accrued Health Insurance Contribution:	2211 . 16
Accrued Employer 457 Contribution:	2211 . 17
Accrued Employer Annuity Contribution:	2211 . 18
Accrued Employer TRS Care Contribution:	2211 . 19
Accrued Employer Dependent Care:	2211 . 20
Accrued Employer Miscellaneous Deduction Contribution:	2211 . 22

**Note:** Object codes at your LEA may differ as this is a sample screenshot.

☐ Click **Print** to print the table. You can reference this information each month as the table is rarely updated during the year.

Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary

Run and print an inquiry for object code 216X (accrued wages).

**Inquiry > General Ledger Inquiry** ▼ Finance

---



GENERAL LEDGER INQUIRY   GENERAL LEDGER ACCOUNT SUMMARY   EMPLOYEE DISTRIBUTION LIST INQUIRY   OVER EXPENDED ACCOUNT SUMMARY

Processed    Current Period: 08    Next Period: 08    Balance Accounts Only    Include Fund Totals    Exclude Objects 61XX

Fund   Func   Obj   Subj   Org   -----Prog-----  
Account Code: [XXX] [XX] [216X] [XX] [XXX] [X] [XX] [X] [XX]

---

  First ◀ ▶ Last

Date Run: \_\_\_\_\_ Inquiry Information for Balance Accounts  
Cnty Dist: \_\_\_\_\_ ISD  
Processed  Current (08)  Next (08)  XXX XX 216X XX XXX X XX X XX Page: 1 of 1  
File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rizd Revenue/ Expenditure	Balance
199 00 2161 00 000 00 0 00	ACCRUED SALARIES				0.00
211 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
224 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
225 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00





Reports > Year To Date Reports > School Year To Date Report Payroll

Preview PDF CSV Clear Options

Year To Date Reports HRS3050 - School Year To Date Report

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
School Year (YYYY)	20
Include Job Accrual Detail(s)? (Y/N)	N

[HRS3000 - Calendar Year To Date Report](#)  
[HRS3050 - School Year To Date Report](#)  
[HRS3100 - YTD Report Workers' Compensation](#)  
[HRS3150 - Annual Payroll Report](#)  
[HRS3200 - YTD Payroll Earnings Register](#)  
[HRS3250 - YTD Account Distribution Journal](#)  
[HRS3300 - YTD Accrual Payroll Account Distribution](#)  
[HRS3325 - YTD Expenditure Payroll Account Distr](#)  
[HRS3350 - Combined YTD Deduction Register](#)  
[HRS3400 - YTD Check Register](#)  
[HRS3450 - YTD Payroll Control Listing](#)  
[HRS3500 - YTD Wage and Earning Statements](#)  
[HRS3550 - School YTD Accrual Payroll Account Distr](#)  
[HRS3600 - Payroll Balancing Report](#)  
[HRS3650 - YTD Special Adjustment Report](#)

Print or save only the last page of the report.

Date Run:	School YTD (Sept 1 Thru Aug 31 20)	Program: HRS3050
Cnty Dist:	ISD	Page: 28 of 28
Pay Period: 08-01-20 thru 08-31-20	Payrun Date: 08-23-20	Frequency: 6

District Totals:			
Contract Pay	13,082,838.33	Non-TRS Non-Tax Bus Allow	1,000.00
Non-Contract Pay	2,796,825.51	Non-TRS Bus Allow	.00
Supplemental Pay	2,450.00	FICA Tax	.00
Accrued Federal Deposit (11)	.00	Medicare Tax	217,470.99
Emplr Health Insurance Accrued (16)	.00	FICA/Medicare Accrued (14)	.00
Emplr Annuity Accrued (18)	.00	Accrued Federal Care (12)	.00
Emplr Annuity Contrib	.00	Overtime Gross	.00
Emplr 457 Contrib	.00	TEA Health Ins Accrued (16)	.00
TEA Health Ins Contrib	.00	Emplr TRS Care Accrued (19)	.00
Emplr TRS Care Contrib	118,658.09	New TRS Member Contrib	1,398.39
Ret Emplr Pension Surcharge	.00	Emplr Dependent Care	.00
Emplr Misc Ded Contrib	.00	Emplr Misc Ded Contrib Accru (22)	.00

End of Report

**Note:** The numbers in parentheses are the sub-objects that will be compared to the General Ledger Inquiry report in the following step.

Compare the HRS3050 report totals to the General Ledger Inquiry reports.

General Ledger Inquiry Report	School YTD Report	Expenditure Object Code
216X	Accrued Pay	6119 or 6129
221X.11	Accrued Federal Deposit	6146
221X.12	Accrued Federal Care	6146
221X.14	FICA/Medicare Accrued	6141
221X.15	Unemployment Accrued	6145
221X.16	Emplr Health Insurance Accrued + TEA Health Ins Accrued	6142

221X.17	Emplr 457 Accrued	6149
221X.18	Emplr Annuity Accrued	6149
221X.19	Emplr TRS Care Accrued	6146
221X.20	Emplr Dependent Care Accrued	6149
221X.22	Emplr Misc Ded Contrib Accrued	6149

Assuming that only your 10-month employees accrue, the easiest time to complete accrual balancing is after completing the August payroll but before completing the August accruals. At this time, the amounts displayed on the School Year to Date Report and the General Ledger Inquiry liability accounts (216X and 221X.XX) are typically all zeros. Employees who accrue monthly and receive the first payment of their new contract prior to September will have accruals in Finance and the upcoming School Year to Date Report if the **TRS Year** field is selected on the Job info tab. These amounts should be considered during the accrual balancing process. Here are five common scenarios to consider.

Scenario	Accrued amounts from the HRS3050 - School Year To Date Report	Finance General Ledger Accrued Liabilities	Action Needed
1	Zeros	Zeros	None
2	Show amounts	Zeros	Run the Zero School YTD Accruals utility in Payroll and Post to Master only
3	Zeros	Show balances	Compare to upcoming School Year to Date report Add manual entries in Finance as needed
4	Show amounts that match GL	Show amounts that match School Year to Date	Compare to upcoming School Year to Date report Run the Zero School YTD Accruals utility in Payroll and Post to Master and Interface to Finance if needed
5	Show amounts but DO NOT match GL	Show amounts but DO NOT match School Year to Date	Compare to upcoming School Year to Date report Run the Zero School YTD Accruals utility in Payroll and Post to Master Consider Interface to Finance and manual entries in Finance if needed

Review the following scenarios, choose the best fit, then follow the appropriate steps.

**Scenario 1:** The current School Year to Date Report shows zeros for accrued totals and the liability accounts in Finance are zero.

**Action:** No action required.

**Scenario 2:** The current School Year to Date Report shows amounts for accrued totals but the liability accounts in Finance are zero.

**Action:** In the current year payroll frequency, zero the amounts in Payroll. Post to Master but DO NOT Interface to Finance.

[Payroll > Utilities > Zero School YTD Accruals > Extract](#)

Verify the **School Year** field and click **Retrieve**.

In the **JV Number** field, type ZEROAC.

Verify that the **File ID** field is C.

Employees with School YTD accruals that were not cleared during payoff are displayed on the left side of the page. Use the arrows to move the employees to the right side of the page.

Click **Run**. The Zero School YTD Accruals Extract report is displayed.

If the process is successful, close the Extract report.

[Payroll > Utilities > Zero School YTD Accruals > Reports](#)


Generate and save the reports as needed.

Utilities > Zero School YTD Accruals

EXTRACT   REPORTS   POST TO MASTER / INTERFACE TO FINANCE

**Zero School YTD Accrual Reports**

Gen Rpt	Report
<input checked="" type="checkbox"/>	Accrual Account Distribution Journal by Name
<input checked="" type="checkbox"/>	Accrual Account Distribution Journal by Account Code
<input checked="" type="checkbox"/>	Expense Account Distribution Journal by Name
<input checked="" type="checkbox"/>	Expense Account Distribution Journal by Account Code
<input checked="" type="checkbox"/>	General Journal Report

[Payroll > Utilities > Zero School YTD Accruals > Post to Master/Interface to Finance](#)

Utilities > Zero School YTD Accruals

EXTRACT    REPORTS    POST TO MASTER / INTERFACE TO FINANCE

**Post Options**

Post to Master

Post to Master and Interface to Finance

**Transaction Date / Accounting Period**

Transaction Date    08-26-20

File ID:    C

Post to Current Acct Period:

Post to Next Acct Period:

POST ←

Under **Post Options**, select **Post to Master**.

Click **Post**.

**Scenario 3:** The current School Year to Date Report shows zeros for accrued totals but the liability accounts in Finance have balances.

**Action:** Generate the School Year to Date Report for the upcoming school year.

- If these amounts match Finance, no action needed.
- If these amounts do not match in Finance, enter a JV on the Finance > Postings > Journal Actual tab to match the School Year to Date amounts.

Refer to the above chart to see the expenditure object that ties to each liability. For example, if the accrued FICA/Medicare liability line (object 221X.14) shows a balance of -\$158.56, you will need to debit a payroll expenditure account with an object code of 6141.

**Scenario 4:** The current School Year to Date Report shows amounts for accrued totals and

the liability accounts in Finance have matching amounts.

**Action:** In the current year payroll frequency, use the Payroll > Utilities > Zero School YTD Accruals utility to zero the amounts in Payroll and Interface to Finance so that both are zeroed at the same time.

Complete the same steps listed in Scenario 2 **EXCEPT** on the Post to Master/Interface to Finance tab:

Utilities > Zero School YTD Accruals

EXTRACT    REPORTS    POST TO MASTER / INTERFACE TO FINANCE

**Post Options**

Post to Master

Post to Master and Interface to Finance

**Transaction Date / Accounting Period**

Transaction Date    08-26-20

File ID:    C

Post to Current Acct Period:

Post to Next Acct Period:

POST ←

- Select **Post to Master and Interface to Finance**.
- Enter a **Transaction Date**.
- Select the desired accounting period.
- Click **Post**.

**Scenario 5:** The current School Year to Date Report shows amounts for accrued totals and the liability accounts in Finance show amounts but the amounts do not match.

**Action:** Run the upcoming School YTD report and compare the totals from both School Year to Date reports to Finance. Analyze the report to determine which accrual amounts should

remain if any.

In the current year payroll frequency, use [Payroll > Utilities > Zero School YTD Accruals](#) to zero the amounts if needed.

Consider whether Interfacing to Finance will correct the liability balances in Finance.

- If yes, select **Post to Master and Interface to Finance**.
- If no and the differences will be greater, select **Post to Master**. You may need to manually enter additional JVs on the [Finance > Maintenance > Postings > Journal Actual](#) tab to reconcile any remaining differences.

Complete the same steps listed in Scenario 2 and 4 except on the Post to Master/Interface to Finance tab:

- Select **Post to Master** or **Post to Master and Interface to Finance** as needed. If you interface to Finance:
- Enter a **Transaction Date**.
- Select the desired accounting period
- Click **Post**.

### 3. [Verify accrual accounts are zero in Finance](#).

#### **Verify accrual accounts are zero in Finance**



**Log on to the current file ID.**

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

Run a summary inquiry for account codes 216X and 221X to verify that all accrual amounts are cleared (if there are no upcoming year accruals). The accrual amounts from the [Payroll > Reports > Year To Date Reports > HRS3050 - School Year To Date Report](#) should match the Finance accrual accounts.

The screenshot displays the 'GENERAL LEDGER ACCOUNT SUMMARY' inquiry screen. At the top, there are navigation tabs: 'GENERAL LEDGER INQUIRY', 'GENERAL LEDGER ACCOUNT SUMMARY' (selected), 'EMPLOYEE DISTRIBUTION LIST INQUIRY', and 'OVER EXPENDED ACCOUNT SUMMARY'. Below the tabs are several checkboxes: 'Processed' (checked), 'Current Period: 08' (checked), 'Next Period: 08' (checked), 'Balance Accounts Only' (unchecked), 'Include Fund Totals' (unchecked), and 'Exclude Objects 61XX' (unchecked). The 'Account Code' field is populated with 'XXX XX 216X XX XXX X XX X XX'. There are 'Retrieve' and 'Reset' buttons to the right. Below the search area is a table with the following data:

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rzld Revenue/ Expenditure	Balance
199 00 2161 00 000 00 0 00	ACCRUED SALARIES				0.00
211 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
224 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
225 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00

Inquiry > General Ledger Inquiry Finance

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

Processed 
  Current Period: 08 
  Next Period: 08 
  Balance Accounts Only 
  Include Fund Totals 
  Exclude Objects 61XX

Fund: XXX Func: XX Obj: 221X Subj: XX Org: XXX Prog: X XX X XX  
 Account Code: [XXX] [XX] [221X] [XX] [XXX] [X] [XX] [X] [XX]

---

Date Run: \_\_\_\_\_ Inquiry Information for Balance Accounts  
 Cnty Dist: \_\_\_\_\_ ISD  
 Processed  Current (08)  Next (08)  XXX XX 221X XX XXX X XX X XX Page: 1 of 2  
 File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rzld Revenue/ Expenditure	Balance
199 00 2210 00 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 00 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 11 000 00 0 00	ACCRUED FED GRANT				0.00
199 00 2211 12 000 00 0 00	ACCRUED TRS CARE				0.00
199 00 2211 14 000 00 0 00	ACCRUED FICA				0.00

4. Clear EOY accrual data.

**Clear EOY accrual data**

## Log on to the CYR payroll frequency.

Payroll > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables

Select only the **Clear EOY Accrual Data Only** field.



**IMPORTANT: Do not** move any tables from the left side to the right side of the page.

Click **Execute** to clear the prior year accrual calculations.

## 5. Verify fund to grant information.

### Verify fund to grant information

Personnel > Tables > Salaries > Fund to Grant



**IMPORTANT:** All applicable federal grants must have a fund to grant code listed in the **TRS Grant Cd** field on this tab. If not, TRS federal grant care and TRS federal grant deposit amounts **will not** be calculated for that specific fund during payroll.

Verify that the applicable federal grant funds (200-300) have a two-digit TRS grant code.

**Exception:** If using the TRS Child Nutrition worksheet for TRS reporting, the child nutrition fund should NOT have a grant code assigned.

Tables > Salaries Personnel

Save

LOCAL ANNUAL   HOURLY/DAILY   EXTRA DUTY   FUND TO GRANT   STATE MINIMUM   SUBSTITUTE   MIDPOINT

Records  
Fund: All

Fund	Fund Description	TRS Grant Cd
199	GENERAL OPERATING	<input type="text"/>
211	TITLE I	<input type="text" value="11"/>
224	IDEA B - FORMULA	<input type="text" value="24"/>
225	IDEA B - PRESCHOOL	<input type="text" value="25"/>
226	HIGH COST FUNDS	<input type="text" value="26"/>
240	CHILD NUTRITION	<input type="text"/>
242	SUMMER FEEDING	<input type="text"/>
244	EFFECTIVE ADV IMPLEMENTATION	<input type="text" value="44"/>
255	TITLE II	<input type="text" value="55"/>
263	TITLE III	<input type="text" value="63"/>
279	TCLAS-ESSER III	<input type="text" value="79"/>
282	ESSER III	<input type="text" value="82"/>
288	SCHOOL SAFETY STANDARDS GRANT	<input type="text"/>
289	TITLE IV	<input type="text" value="36"/>
397	EAF/COUNSELOR GRANT	<input type="text"/>

6. Verify/update next year TRS rates.

### Verify/update next year TRS rates

**Log on to the NYR payroll frequency.**

Payroll > Tables > Tax/Deductions > TRS Rates

Update the TRS rates.



**CAUTION:** Be sure to retrieve the 2025 school year data prior to updating this tab.



**IMPORTANT:** Be sure to visit the TRS website: [https://www.trs.texas.gov/Pages/re\\_contribution\\_rates.aspx](https://www.trs.texas.gov/Pages/re_contribution_rates.aspx) to obtain the updated rates for the next school year, and then return to this table to update the new rates.

Tables > Tax/Deductions Payroll

Save

School Year:

**CAUTION:** Be sure to type the new school year (2025) and click **Retrieve** before entering the updated rates.

EXEMPTIONS   INCOME TAX   FICA TAX   UNEMPLOYMENT   TRR RATES   ANNUITY RATES   WORKERS' COMP   DEDUCTION CD

TRR Rate:

TRR Fee:

TRR Insurance:  Employer Paid:

District Rate:

TRR Care Rate:

TRR Care Emplr Contrib:

TRR IRS Salary Cap:

TRR Non-OASDI Rate:

To create a new TRS rates record:

- Type the new year (2025) and click **Retrieve**. A message is displayed indicating that the new record is populated based on the prior year's (2024) TRS rates record.
- Complete the applicable fields.
- Click **Save**.

## 7. [Verify next year payroll information.](#)

### Verify next year payroll information

**Log on to the NYR payroll frequency.**

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

Reports > User Created Reports Payroll

Save Create Report Delete Reset Year: N

Report Template

Public Retrieve Directory

Report Title

Employee Nbr   Active Employees Only

Employee Demographic

<input checked="" type="checkbox"/> Employee Nbr	<input type="checkbox"/> Staff ID/SSN	<input type="checkbox"/> Maiden Name	<input type="checkbox"/> Phone Area Cd	<input type="checkbox"/> Last Change Date	<input type="checkbox"/> Emer Contact	<input type="checkbox"/> Hispanic/Latino
<input type="checkbox"/> Texas Unique Staff ID	<input type="checkbox"/> Address Number	<input type="checkbox"/> Former Prefix	<input type="checkbox"/> Phone Nbr	<input type="checkbox"/> Citizenship	<input type="checkbox"/> Relationship	<input type="checkbox"/> American Indian
<input type="checkbox"/> Name Prefix	<input type="checkbox"/> Street/P.O. Box	<input type="checkbox"/> Former First Name	<input type="checkbox"/> Bus Phone Area	<input type="checkbox"/> Marital Stat	<input type="checkbox"/> Emer Notes	<input type="checkbox"/> Asian
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Apt	<input type="checkbox"/> Former Middle Name	<input type="checkbox"/> Bus Phone Nbr	<input type="checkbox"/> Other Language	<input type="checkbox"/> Emer Area Cd	<input type="checkbox"/> African American
<input type="checkbox"/> Middle Name	<input type="checkbox"/> City	<input type="checkbox"/> Former Last Name	<input type="checkbox"/> Bus Ext	<input type="checkbox"/> Local Use 1	<input type="checkbox"/> Emer Phone Nbr	<input type="checkbox"/> Pacific Islander
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> State	<input type="checkbox"/> Former Generation	<input type="checkbox"/> Cell Area Cd	<input type="checkbox"/> Local Use 2	<input type="checkbox"/> Emer Ext	<input type="checkbox"/> White
<input type="checkbox"/> Generation	<input type="checkbox"/> Zip	<input type="checkbox"/> Driver's License	<input type="checkbox"/> Cell Phone Nbr	<input type="checkbox"/> Email		
<input type="checkbox"/> Sex	<input type="checkbox"/> Zip+4	<input type="checkbox"/> DL State	<input type="checkbox"/> Local Restriction	<input type="checkbox"/> Home Email		
<input type="checkbox"/> DOB	<input type="checkbox"/> Addr Country	<input type="checkbox"/> DL Expir Date	<input type="checkbox"/> Public Restriction	<input type="checkbox"/> Employee Notes		

Job Information

<input type="checkbox"/> Job Code	<input type="checkbox"/> Percent Assigned	<input type="checkbox"/> Payoff Date	<input type="checkbox"/> Pay Grade	<input checked="" type="checkbox"/> Daily Rate	<input type="checkbox"/> Overtime Eligible	<input type="checkbox"/> Workers' Comp Cd
<input type="checkbox"/> Job Descr	<input type="checkbox"/> Department	<input checked="" type="checkbox"/> Nbr Days Employed	<input type="checkbox"/> Pay Step	<input type="checkbox"/> Hrly Rate	<input type="checkbox"/> Overtime Rate	<input type="checkbox"/> Workers' Comp Annual
<input type="checkbox"/> Primary Job	<input type="checkbox"/> Pay Type	<input type="checkbox"/> Nbr Days in Contract	<input type="checkbox"/> Pay Schedule	<input type="checkbox"/> Pay Rate	<input type="checkbox"/> Hours/Day	<input type="checkbox"/> Workers' Comp Remain
<input type="checkbox"/> Prim Campus	<input type="checkbox"/> Calendar Code	<input type="checkbox"/> Local Contract Days	<input type="checkbox"/> State Step	<input type="checkbox"/> Base Annual	<input type="checkbox"/> TRS Position Cd	<input type="checkbox"/> Exempt Status
<input type="checkbox"/> Campus Name	<input checked="" type="checkbox"/> Contract Begin Dt	<input type="checkbox"/> Nbr of Annual Pymts	<input type="checkbox"/> Contract Total	<input checked="" type="checkbox"/> Accrual Cd	<input type="checkbox"/> State Minimum Salary	<input type="checkbox"/> Incr Pay Step
<input type="checkbox"/> Nbr Mon Contr	<input type="checkbox"/> Contract End Dt	<input type="checkbox"/> Remaining Pymts	<input type="checkbox"/> Contract Balance	<input checked="" type="checkbox"/> Accrual Rate	<input type="checkbox"/> TRS Year	<input type="checkbox"/> Vacant Position
<input type="checkbox"/> Yrs of Job Exper	<input type="checkbox"/> Yrs in Career Ladder	<input type="checkbox"/> Wkly Hrs Sched	<input type="checkbox"/> Wholly Sep Amt	<input type="checkbox"/> Reg Hrs Worked	<input type="checkbox"/> Retiree Exception	

These fields are maintained on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.

Maintenance > Staff Job/Pay Data Payroll

Save

Employee: 000096 : BENTON, ANTONIO L Retrieve Directory

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0499 - TEACHER	<input checked="" type="checkbox"/>	100%	Contracted employee

Rows: 1 of 1 Add

Primary Campus: 102 102 Ascender Elem 03-06  
Dept:

**Contract Info**

Pay Type: 1 Contracted employee Pay Grade: 001 Pay Step: 30 Sched:  Max Days: 187 Hrs Per Day: 0.000 Incr Pay Step:

Total: 72,000.00 Balance: 72,000.00 # of Annual Pymts: 12 Remaining Pymts: 12 Concept: Use annual salary table

# of Months in Contract: 10 State Min Days: 187 Valid basic days in contract Base Annual: 72,000.00 Calculate

**Daily Rate:** 385.027 = Contract Total: 72,000.00 / # of Days Empld: 187 # Days Off: 0.0 Vacant Job:

**Pay Rate:** 6,000.00 = Contract Total: 72,000.00 / # Annual Pymts: 12 Payoff Date: 08-25-2025 Wkly Hrs Sched: 38

Reg Hrs Worked: 0.00 OVTM Elig:  OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status:  EEOC: 05 Elem classrm teach

**State Info**

State Step: 20 Yrs in Career Ladder: 1 TRS Year:  TRS Member Pos: 02 Teacher, librarian Wholly Sep Amt: 0.00

State Min Salary: 50,457.00 = Foundation Daily Rate: 291.658 X % Assigned: 100% X # of days Empld: 187 Retiree Exception:

**Calendar/Local Info**

Calendar Cd: 01 - 187 DAYS Begin Date: 08-14-2024 End Date: 06-06-2025 # of Days Empld: 187 Exclude Days for TEA:

Years Job Exp: 22 Local Contract Days: 187

**Workers' Comp Info**

WC Code: A 8868 PROFESSIONAL 0.008724 WC Ann Pymts: 10 WC Remain: 10

**Accrual Info**

Code: A Accrual Rate: 385.027 = Total: 72,000.00 / # of Days Empld: 187

For employees who **do** accrue monthly:

- Verify the accrual code, accrual rate, daily rate, and contract begin date for each employee.
- Verify that each employee that should accrue monthly has an accrual code.
- Verify that each employee with an accrual code has an accrual rate.
- Verify that the accrual rate matches the daily rate.
- Verify if each accrual code has the correct number of days employed.
- If you have two employees with the same contract begin date and one needs to accrue and the other does not, make a note to serve as a reminder that the applicable employee should be excluded from calculations during the August Accrual process.

For employees who **do not** accrue monthly:

- Verify that the contract begin date and new daily rate are accurate for the new year.
- Verify that the employee **does not** have an accrual code or accrual rate.

Use the [Payroll > Tables > Accrual Calendars > Accrual Calendar](#) page to verify pay dates and days worked.







## Back Cover