



End-of-Year

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

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Revised: 05/23/2025

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 Flowchart for September Start LEAs

EOY Payroll Verification Process



All steps in this process should be completed in the current fiscal year (e.g., 5) or school year (e.g., 2024-2025 = 2025).

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 to balance accruals monthly to help identify and correct any errors. Use the [Payroll > Utilities > Payroll Accrual Variance Extract > Extract](#) to assist you in this process.

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

Tables > District Finance Options Finance

Save File ID: C

FINANCE OPTIONS ACCOUNTING PERIODS CLEARING FUND MAINTENANCE

Codes for Fiscal Year: Retrieve Add Delete Print

Finance Clearing Fund / Fiscal Year: Payroll Clearing Fund / Fiscal Year:

Finance Automatic Posting Defaults

| | |
|-----------------------------|--------------------------------------|
| Cash Account: | <input type="text" value="1110.00"/> |
| Payable Account: | <input type="text" value="2110.00"/> |
| Accounts Receivable: | <input type="text" value="1290.00"/> |
| Overpayment Account: | <input type="text"/> |
| Due To: | <input type="text" value="2171.99"/> |
| Reserve for Encumbrance: | <input type="text" value="4310.00"/> |
| Requisition Offset: | <input type="text" value="4310.01"/> |
| Reserve for WH Encumbrance: | <input type="text" value="4310.99"/> |
| Restock Offset: | <input type="text" value="4310.02"/> |
| Warehouse Offset: | <input type="text" value="4310.03"/> |

Payroll Automatic Posting Defaults

| | |
|--|--------------------------------------|
| Cash Account: | <input type="text" value="1110.00"/> |
| Accrued Wages: | <input type="text" value="2161.00"/> |
| Accrued Federal Grant Deposit: | <input type="text" value="2211.11"/> |
| Accrued Federal Grant Care: | <input type="text" value="2211.12"/> |
| Accrued Employer FICA/Medicare: | <input type="text" value="2211.14"/> |
| Accrued Employer Unemployment Tax: | <input type="text" value="2211.15"/> |
| Accrued Health Insurance Contribution: | <input type="text" value="2211.16"/> |
| Accrued Employer 457 Contribution: | <input type="text" value="2211.17"/> |
| Accrued Employer Annuity Contribution: | <input type="text" value="2211.18"/> |
| Accrued Employer TRS Care Contribution: | <input type="text" value="2211.19"/> |
| Accrued Employer Dependent Care: | <input type="text" value="2211.20"/> |
| Accrued Employer Miscellaneous Deduction Contribution: | <input type="text" value="2211.21"/> |

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).

Home Inquiry > General Ledger Inquiry
Finance

File ID: C

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 : | <div style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">Retrieve</div> <div style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block; margin-left: 10px;">Reset</div> |

Print

Last

Date Run:
 Crty Dist:
 Processed ☒ Current (08) ☒ Next (08) ☒

Inquiry Information for Balance Accounts
 ISD
 XXX XX 216X XX XXX X XX X XX

Page: 1 of 1
 File ID: C

| Account Number | Description | Est Revenue/ Appropriation | Encumbrance | Rlzd Revenue/ Expenditure | Balance |
|----------------------------|----------------------|-------------------------------|-------------|------------------------------|---------|
| 198 00 2161 00 000 00 0 00 | ACCRUED WAGES PAYBLE | | | | 0.00 |
| 199 00 2161 00 000 00 0 00 | ACCRUED WAGES PAYBLE | | | | 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 |
| 240 00 2161 00 000 00 0 00 | ACCRUED WAGES PAYBLE | | | | 0.00 |

Run and print an inquiry for object code 221X and each sub-object listed in the Clearing Fund Maintenance table (printed above (accrued benefits)). **It is recommended** that you print each sub-object separately to simplify the balancing process. The screenshot shows multiple sub-objects to save space.

Inquiry > General Ledger Inquiry Finance

File ID: C

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

Account Code: Fund: XXX : Func: XX : Obj: 221X : Subj: XX : Org: XXX : Prog: X : XX : X : XX : Retrieve Reset

Inquiry Information for Balance Accounts

Date Run: Page: 1 of 1
 Crty Dist: File ID: C
 Processed ☒ Current (08) ☒ Next (08) XXX XX 221X XX XXX X XX X XX

| Account Number | Description | Est Revenue/ Appropriation | Encumbrance | Rtzd Revenue/ Expenditure | Balance |
|----------------------------|------------------|-------------------------------|-------------|------------------------------|---------|
| 199 00 2211 14 000 00 0 00 | ACCRUED EXPENSES | | | | 0.00 |
| 199 00 2211 16 000 00 0 00 | ACCRUED EXPENSES | | | | 0.00 |
| 199 00 2211 19 000 00 0 00 | ACCRUED EXPENSES | | | | 0.00 |
| 199 00 2211 20 000 00 0 00 | ACCRUED EXPENSES | | | | 0.00 |
| 199 00 2211 21 000 00 0 00 | ACCRUED EXPENSES | | | | 0.00 |
| 211 00 2211 11 000 00 0 00 | ACCRUED EXPENSES | | | | 0.00 |

[Payroll > Reports > Year To Date Reports > HRS3050 - School Year To Date Report](#)

Generate the report with the following parameters:

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

Preview PDF CSV Clear Options Year: C

Year To Date Reports

HRS3050 - School Year To Date Report

[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](#)

Parameter Description **Value**
 Sort by Alpha (A), Pay Campus (C), Primary Campus (P)
 School Year (YYYY)
 Include Job Accrual Detail(s)? (Y/N)
 Select Accrual Code(s), or blank for ALL
 Pay Status Active (A), Inactive (I), or blank for ALL
 Pay Type 1-4, Exclude Subs (E), or blank for ALL
 Select Pay Campus(es), or blank for ALL
 Select Primary Campus(es), or blank for ALL
 Select Extract ID(s), or blank for ALL
 Select Employee(s), or blank for ALL

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: 54 of 54 | | |
| Pay Period: 08-01-20 thru 08-31-20 | | Payrun Date: 08-25-20 | | | | | | Frequency: 6 | | |
| Employee Name | Contract | Non Contr | Supplement | NTRS Ex | FICA Tax | Med Tax | Abs Ded | TRS Dep | Reg Hrs | Ovrm Hrs |
| Emp Nbr | Prim Campus | Ovrm Grs | Emplr Cont | NTax Allow | NTRS Bs | Bus Allow | Emplr 457 | TEA Contr | NT NP Bus | Empl Dep |
| | Accrual Code | Emplr Care | NPay Bus | Accru Pay | FICA Accru | E HI Acc | E An Acc | 457 Accru | TEA Acc | Unemp Acc |
| | A Fed Dep | A Fed Care | Accru Care | Ret Pensn | Care Surc | New TRS | Misc Ded | A Misc Ded | A 403B FICA | |
| District Totals: | | | | | | | | | | |
| Contract Pay | | 28,982,207.71 | Non-TRS Non-Tax Bus Allow | | | .00 | Absence Deduction | | | .00 |
| Non-Contract Pay | | 1,386,486.35 | Non-TRS Bus Allow | | | 50,900.00 | TRS Deposit | | | 2,676,501.22 |
| Supplemental Pay | | 1,150.00 | FICA Tax | | | .00 | Accrued Pay (216X) | | | .00 |
| Accrued Federal Deposit (11) | | .00 | Medicare Tax | | | 429,642.59 | Unemployment Accrued (15) | | | .00 |
| Emplr Health Insurance Accrued (16) | | .00 | FICA/Medicare Accrued (14) | | | .00 | Emplr 457 Accrued (17) | | | .00 |
| Emplr Annuity Accrued (18) | | .00 | Accrued Federal Care (12) | | | .00 | Non-TRS Reimbr Excess | | | .00 |
| Emplr Annuity Contrib | | .00 | Overtime Gross | | | .00 | Non-TRS Reimbr Base | | | .00 |
| Emplr 457 Contrib | | .00 | TEA Health Ins Accrued (16) | | | .00 | Non-Pay Bus Allowance | | | .00 |
| TEA Health Ins Contrib | | .00 | Emplr TRS Care Accrued (19) | | | .00 | Non-Tax NPay Bus Allow | | | .00 |
| Emplr TRS Care Contrib | | 225,547.62 | New TRS Member Contrib | | | 1,786.32 | Emplr TRS Care Surcharge | | | 19,260.00 |
| Ret Emplr Pension Surcharge | | .00 | Emplr Dependent Care | | | .00 | Emplr Dependent Care Accru (20) | | | .00 |
| Emplr Misc Ded Contrib | | .00 | Emplr Misc Ded Contrib Accru (21) | | | .00 | Emplr 403B FICA Contrib Accru (18) | | | .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.21 | 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.
- If there were any errors encountered during the extract, the system displays the Zero School YTD Accruals Calculation Errors listing. [Review the report](#).
- **It is recommended** that you clear all errors prior to continuing with the extract process.

Payroll > Utilities > Zero School YTD Accruals > Reports

Generate and save the reports as needed.

Utilities > Zero School YTD Accruals

Payroll

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 |

Generate Reports Select All

Payroll > Utilities > Zero School YTD Accruals > Post to Master/Interface to Finance

Utilities > Zero School YTD Accruals

Payroll

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: 08-15-20

File ID: C

☒ Post to Current Acct Period: 08

☐ Post to Next Acct Period: 08

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 for \$158.56.

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 Payroll

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: 08-15-20

File ID: C

☒ Post to Current Acct Period: 08

☐ Post to Next Acct Period: 08

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.

Home Inquiry > General Ledger Inquiry
 Finance
File ID: C

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
Retrieve Reset

First Previous Next Last

Date Run:
City Dist:
Processed ☒ Current (08) ☒ Next (08) ☒

Inquiry Information for Balance Accounts
ISD
XXX XX 216X XX XXX X XX X XX

Page: 1 of 1
File ID: C

| Account Number | Description | Est Revenue/ Appropriation | Encumbrance | Rtzd Revenue/ Expenditure | Balance |
|----------------------------|----------------------|-------------------------------|-------------|------------------------------|---------|
| 198 00 2161 00 000 00 0 00 | ACCRUED WAGES PAYBLE | | | | 0.00 |
| 199 00 2161 00 000 00 0 00 | ACCRUED WAGES PAYBLE | | | | 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 |
| 240 00 2161 00 000 00 0 00 | ACCRUED WAGES PAYBLE | | | | 0.00 |

Inquiry > General Ledger Inquiry
Finance
File ID: C

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 221X XX XXX X XX X XX
Retrieve Reset

First
Last

Date Run:
City Dist:
Processed ☒ Current (08) ☒ Next (08) ☒

Inquiry Information for Balance Accounts
ISD
XXX XX 221X XX XXX X XX X XX

Page: 1 of 1
File ID: C

| Account Number | Description | Est Revenue/ Appropriation | Encumbrance | Rtzd Revenue/ Expenditure | Balance |
|----------------------------|------------------|-------------------------------|-------------|------------------------------|---------|
| 199 00 2211 14 000 00 0 00 | ACCRUED EXPENSES | | | | 0.00 |
| 199 00 2211 16 000 00 0 00 | ACCRUED EXPENSES | | | | 0.00 |
| 199 00 2211 19 000 00 0 00 | ACCRUED EXPENSES | | | | 0.00 |
| 199 00 2211 20 000 00 0 00 | ACCRUED EXPENSES | | | | 0.00 |
| 199 00 2211 21 000 00 0 00 | ACCRUED EXPENSES | | | | 0.00 |
| 211 00 2211 11 000 00 0 00 | ACCRUED EXPENSES | | | | 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 |
|------|---------------------------|---------------------------------|
| 183 | UIL DISTRICT CHAIR | <input type="text"/> |
| 198 | ACADEMY/SUMMER CAMP | <input type="text"/> |
| 199 | GENERAL FUND | <input type="text"/> |
| 211 | ESEA TITLE I PART A&D | <input type="text" value="36"/> |
| 224 | IDEA PART B FORMULA | <input type="text" value="36"/> |
| 225 | IDEA B PRESCHOOL | <input type="text" value="36"/> |
| 226 | IDEA PART B DISCRETIONARY | <input type="text" value="36"/> |
| 240 | FOOD SERVICE | <input type="text"/> |
| 244 | CAREER & TECH BASIC GRANT | <input type="text" value="36"/> |
| 255 | ESEA TITLE II PART A | <input type="text" value="36"/> |
| 263 | TITLE III PART A | <input type="text" value="36"/> |

First / 3

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 2026 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 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: 2026 Retrieve Delete

CAUTION: Be sure to type the new school year (2026) and click **Retrieve** before entering the update rates.

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

Delete Print

| | | | |
|------------------------|--|---|---|
| TRS Rate | Member Retirement Contribution: | <input type="text" value="8.25%"/> | |
| TRS Insurance | Member Care Contribution: | <input type="text" value="0.00"/> | |
| District Rate | State Contribution: | <input type="text" value="0.65%"/> | Employer Paid: <input type="checkbox"/> |
| TRS Care Rate | Federal TRS Care: | <input type="text" value="8.250%"/> | |
| TRS Care Emplr Contrib | RE TRS Care Contribution: | <input type="text" value="1.25%"/> | |
| TRS IRS Salary Cap: | | <input type="text" value="0.75%"/> | |
| TRS Non-OASDI Rate | | <input type="text" value="330,000.00"/> | |
| | Public Education Employer Contribution (PEEC): | <input type="text" value="2.000%"/> | |

To create a new TRS rates record:

- Type the new year (2026) and click **Retrieve**. A message is displayed indicating that the new record is populated based on the prior year's (2025) 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

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+4 | <input type="checkbox"/> Driver's License | <input type="checkbox"/> Cell Phone Nbr | <input type="checkbox"/> Email | | |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Addr Country | <input type="checkbox"/> DL State | <input type="checkbox"/> Local Restriction | <input type="checkbox"/> Home Email | | |
| <input type="checkbox"/> DOB | | <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: 000006 : ACHIMON, AARON JAY Retrieve Directory

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

| Delete | Selected | Job Code | Primary | % Assigned | Pay Type |
|--------|----------|----------------------------|-------------------------------------|------------|---------------------|
| | | 017B - WWTE REG ED TEACHER | <input checked="" type="checkbox"/> | 100% | Contracted employee |

Rows: 1 of 1 Add

Primary Campus: 107 ASCENDER 107 Elementary
Dept:

Contract Info

Pay Type: 1 Contracted employee Pay Grade: 10T Pay Step: 22 Sched: Max Days: 187 Hrs Per Day: 0.000 Incr Pay Step: ☒
 Total: 61,800.00 Balance: 61,800.00 # 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: 61,800.00 Calculate
Daily Rate: 330.481 = Contract Total: 61,800.00 / # of Days Empld: 187 # Days Off: 0.0 Vacant Job: ☐
 Pay Rate: 5,150.00 = Contract Total: 61,800.00 / # Annual Pymts: 12 Payoff Date: 08-25-2026 Wkly Hrs Sched: 0
 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: TRS Year: ☐ TRS Member Pos: 02 Teacher, Librarian Wholly Sep Amt: 0.00
 State Min Salary: 54,540.00 = Foundation Daily Rate: 291,658 X % Assigned: 100% X # of days Empld: 187 Retiree Exception:

Calendar/Local Info

Calendar Cd: 09 - 187 DAYS Begin Date: 08-11-2025 End Date: 05-29-2026 **# of Days Empld: 187** Exclude Days for TEA: ☐
 Years Job Exp: ☐ Local Contract Days: 197

Workers' Comp Info

WC Code: A PROFESSIONALS 0.000058 WC Ann Pymts: 10 WC Remain: 10

Accrual Info

Code: B Accrual Rate: 330.481 = Total: 61,800.00 / # 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