

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

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Created: 05/31/2018
Reviewed: In Progress
Revised: In Progress

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

1. Verify payroll is complete.

Verify payroll is complete

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

- Ensure that all current school year payrolls (including final August and August supplemental) are processed and interfaced to Finance before starting the August Accrual process.
- For August TRS-related tasks, review the August TRS Reporting Process document.
- 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.
- Print, post, and interface all deduction liability checks.
- If applicable, 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.

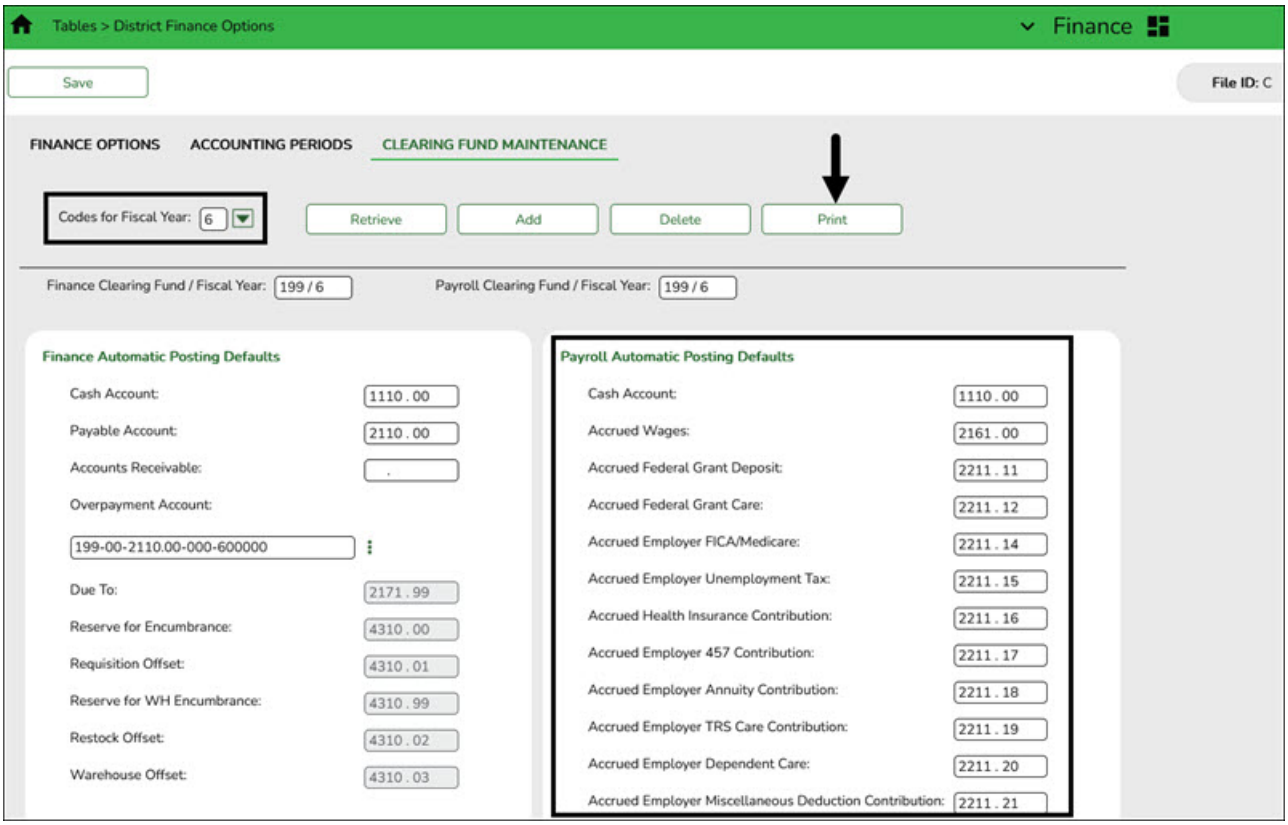
2. (For LEAs that accrue monthly) Balance accruals in Finance and Payroll.

(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 all funds including federal funds.

Note: **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

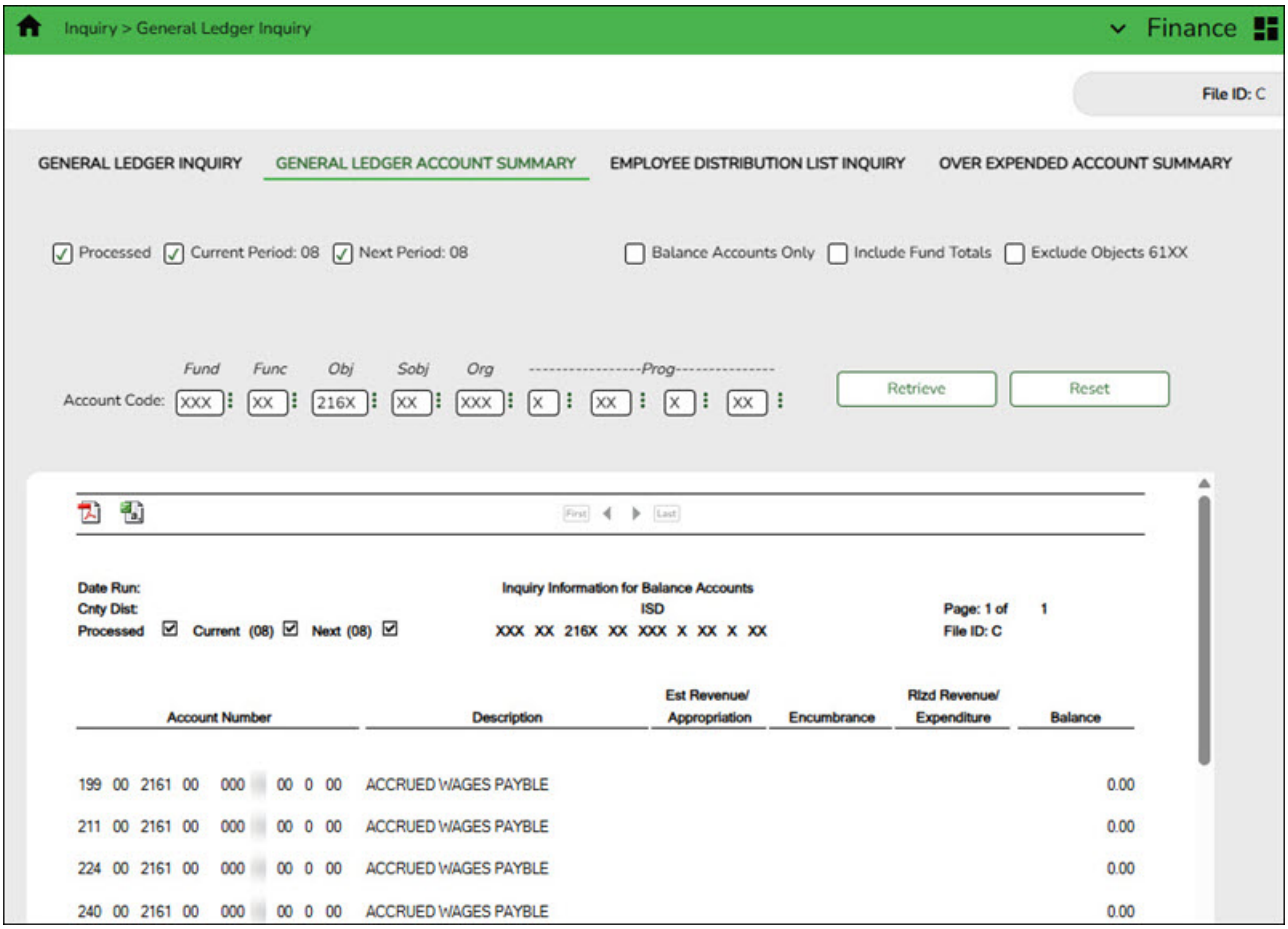


Note: Object codes at your LEA may differ as this is a sample screenshot.

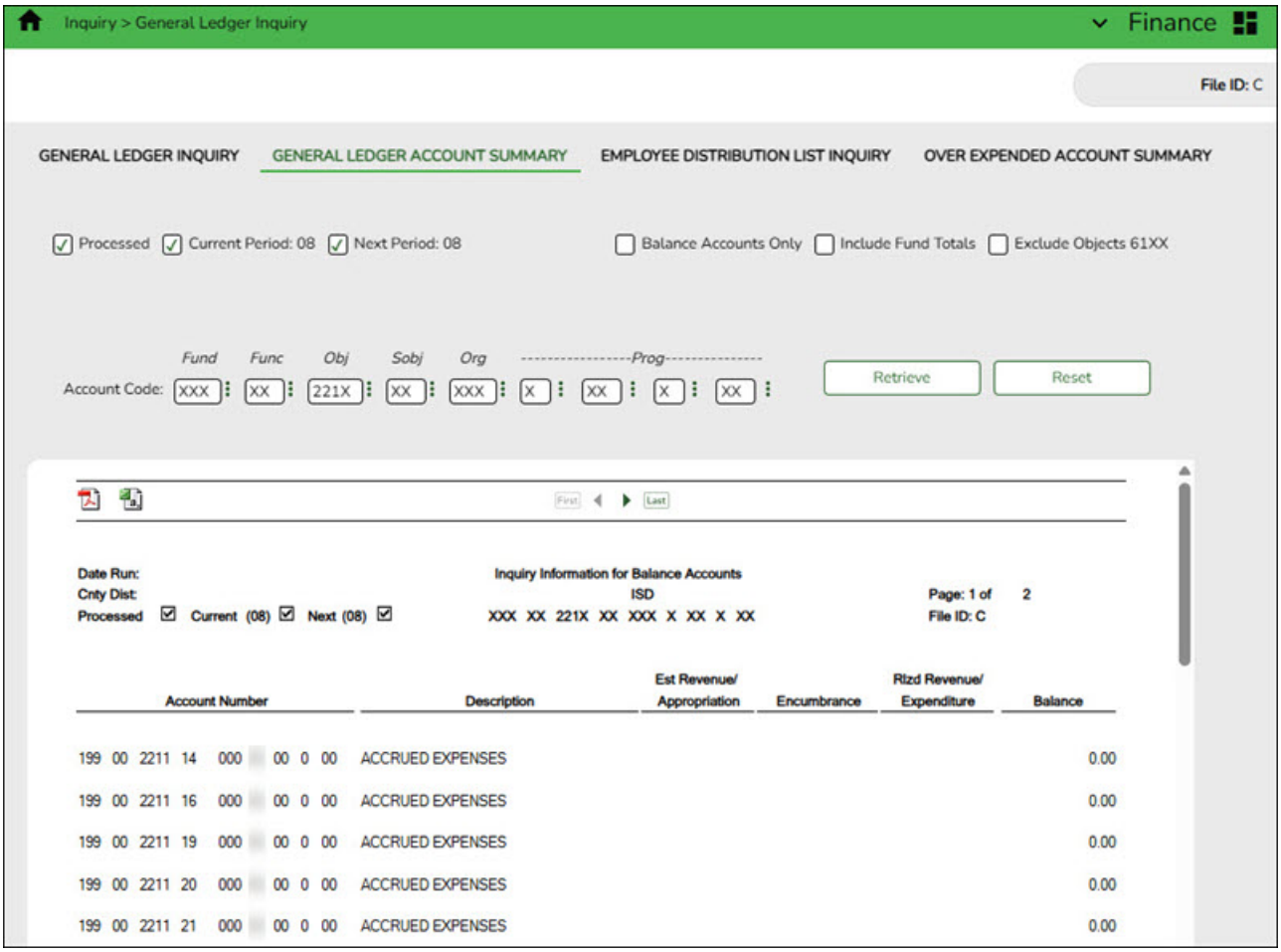
❑ Click **Print** to print the table. You can reference this information each month as the table is rarely updated throughout the year.

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

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

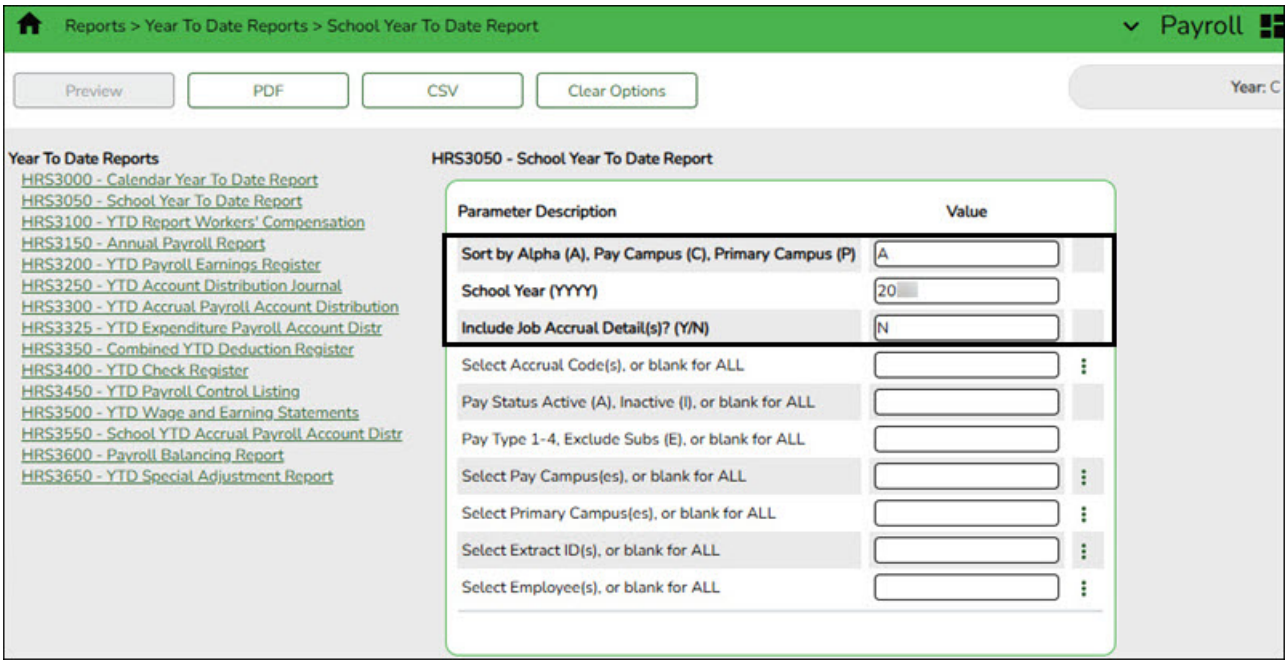


Run and print an inquiry for object code 221X with each sub-object listed in the Clearing Fund Maintenance table (printed above (accrued benefits)). **It is recommended** that you print each sub-object separately to simplify the balancing process. The screenshot shows multiple sub-objects to save space.

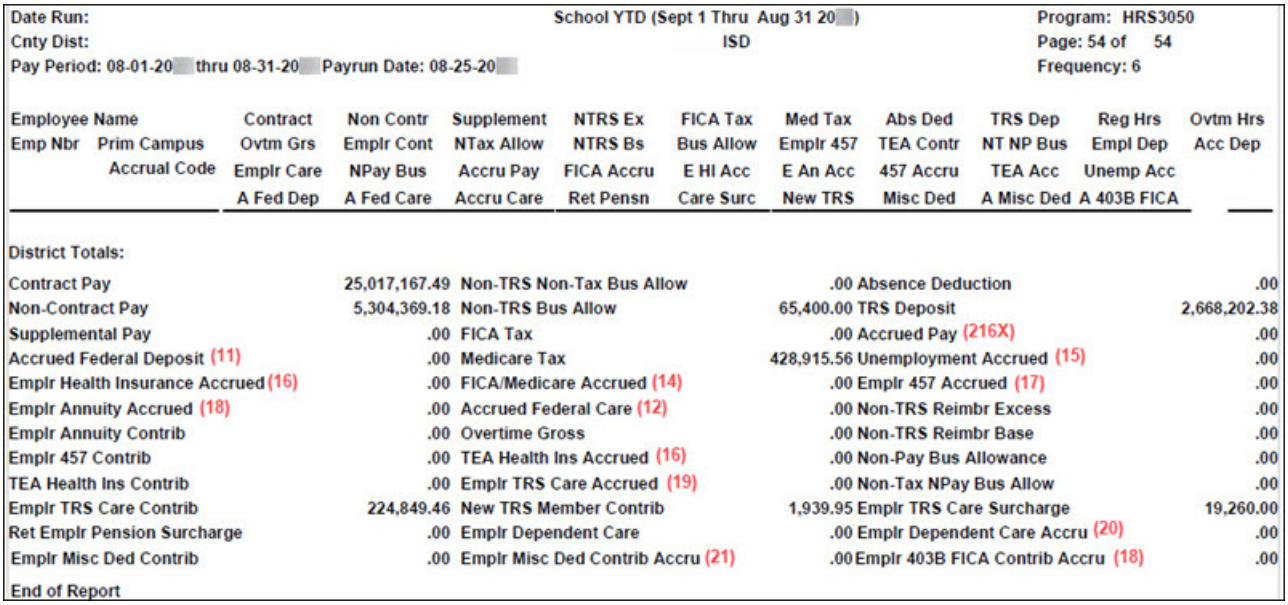


Payroll > Reports > Year To Date Reports > HRS3050 - School Year To Date Report

Generate the report with the following parameters:



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 / Emp Nbr / Prim Campus / Accrual Code	Contract Ovtm Grs / Emplr Care / A Fed Dep	Non Contr Emplr Cont / NPay Bus / A Fed Care	Supplement NTax Allow / Accru Pay / Accru Care	NTRS Ex / NTRS Bs / FICA Accru / Ret Pensn	FICA Tax / Bus Allow / E HI Acc / Care Surc	Med Tax Emplr 457 / E An Acc / New TRS	Abs Ded / TEA Contr / 457 Accru / Misc Ded	TRS Dep / NT NP Bus / TEA Acc / A Misc Ded	Reg Hrs / Empl Dep / Unemp Acc / A 403B FICA	Ovtm Hrs / Acc Dep

District Totals:

Contract Pay	25,017,167.49	Non-TRS Non-Tax Bus Allow	.00	Absence Deduction	.00
Non-Contract Pay	5,304,369.18	Non-TRS Bus Allow	65,400.00	TRS Deposit	2,668,202.38
Supplemental Pay	.00	FICA Tax	.00	Accrued Pay (216X)	.00
Accrued Federal Deposit (11)	.00	Medicare Tax	428,915.56	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	224,849.46	New TRS Member Contrib	1,939.95	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.

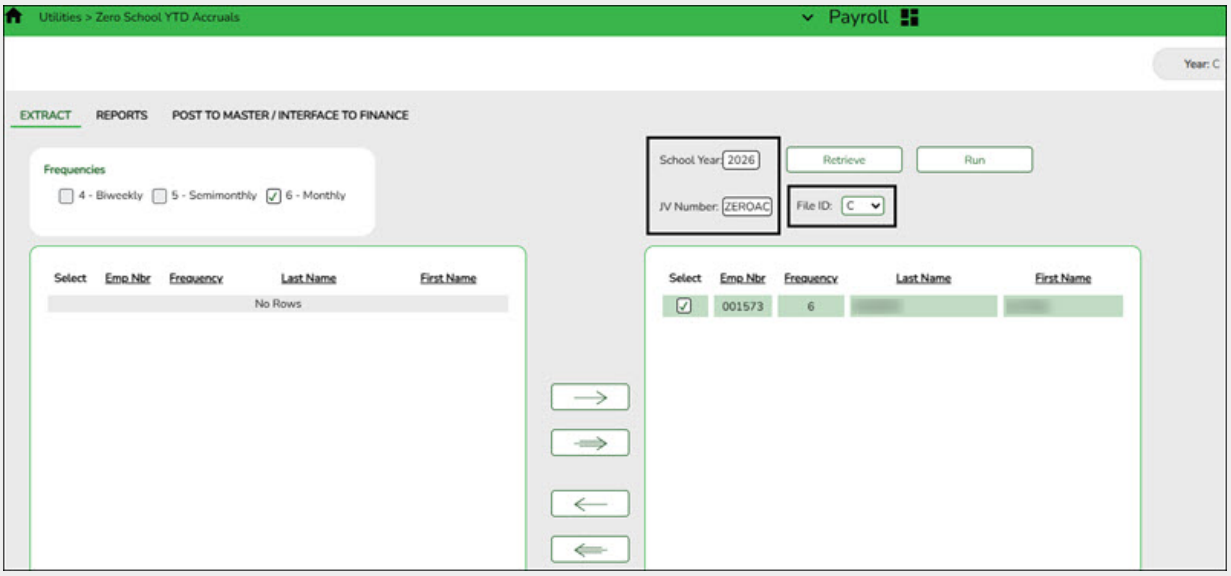
Scenario 1: The current School Year to Date Report shows zeros for accrued totals and the liability accounts in Finance are zero.

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



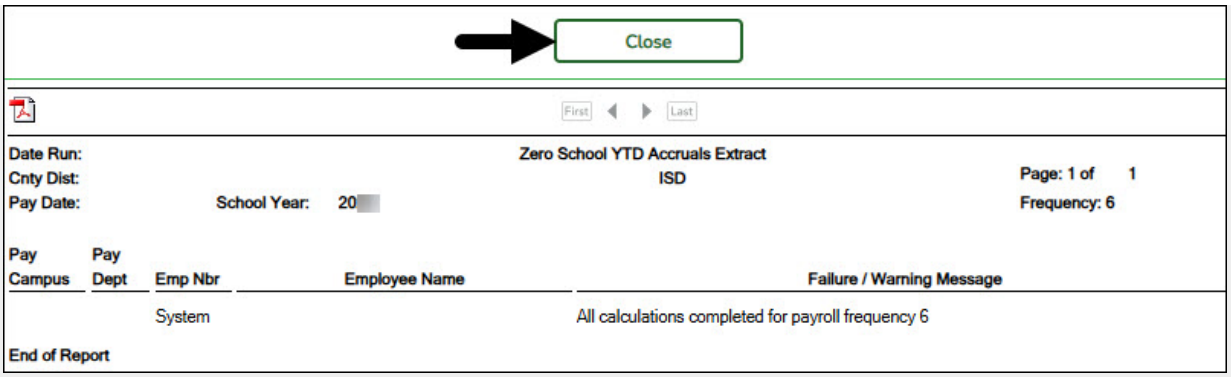
❑ Verify the **School Year** field and click **Retrieve**.

❑ 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.

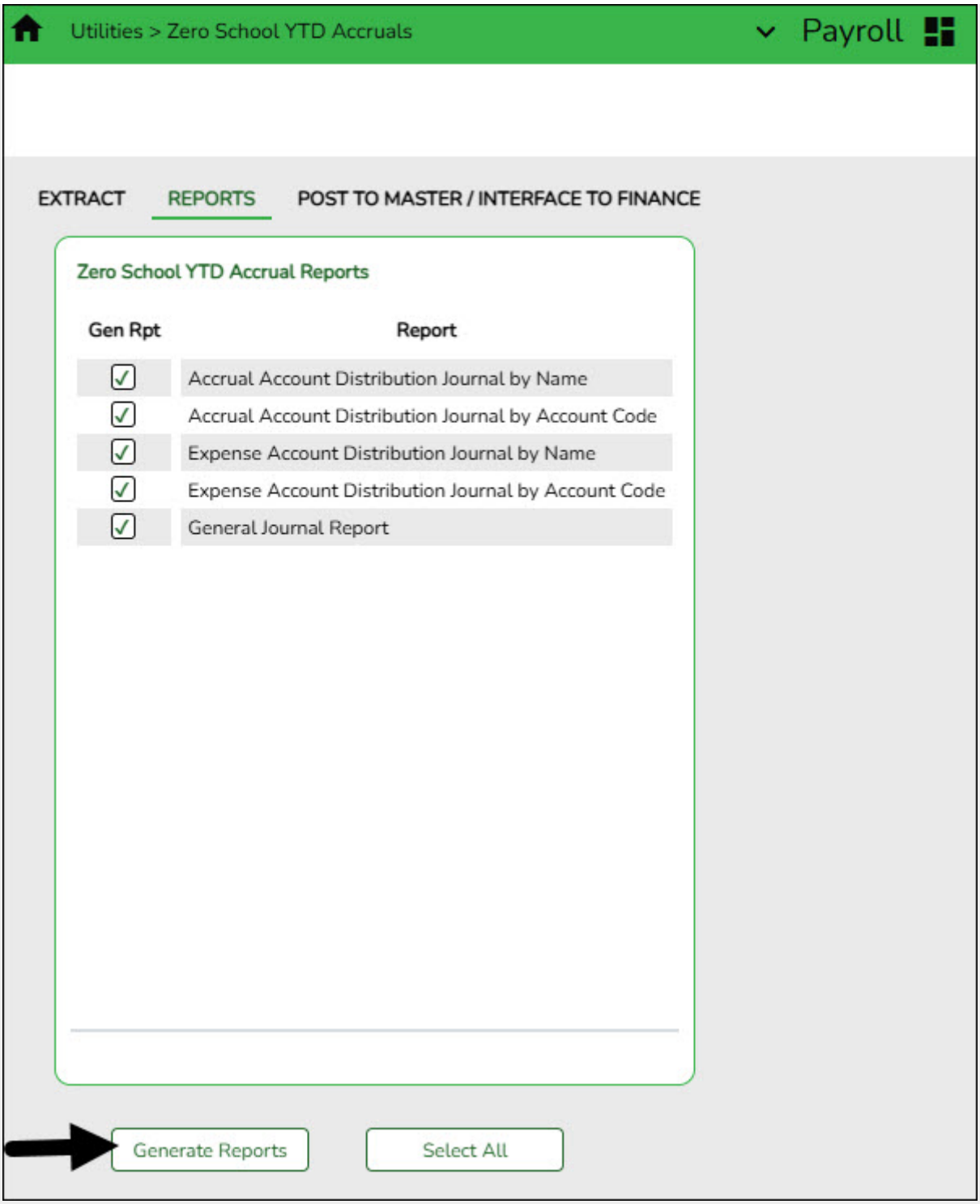
❑ Click **Run**. The Zero School YTD Accruals Extract report is displayed.



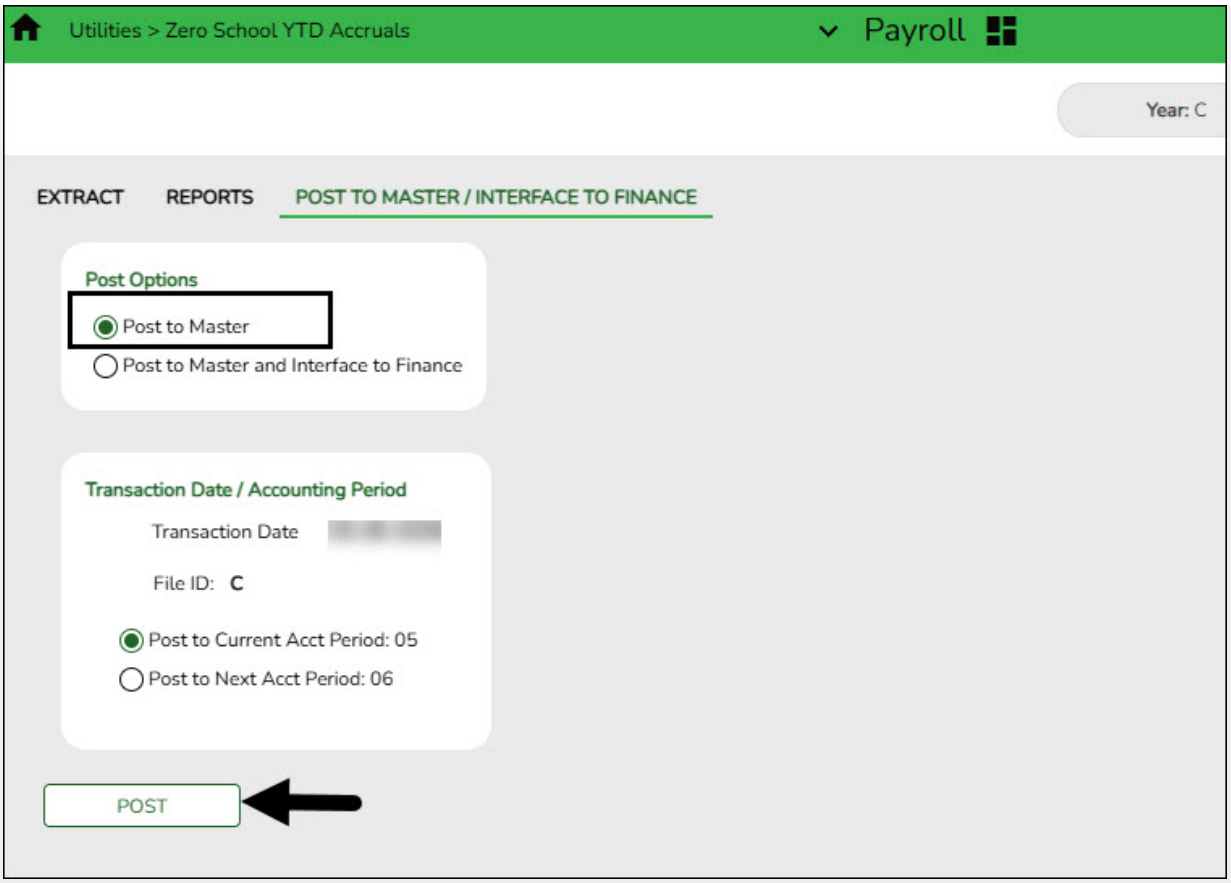
- If the process is successful, close the Extract report.
- If there were any errors encountered during the extract, the system displays the Zero School YTD Accruals Calculation Errors listing. Review the report.
- **It is recommended** that you clear all errors prior to continuing with the extract process.

Payroll > Utilities > Zero School YTD Accruals > Reports

Generate and save the reports as needed.



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



❑ 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.

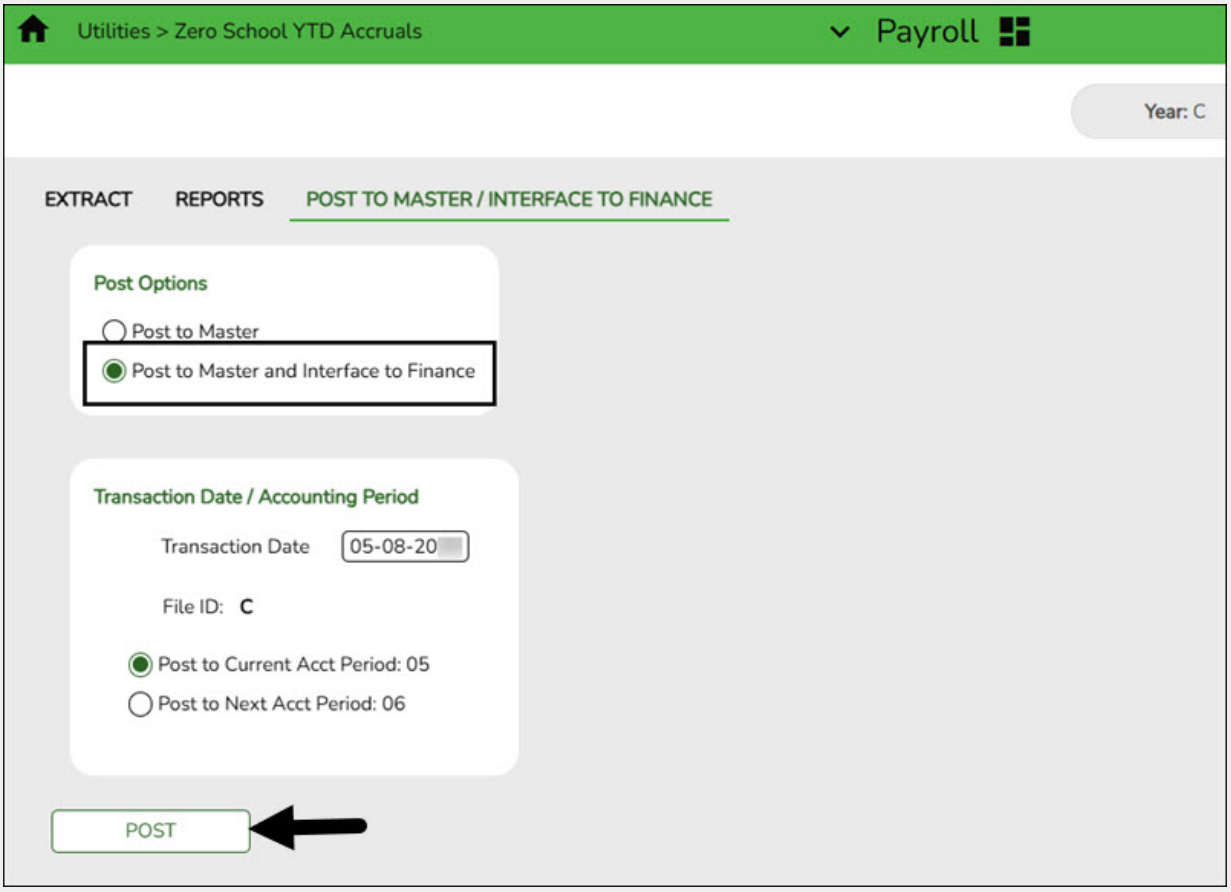
Refer to the above chart to see the expenditure object that ties to each liability. For example, if the accrued FICA/Medicare liability line (object 221X.14) shows a balance of -$158.56, you will need to debit a payroll expenditure account with an object code of 6141 for $158.56.

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:



❑ 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**.

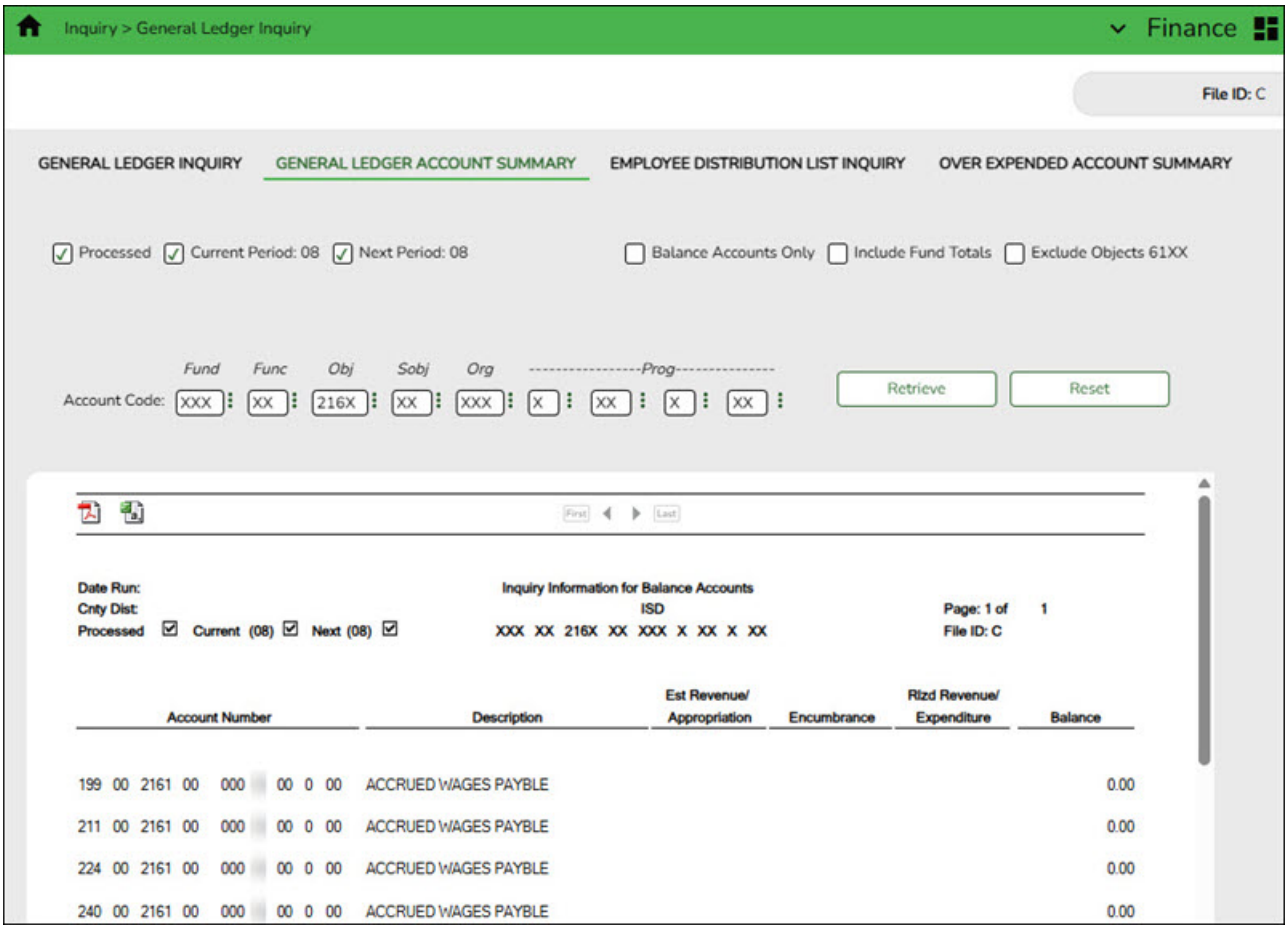
3. Verify accrual accounts are zero in Finance.

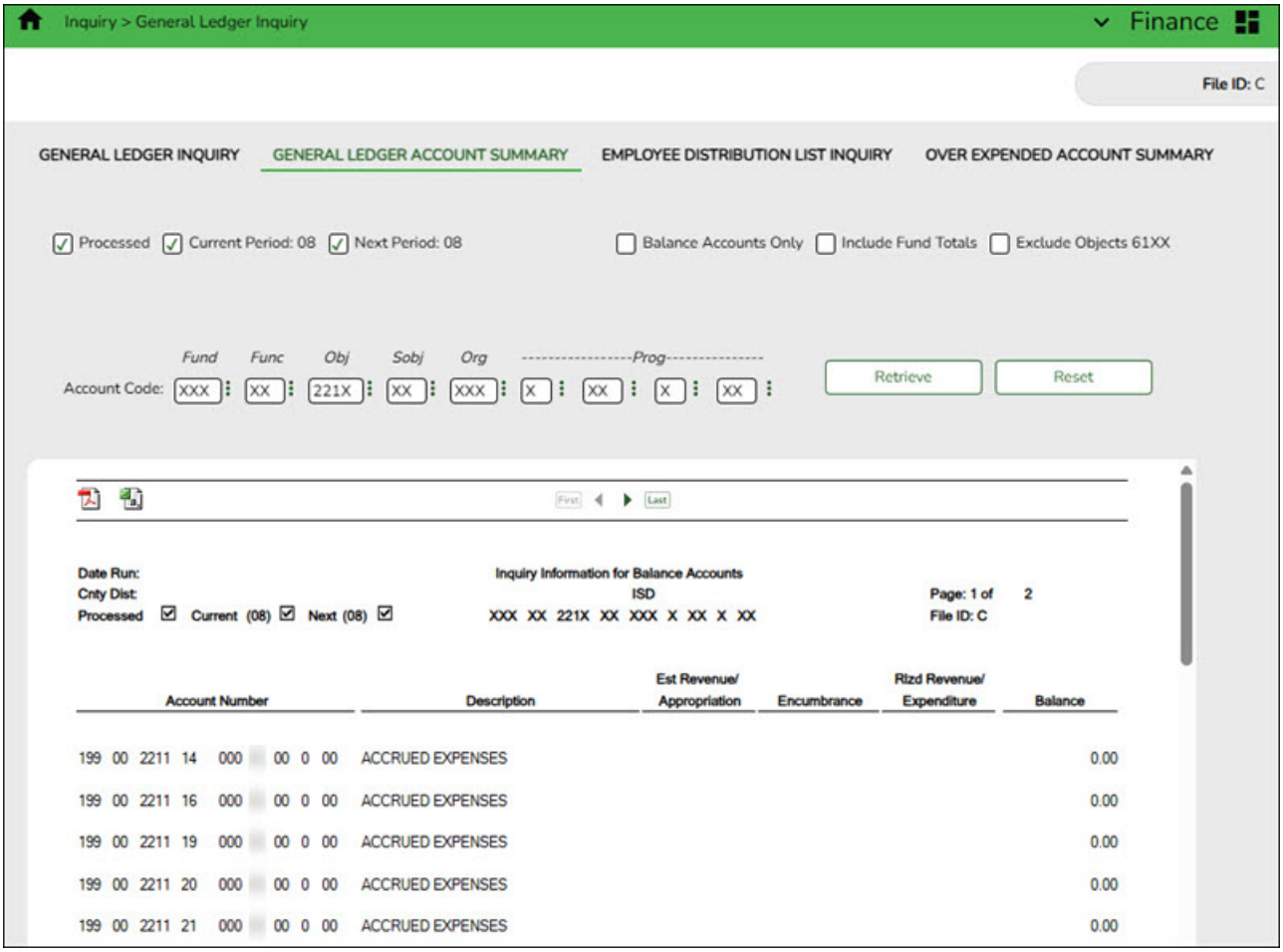
Verify accrual accounts are zero in Finance

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.


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 Sobj Org Prog
Account Code: XXX XX 216X XX XXX X XX X XX
Retrieve
Reset
Date Run:
Cnty 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
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 Sobj Org Prog
Account Code: XXX XX 221X XX XXX X XX X XX
Retrieve
Reset
Date Run:
Cnty Dist:
Processed Current (08) Next (08)
Inquiry Information for Balance Accounts
ISD
XXX XX 221X XX XXX X XX X XX
Page: 1 of 2
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

4. Clear EOY accrual data.

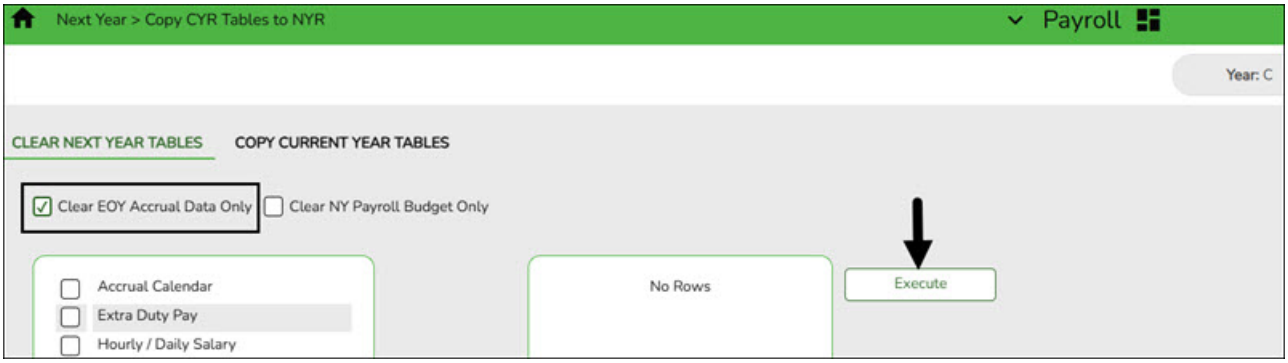
Clear EOY accrual data

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.

CAUTION: To avoid clearing all Next Year Payroll data, **do not** move any tables from the left side to the right side of the page when executing this process.



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

5. Verify fund to grant information.

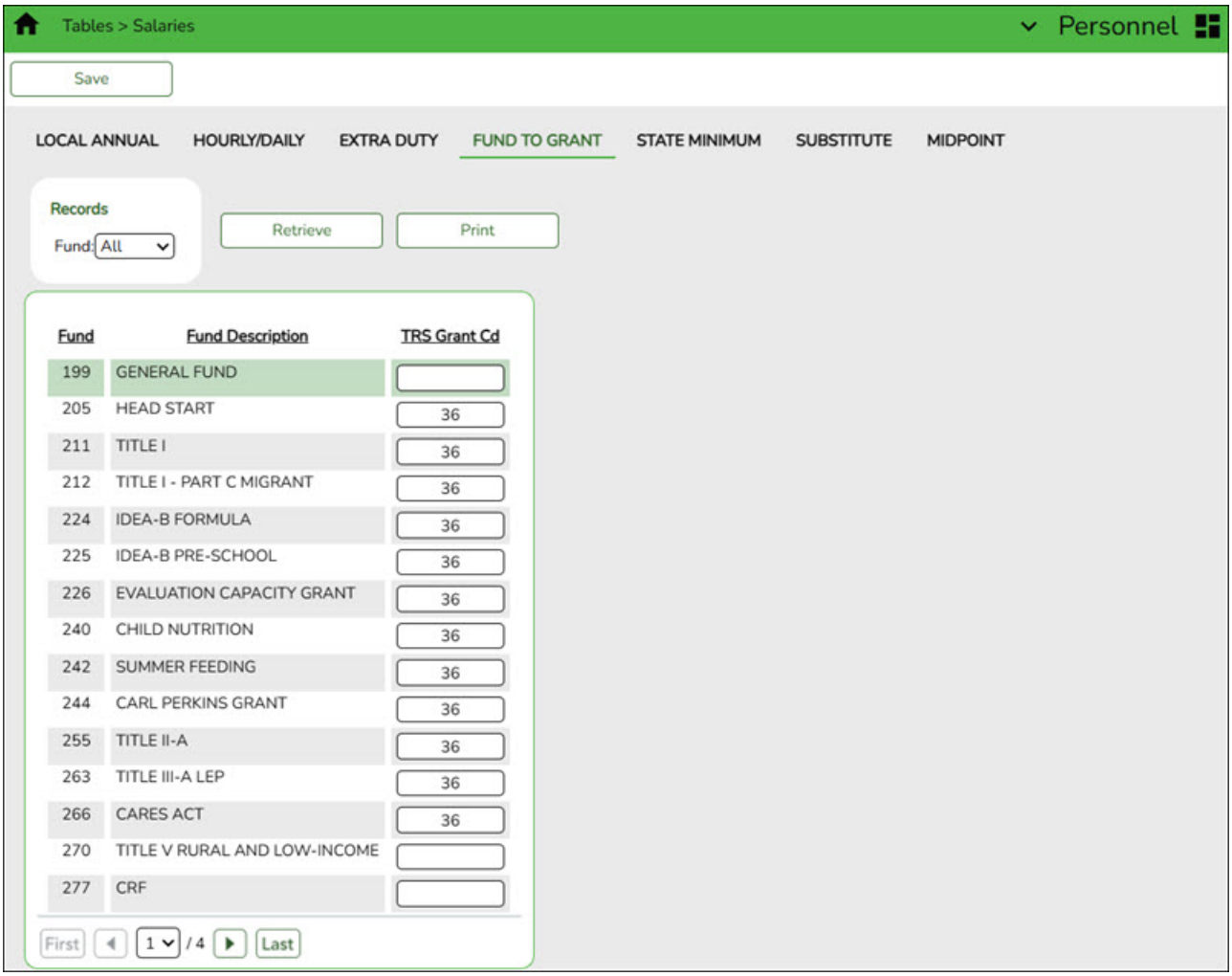
Verify fund to grant information

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.



6. Verify next year TRS rates.

Verify/update next year TRS rates

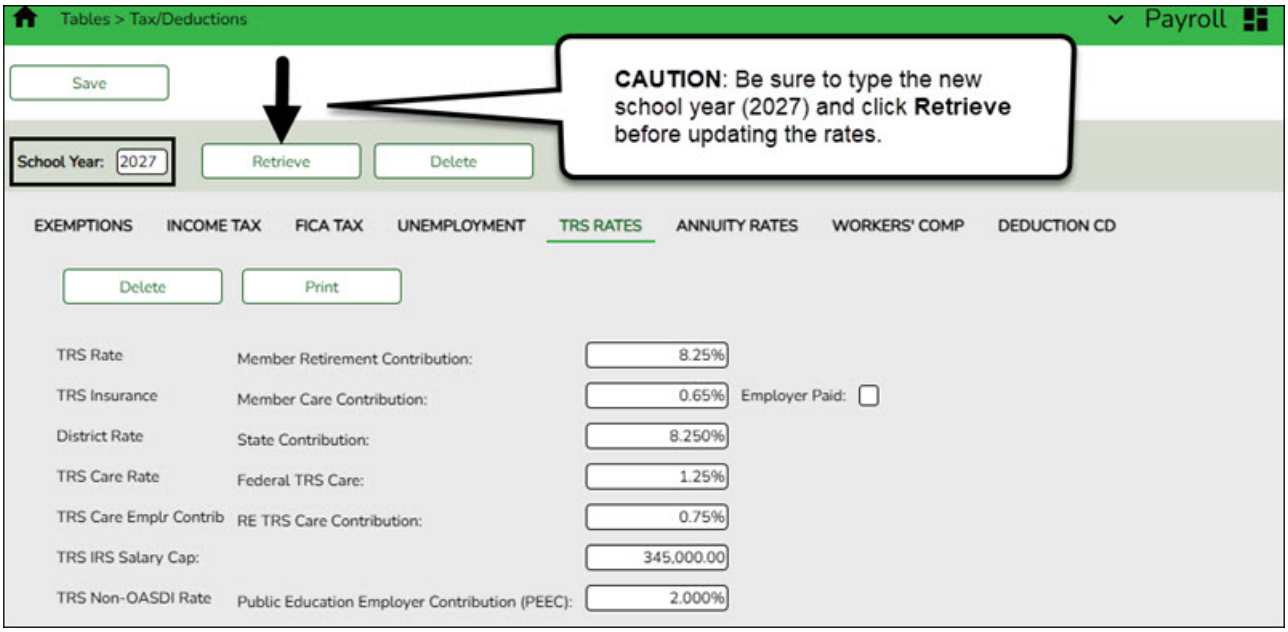
Log on to the NYR payroll frequency.

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.



To create a new TRS rates record:

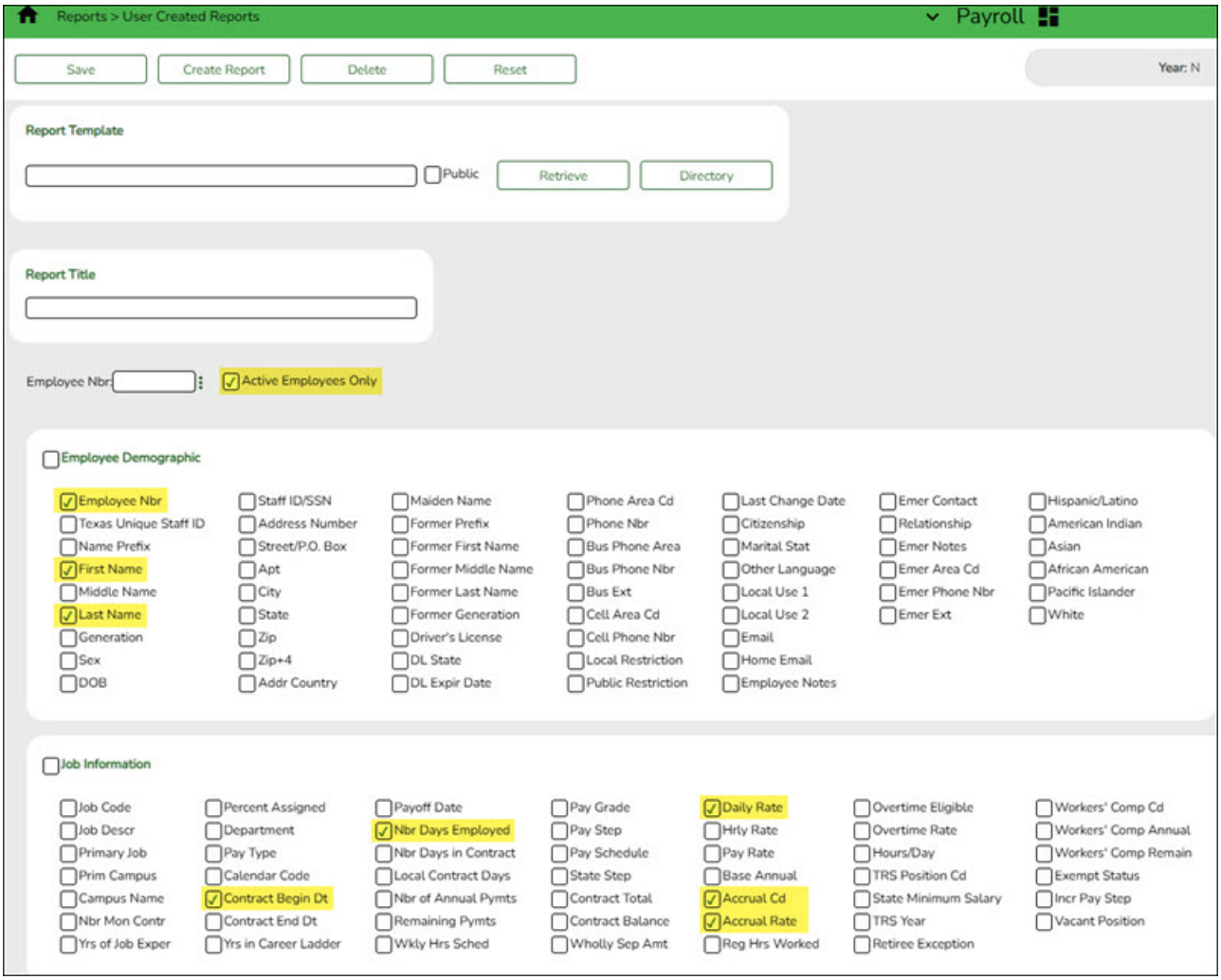
- Type the new year (2026) and click **Retrieve**. A message is displayed indicating that the new record is populated based on the prior year's (2025) TRS rates record.
- Complete the applicable fields.
- Click **Save**.

7. Verify next year payroll information.

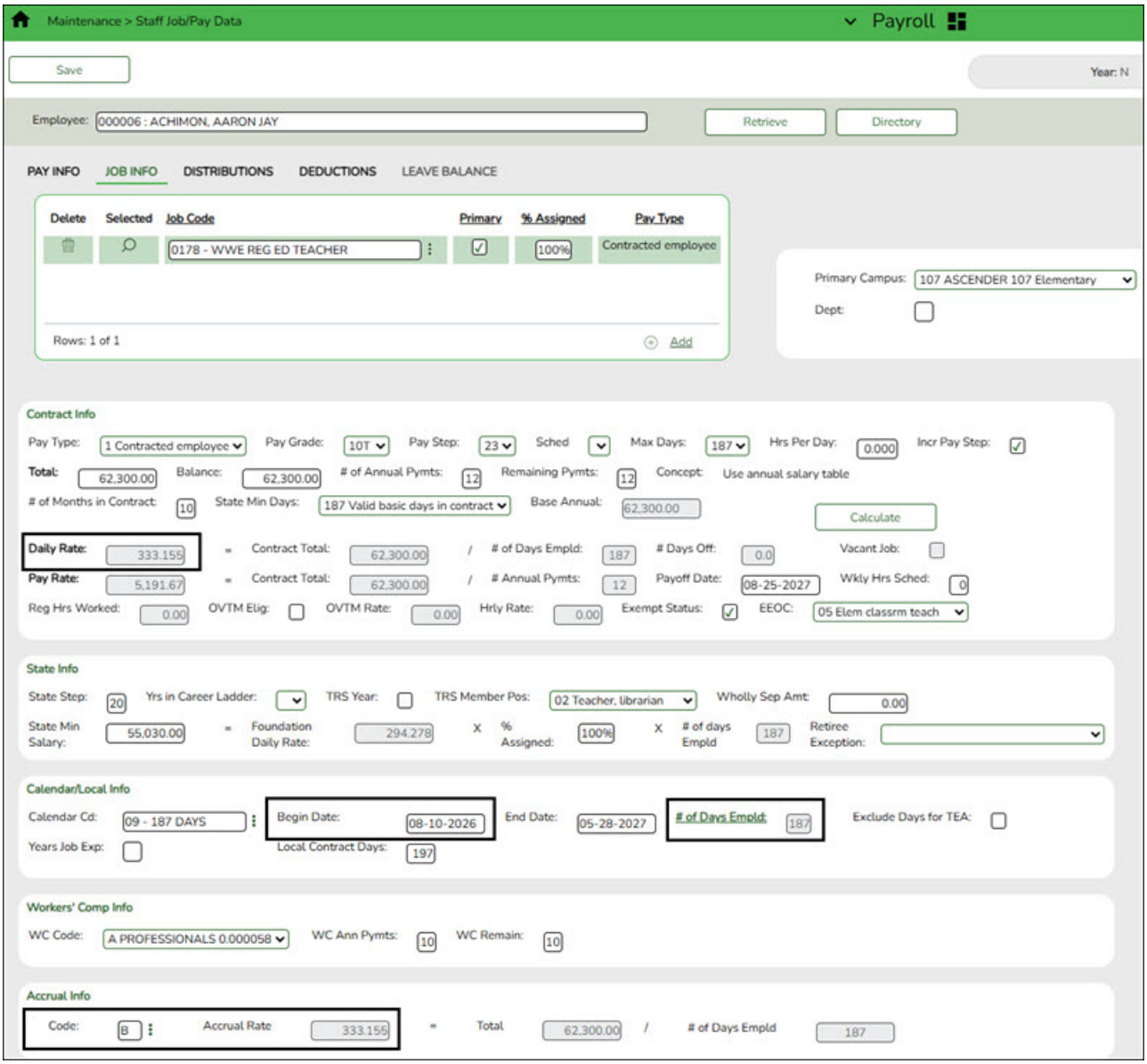
Verify next year payroll information

Log on to the NYR payroll frequency.

Payroll > Reports > User Created Reports



These fields are maintained on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab.



❑ 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.
- Verify the number of days employed (**# of Days Empld** field).

❑ Use the Payroll > Tables > Accrual Calendars > Accrual Calendar page to verify pay dates and days worked.


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