



# First Payroll of the School Year (September Start LEAs)



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# ASCENDER - (CRT) First Payroll of the School Year (September Start LEAs)

**Created:** 05/31/2018

**Reviewed:** 06/27/2024

**Revised:** 06/28/2024



**CAUTION:** Do not begin this process until the [End-of-Year Payroll Verification, August Accruals](#) process, and the [Finance EOY Process](#) are complete.

The purpose of this document is to guide you through the necessary steps to process the first payroll of the school year.

In addition to the above processes, the following steps should be completed prior to continuing with this process.

- Print HRS2250 - Deduction Register by Employee for future reference.
- Print HRS2400 - Bank Account Listing to verify that all employee bank information is correct.
- Print HRS1000 - Roster of Personnel and save it for the auditors.
- Update termination dates and reasons on the [Personnel > Maintenance > Employment Info](#) page for all employees who are no longer with the LEA.
- Verify that the budget is moved to Finance.

This document assumes 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

[Before you begin:](#)

[Terms:](#)

**Terms:**

Term	Description
<b>CYR payroll frequency</b>	Current year payroll frequency
<b>LEA (Local Education Agency)</b>	Refers to the educational entity (e.g., charter, district, etc.).
<b>Non-standard employee</b>	An employee who receives their first paycheck in July or August should have the <b>TRS Year</b> selected on the <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Job Info</a> tab.
<b>NYR payroll frequency</b>	Next year payroll frequency

Verify important payroll items:

### Payroll Verification Items

Review and address the following depending on the group of employees (July or August starts) being updated.

Run a user-created report to verify the following information:

<input type="checkbox"/>	Verify that service records were created and/or updated with leave.
<input type="checkbox"/>	Verify that the distribution codes are accurate and reflect the correct fiscal year.
<input type="checkbox"/>	Verify that the applicable distribution codes have a federal fund to grant code. (240 may not have a grant code)
<input type="checkbox"/>	Verify that the <b>Original Employment Date</b> or <b>Latest Re-Employ Date</b> fields are populated.
<input type="checkbox"/>	Verify if there are any changes to the <b>Employment Type</b> , <b>Retiree Employment Type</b> and/or <b>Sub Type</b> fields.
<input type="checkbox"/>	Verify all retirees for applicable surcharges.
<input type="checkbox"/>	Verify that the contract begin and end dates are within the applicable school year.
<input type="checkbox"/>	Verify the number of days employed.
<input type="checkbox"/>	Verify the % of day assigned (Did employees change from part-time/full-time?)
<input type="checkbox"/>	Verify the number of months in the contract.
<input type="checkbox"/>	Verify the number of payments and the number of remaining payments.
<input type="checkbox"/>	Verify TRS eligibility using the View Employee Information screen in the TRS RE Portal.
<input type="checkbox"/>	Verify the employees who are coded Non-TRS eligible (should only be seasonal, subs, retirees, etc.)
<input type="checkbox"/>	Verify unemployment. Per the TASB May 2017 newsletter, superintendent wages are now subject to unemployment. Student workers are the only exempt exceptions.
<input type="checkbox"/>	Verify FICA eligibility for all employees coded Y specifically substitutes who were hired on as full-time employees (e.g., teacher). (only subs, seasonal, not students)
<input type="checkbox"/>	Verify salaries, distribution codes, and whether <b>Expense 373</b> is selected for all applicable employees.
<input type="checkbox"/>	Verify the <b>State Min Days</b> field on the <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Job Info</a> tab for all employees including support staff. Select the number of days closest to their <b># of Days Employed</b> .
<input type="checkbox"/>	Verify that payoff dates for active employees reflect June, July, or August.
<input type="checkbox"/>	Verify new deductions. Deductions can either be manually entered or imported.
<input type="checkbox"/>	Verify next year payroll to budget.

<input type="checkbox"/> Verify employee status; active or inactive.  If the employee is inactive, the <b>Termination Date</b> must be populated. Verify that an ED90 has been submitted for non-returning employees.
<input type="checkbox"/> Verify salaries and stat min by either running a user-created report or the <a href="#">Payroll &gt; Reports &gt; Payroll Information Reports &gt; HRS6400 - Salary Verification Report</a> with <b>Pay Type 1</b> selected.
<input type="checkbox"/> Subs - Run a user-created report to verify the following information: <ul style="list-style-type: none"> <li>• TRS Member Positions</li> <li>• Contract begin and end dates (First day of school to last day of school? Use same dates for all subs)</li> <li>• FICA Eligibility</li> <li>• No TRS</li> <li>• Retirees</li> </ul>
<input type="checkbox"/> Retirees - Run a user-created report to verify the following information: <ul style="list-style-type: none"> <li>• Retiree Employment Type Code</li> <li>• TRS member positions</li> <li>• Contract begin (09-01) and end dates (First day of school to last day of school? If same dates are used for all subs, it is easy to change from year to year). <b>Optional:</b> If FTE fluctuates during the year, retirees should be reported on a month to month basis to TRS.</li> <li>• FICA Eligibility</li> <li>• No TRS</li> <li>• Retirees</li> </ul>
<input type="checkbox"/> Use the <a href="#">August TRS Reporting Process</a> guide to address TRS reporting.
<input type="checkbox"/> If applicable and not addressed in the August TRS Reporting Process, address August adjustment days.
<input type="checkbox"/> Ensure that auxiliary role IDs are set up for applicable employees. This task is listed in section <b>III. Verify ASCENDER Business Data</b> of the <a href="#">TSDS PEIMS Fall Submission (Updated 2023-2024)</a> guide.

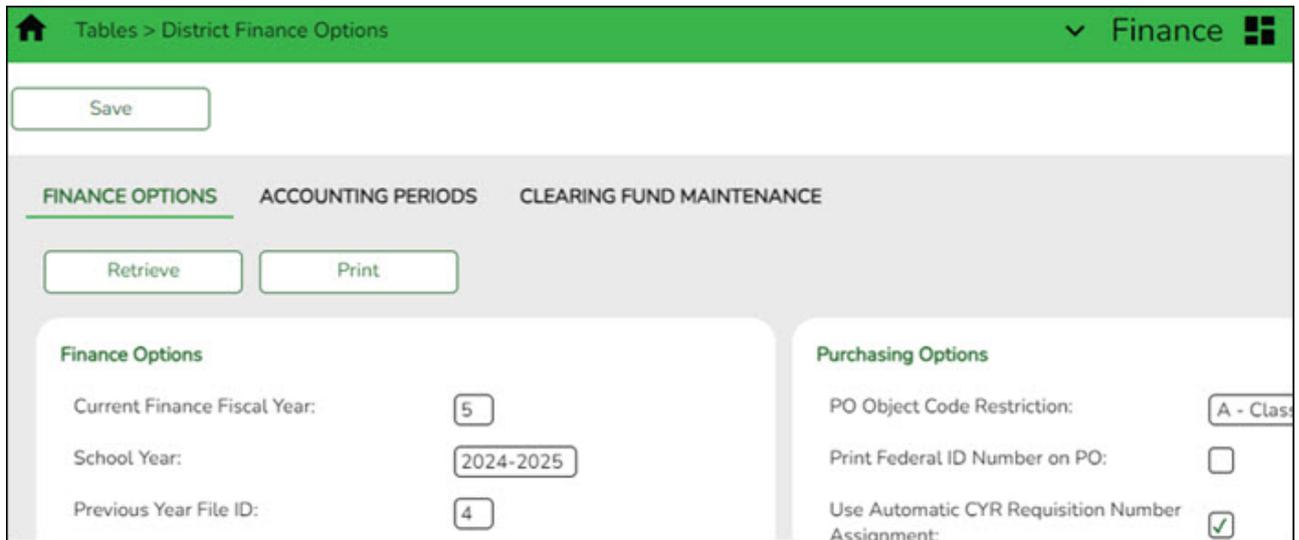
## First Payroll of the School Year Process

1. [Verify finance options.](#)

### Verify finance options

[Finance > Tables > District Finance Options](#)

Verify that the **School Year** field contains the new school year.



## 2. [Verify payroll frequency.](#)

### Verify payroll frequency

In Payroll, verify that you are in the next year frequency that is associated with your current year frequency. If not:



- Click **Change**.
- Select **Next Year**.
- Click **Apply**.

## 3. [Prepare NYR payroll for move to CYR.](#)

### Prepare NYR payroll for move to CYR

Use the User Created Reports (or another preferred payroll report) to verify that all employee data is correct prior to moving the next year payroll to the current year.

Employees being moved must have an active **Pay Status**. Generate the [Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing](#) to verify the pay status of employees. Print and/or save this report.

Inactivate those employees who do not need to be moved such as employees whose contract days begin in July and/or August (11- and 12-month contracts) or “filler” employees who are used only for budget purposes (i.e., vacancies).

Use the [Payroll > Maintenance > Staff Job/Pay Data > Pay Info](#) tab to inactivate an employee.

Maintenance > Staff Job/Pay Data Payroll

Save ←

Employee: 000096 : BENTON, ANTONIO L Retrieve

**PAY INFO** | JOB INFO | DISTRIBUTIONS | DEDUCTIONS | LEAVE BALANCE

Pay Status: 2 Inactive

Pay Campus: 102 102 Ascender Elem 03-06

Pay Dept:

Tax Exempt:

Unemployment Elig:

FICA Eligibility: M Subject to medicare

- Retrieve the employee.
- In the **Pay Status** field, select *2 Inactive*.
- Click **Save**.

#### 4. [Copy NYR tables to CYR.](#)

### Copy NYR tables to CYR

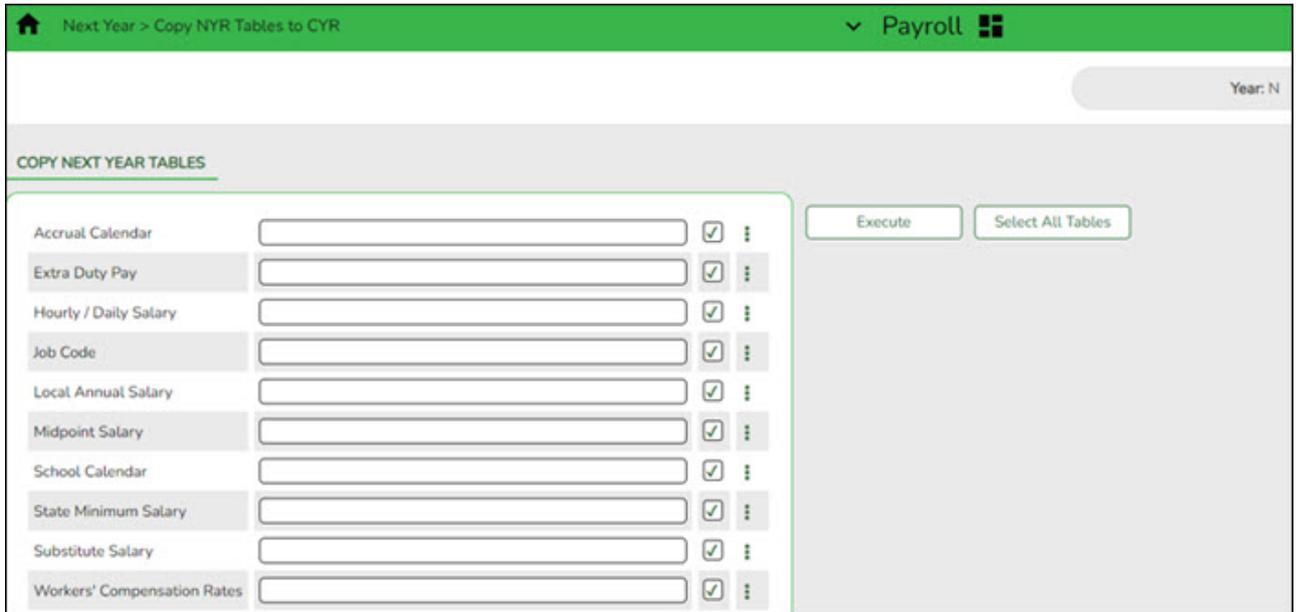
**Log on to the next year payroll frequency.**

[Payroll > Next Year > Copy NYR Tables to CYR](#)

Copy all of the necessary tables.



**CAUTION:** If you copied any tables prior to this step, be sure to exclude those tables at this time to avoid overwriting any necessary data such as previously made manual changes.



- Click **Select All Tables** to select all of the tables.

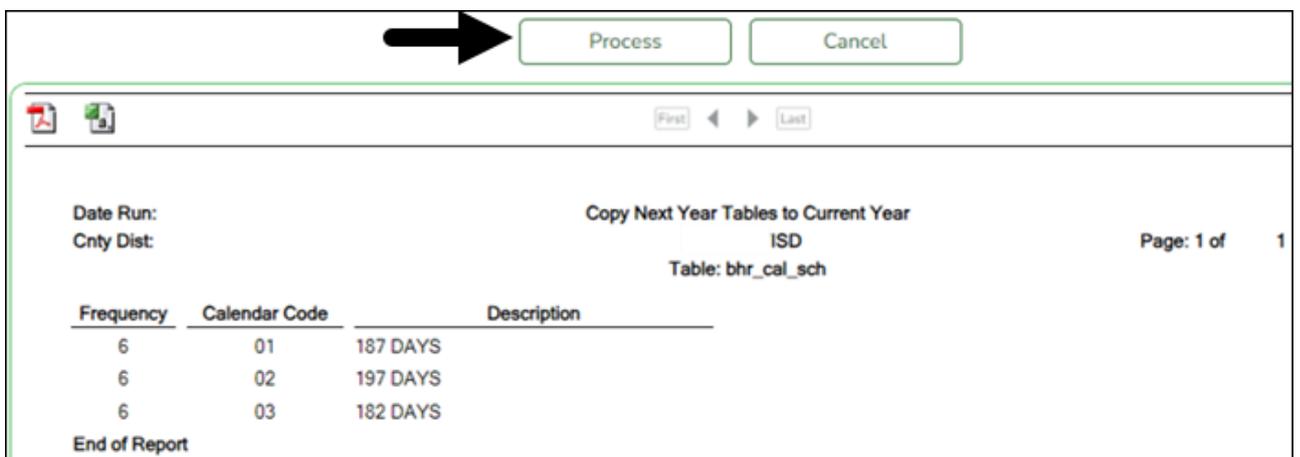
OR

- Select  next to the table(s) you want to include.
- Select  again to unselect a table.

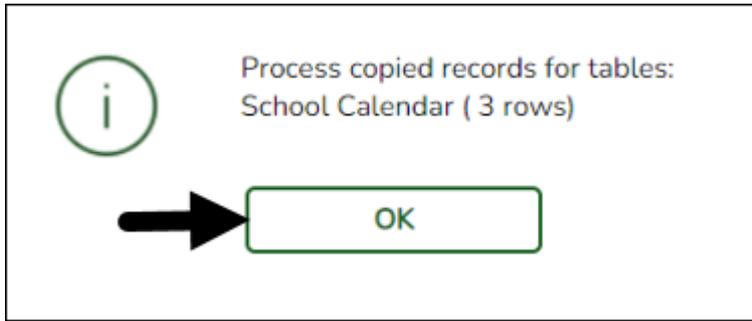
Click  for the **School Calendar**. The School Calendars list is displayed. Select all of the necessary calendars.

Click **OK**. All of the selected calendar codes are displayed in the **School Calendar** field.

Click **Execute**. Only the selected tables are processed. As the reports are generated, click **Process** for each table. [Review the reports](#).



A message is displayed with the table names and the number of rows that were copied. Click **OK**.



Review the process report to verify that all applicable calendars were copied to the current year payroll frequency. **It is recommended** that you log on to **Personnel > Tables > Workday Calendars** to verify this information. If the calendars were not copied over correctly, you may have to individually copy the calendars.

**Note:** When copying the school calendar table from next year to the current year, the calendar code, description, and days are copied. If a calendar code exists in the next year and current year, the next year data replaces the entire calendar contents for the current year for the specified calendar code.

## 5. [Copy deductions.](#)

### **Copy deductions**

**Log on to the next year payroll frequency.**

[Payroll > Next Year > Copy NYR Staff to CYR](#)

If changes were made to employee deductions or you did not move deductions for 11- and 12-month employees, you can copy those deductions at this time.

All insurance selections and rate changes can be made in the current year by using the [Payroll > Utilities > Employee Benefits Interface > Import Annual File](#) page as referenced in Step 29 of this document.

- Select the **Pay Status** applicable to your LEA as 11- and 12-month employees may be inactive at this time depending on the LEA.
- Under **Options**, select **Only process employee deductions**.
- Select **Preview Changes**.
- Use one or more of the following options to select specific employees:
  - In the **Contract Months** field, enter 11 or 12.
  - Select a **Contract Begin Date**. The contract begin date is LEA specific.
  - Select an **Extract ID**.
- Click **Execute**. A preview report is displayed. Review the employee list and click **Process**. A message is displayed indicating that the process was successful.

## 6. [Copy active staff to the CYR.](#)

### Copy active staff to the CYR

**Log on to the next year payroll frequency.**

[Payroll > Next Year > Copy NYR Staff to CYR](#)



**CAUTION:** If the 11- and 12-month employees were reactivated to interface to Budget, they must be set to inactive at this time. You can select specific employees to copy using the following parameters: **Contract Months, Contract Begin Date, Payoff Date, Extract ID, or Employee Number**.

In addition, consider the employee deductions. For example, if you have not updated the new insurance selections and premiums in the next year payroll, then do not copy any deductions to

the current year payroll. Also, if you entered all new employees as electing insurance so that employer-paid amounts were generated to budget, then you would not want these “estimated” deductions brought to current year payroll. All insurance selections and rate changes can be made in the current year payroll frequency.

- Select **Preview Changes**.
- Click **Execute**. Review the list and click **Process**.

## 7. [Change to the current year frequency.](#)

### Change to the current year frequency

In Payroll, change to the current year frequency that is associated with your next year frequency (i.e., F = 6).

- Click **Change**.
- Select *Current Year*.
- Select a pay frequency.
- Click **Apply**.



The following steps should be performed in the current year frequency unless otherwise noted.

8. Update District HR options.

### Update District HR options

Payroll > Tables > District HR Options

Verify that the following fields are updated. These fields may already be updated.

- The **Payroll Clearing Fund/Year** field should be set to 163/X or 863/X.
- The **School Year for PEIMS Codes** field should be set to 2025.

The screenshot shows the 'District HR Options' form. Key fields include: TRS District ID (4256), Federal ID Number (52-9200984), Payroll Clearing Fund/Year (199/5), TWC District ID (699932673), Use Direct Deposit (E - Electronic Funds Transfer), TRS Cost Education Index (1.0000), Distributions Built By Amt or % (A - Amount), Apply Leave Used or Earned First (E - Earned First), Leave Code for State Sick (07 STATE PR 95), Leave Code for State Personal (08 STATE PERSON), Update Actual Hours From Payroll Processing (checked), Calculate Accrual Salaries (checked), Check Amount - Alpha (checked), Summarize Benefits Interface (checked), Supplemental Tax Rate (25.00%), Standard Hours per Workday (7.5), Max Gross Amt for District (25,000.00), Auto Assign Employee Number (checked), Next Available Employee Number (001486), School Year for PEIMS Codes (2025), Use Emp Nbr or SSN in EFT File (E - Employee Nbr), Set Demo Alpha Fields to Uppercase (unchecked). There are also sections for 'Automatically Compute' (Pay Rate, Daily Rate, Dock Rate, Accrual Rate, Overtime Rate), 'W-2 Print Options' (TRS, HLTH, CAF, NTA, TXA, TFB), 'Default Overtime Object Code' (Professional: 6118, Para-Professional/Hourly: 6128, Other: ), 'TEA Health Ins Contribution' table, 'First Pay Date of School Year' (Payroll 6: 09-25-2024), and 'TRS Extract Options' (Use Pay Dates for TRS Month or Actual Date: P - Pay Dates For TRS Month, Pay Type 1: S - Scheduled Hours, Pay Type 2: S - Scheduled Hours, Pay Type 3: A - Actual Hours).

 **CAUTION:** No payrolls should be processed prior to the First Pay Date of the School Year.

Under **First Pay Date of School Year:**

- Update the first pay date of the new school year for each payroll frequency. The date(s) must match the first payroll date(s) indicated on the pay dates table.
- In the **Payroll 4, 5, 6** fields, enter the first pay date for each of the three pay frequency fields in the MM-DD-YYYY format. Once the pay date is entered, it should not be changed until the next school year. The entered date should represent a payroll that will actually be processed, supplemental or regular. If a date is entered and no payroll is actually posted using that date, the system will have difficulty identifying when the new school year began. This could affect how data is handled in the new school year.

[Additional first pay date notes](#)

## Fiscal Year versus School Year

- If your fiscal year is July through June and the 10-month employees are paid from September through August, this date should be September.
- If your fiscal year is July through June and all employees (including 10-month employees) are paid from August through July, those employees should all have **TRS Year** selected on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.
  - If the **First Pay Date of School Year** field has an August date, a new school YTD is created and updated with all pay and accrual amounts. The TRS YTD is updated in the old school year. For example, if the first pay date of the school year is August 25, 2024, pay and accruals are updated in the 2025 school YTD and the 2024 TRS YTD is updated. **Note:** If the **First Pay Date of School Year** field is set to a date prior to September, be sure to verify that your TRS rates correspond to the appropriate TRS reporting month.
  - If the **First Pay Date of School Year** field is updated with a September date, the school YTD and TRS YTD are updated in the current school year and if accruing, a new school YTD is created and updated with those amounts. For example, if the first pay date of the school year is September 25, 2024, pay and TRS amounts are updated in the 2025 school YTD and the 2025 TRS YTD. If the employee accrues, a 2025 school YTD is also created.
- If your fiscal year is September through August and the 10-month employees are paid from September through August, this date should be September.
- If end-of-year payroll accruals are performed for August days worked and the first paycheck is in September, the first pay date should be September.
- All non-standard employees (those employees who receive their first check in July or August) should have **TRS Year** selected on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.

This pay date is used to determine:

- The school year to be used for the school YTD records for regular and non-standard employees. If the employee is a non-standard employee (**TRS Year** is selected), and the contract begin date is greater than this date, then the payroll calculation stores the accrual amounts in the next year school YTD record.
- The school year that should be used for the TRS rates and employee TRS deposit record.
- The pay history records that should be used for accruals.
- The leave transmittals that should be accumulated to determine if the leave duration has been met for the school year.

### Notes:

If the LEA does not use one of the pay frequencies, access to that field is not allowed. If a user does not have security access to a pay frequency, access to that field is not allowed.

When the first pay date of the school year is changed, if any message displayed includes information about contacting your regional consultant, there are processed pay dates where amounts need to be moved from one school year to another. If these amounts are not moved, it can adversely affect school YTD historical amounts, TRS historical amounts, and reporting, workers' compensation historical amounts and reporting, and payroll accrual calculations.

Click **Save**.

9. [Enter school year pay dates.](#)

**Enter school year pay dates**

[Payroll > Tables > Pay Dates](#)

Enter pay dates for the new year and click **Save**.

These dates must equal the pay dates in your accrual calendar(s) except for the August accrual calculation run date (August 31).

Delete	Details	School Year	Pay Date	Begin Date	End Date	TRS Month	TWC Quarter	Print Alternate Address
<input type="checkbox"/>	<input type="checkbox"/>	2025	08-25-2025	08-01-2025	08-31-2025	08	3	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	07-25-2025	07-01-2025	07-31-2025	07	3	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	06-25-2025	06-01-2025	06-30-2025	06	2	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	05-26-2025	05-01-2025	05-31-2025	05	2	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	04-25-2025	04-01-2025	04-30-2025	04	2	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	03-25-2025	03-01-2025	03-31-2025	03	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	02-25-2025	02-01-2025	02-28-2025	02	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	01-24-2025	01-01-2025	01-31-2025	01	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	12-20-2024	12-01-2024	12-31-2024	12	4	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	11-22-2024	11-01-2024	11-30-2024	11	4	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	10-25-2024	10-01-2024	10-31-2024	10	4	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2025	09-25-2024	09-01-2024	09-30-2024	09	3	<input type="checkbox"/>

10. [Complete the accrual calendar.](#)

**Complete the accrual calendar**

**Log on to the current year pay frequency.**

[Payroll > Tables > Accrual Calendars > Accrual Calendar](#)

**August year-end LEAs** - Complete this step if it is not already completed.

Enter the new pay dates and accrual days for all applicable accrual codes. The total number of days should equal the number of days employed for that group of employees.

Tables > Accrual Calendars Payroll

Save

**ACCRUAL CALENDAR**

Retrieve Print

Delete	Details	Accrual Code	Total Days Worked
		A	187.0
		C	182.0
		D	202.0
		P	159.0
		T	197.0

Delete	Pay Date	Days Worked
	08-31-2024	13.00
	09-25-2024	20.00
	10-25-2024	22.00
	11-22-2024	16.00
	12-20-2024	15.00
	01-24-2025	19.00
	02-25-2025	19.00
	03-25-2025	16.00
	04-25-2025	21.00
	05-26-2025	21.00
	06-25-2025	5.00
	07-25-2025	0.00
	08-25-2025	0.00

⊕ Add ⊕ Add

- For August, start with your accrual run date (08-31-20XX) and enter the August workdays.
- Continue adding pay dates and days worked for the remainder of the school year. The dates must equal the dates in your pay dates table. All pay dates should be entered even if zero days are accrued for that month. This information is LEA-specific.

**Note:** For a standard 187-day calendar in a monthly pay frequency, there should be 13 entries including the date for the August Accrual process and the 12 pay dates including the months that may have zero workdays.

11. [Complete fund to grant information.](#)

**Complete fund to grant information**

**Log on to the current year payroll frequency.**

[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 funds (240 and 242) should NOT have a grant code assigned.

Fund	Fund Description	TRS Grant Cd
199	GENERAL OPERATING	
205	HEAD START	
211	TITLE I	11
224	IDEA B - FORMULA	24
225	IDEA B - PRESCHOOL	25
226	HIGH COST FUNDS	26
240	CHILD NUTRITION	
242	SUMMER FEEDING	
244	EFFECTIVE ADV IMPLEMENTATION	44
255	TITLE II	55
263	TITLE III	63
279	TCLAS-ESSER III	79
282	Not in Finance File ID: C	82
288	SCHOOL SAFETY STANDARDS GRANT	
289	TITLE IV	36

This generates salaries for the TRS 3 and TRS 489 reports.

In order for a fund to be displayed on this page, the fund must exist in an account code on the Finance Chart of Accounts. The codes are LEA-specific.

## 12. [Verify/update 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.

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**.

### 13. [Verify/update Unemployment rates.](#)

#### **Verify/update Unemployment rates**

**Log on to the current year pay frequency.**

[Payroll > Tables > Tax/Deductions > Unemployment](#)

Verify that you are in the correct calendar year. If not, in the **Calendar Year** field, type 2025 and click **Retrieve**.

Tables > Tax/Deductions Payroll

Save

Calendar Year: 2025 Retrieve Delete

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

Print

Employer Type: R - Reimbursable  
Unemployment Rate: 0.0005%  
Maximum Gross Salary: 999,999.00

**Note:** Unemployment rates are based on the calendar year and not the fiscal year.

- Verify the accuracy of the rates.
- Make the necessary updates and click **Save**.

14. [Verify/update Workers' Compensation rates.](#)

### Verify/update Workers' Compensation rates

[Payroll > Tables > Tax/Deductions > Workers' Compensation](#)

Verify that the workers' compensation rates are accurate for the new school year. If not, update the rates.

Tables > Tax/Deductions Payroll

Save

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

Retrieve Print

Delete	Code	Description	Net Rate
	A	8868 PROFESSIONAL	0.8724%
	B	7380 BUS DRIVERS	0.8724%
	C	8810 CLERICAL	0.8724%
	D	9101 ALL OTHERS	0.8724%

For example, if the Workers' Compensation letter provides a rate of .001792, move the decimal two places to the right and enter that number in the **Net Rate** field.

Codes, descriptions, and rates are LEA-specific.

**Note:** The number of months in the contract should correlate with the number of workers' compensation payments. For example, if the employee has a 10-month contract, then the employee will have ten workers' compensation payments for the year.

Use the User Created Reports to verify the number of Workers' Compensation remaining payments.

If the report displays an incorrect number of remaining payments, use the [Payroll > Utilities > Mass Update > Employee](#) tab to reset the number of remaining payments.

## 15. Recalculate the state minimum salary.

### Recalculate the state minimum salary

**Log on to the current year pay frequency.**

[Payroll > Utilities > Mass Update > Salary Calculation](#)

The screenshot shows the 'Utilities > Mass Update' interface with the 'Payroll' tab selected. The 'Parameters' section includes fields for 'Pay Status' (Active, Inactive, Both), 'Primary Campus', 'Pay Campus', 'Contract Begin Date', 'Contract End Date', 'Contract Months', 'Payoff Date', 'Frequency', 'Salary Concept', 'Extract ID', and 'Employee Nbr'. The 'Pay Type' field is set to '1 Contracted employee'. The 'Type of Calculation' section has 'State Minimum Only' selected. The 'Execute' button is highlighted with a black arrow.

In the **Pay Type** field, select *1 Contracted employee*.

Under **Type of Calculation**, select **State Minimum Only** to recalculate the state minimum salary for the new school year.

In the **Salary Concept** field, select *A Use annual salary table*.

Click **Execute**.

**Note:** For Districts of Innovation, the statutory minimum days should reflect 187 days. The statutory minimum days should not be less than 187 (e.g., 177, 182, etc.). You can use the Mass Update utility to change the number of days to 187 and calculate the state min salary. Then, use the Mass Update utility to replace the accurate number of days.



For Districts of Innovation or LEAs with a non-standard workweek (4 days), contact your regional ESC consultant for additional assistance.

16. (If applicable) Update substitute information.

**(If applicable) Update substitute information**

Update the substitute information on the [Personnel > Tables > Salaries > Substitute](#) tab.

Delete	Sub.Type	Sub.Description	Time	Time Description	Leave Units	Sub Units	Sub Pay Amt
	01 DEGREED	DEGREED	F	FULL DAY	1.000	1.0	100.00
	01 DEGREED	DEGREED	H	HALF DAY	0.500	0.5	50.00
	02 NON-DEGREED	NON-DEGREED	F	FULL DAY	1.000	1.0	85.00
	02 NON-DEGREED	NON-DEGREED	H	HALF DAY	0.500	0.5	42.50

17. Generate the Account Code Comparison report.

**Generate the Account Code Comparison report**

[Payroll > Reports > Payroll Information Reports > HRS6000 - Account Code Comparison](#)

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy.

Reports > Payroll Information Reports > Account Code Comparison Payroll

Preview PDF CSV Clear Options

Payroll Information Reports HRS6000 - Account Code Comparison

- [HRS1250 - Employee Data Listing](#)
- [HRS1650 - Employee Salary Information](#)
- [HRS6000 - Account Code Comparison](#)
- [HRS6050 - Contract Balance Variance Report](#)
- [HRS6150 - Employee Payroll Listing](#)
- [HRS6400 - Salary Verification Report](#)
- [HRS6450 - Health Insurance Coverage](#)
- [HRS6650 - CYR/NYR Salary Comparison](#)

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Include Reports (Select From List)	NY
From Date (MMDDYYYY)	
To Date (MMDDYYYY)	
Pay Status Active (A), Inactive (I), or blank for ALL	A
Pay Type 1-4, or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	

Date Run:	Payroll Account Code Comparison	Program: HRS6000	
Cnty Dist:	ISD	Page: 1 of 1	
		Frequency: 6	
Account Codes in Distribution that are INACTIVE in the Finance General Ledger			
Alphabetic List			
Account Code	Emp Nbr	Employee Name	Job Code
199-11-6119.00-001-511000	000125	BLOUNT, BARBARA A	0499 - TEACHER
199-11-6119.00-001-511000	000355	DILLMAN, DAYLON SERIO	0499 - TEACHER
199-11-6119.00-001-511000	000413	FAUGHTENBERRY, DONNA C	0499 - TEACHER

- o Review the report and correct all of the errors.
- o Verify that all employee master distribution records have matching accounts in Finance.

If there are account codes on the report that do not exist in Finance, perform one of the following steps:

- o If there are accounts that have a 4 for July and August start employees, perform a mass update of HR distributions. You can either mass update records by fund/year using the [Payroll > Utilities > Mass Change Payroll Account Codes > Mask Crosswalk](#) page **OR** mass update all records by using the [Payroll > Utilities > Mass Update > Employee](#) tab. Employees who are paid out of federal funds may need their distributions reviewed and changed for a different fund year, if necessary. For example, federal funds may still be available for the previous year.
- o If there are other accounts that need to be added, add them on the [Finance > Maintenance > Create Chart of Accounts](#) page.

After all of the account codes are added, generate the [Payroll > Reports > Payroll Information Reports > HRS6000 - Account Code Comparison](#) report again. If all account codes exist, a blank report should be generated.

Date Run:	Payroll Account Code Comparison	Program: HRS6000
Cnty Dist:	ISD	Page: 1 of 1
		Frequency: 6

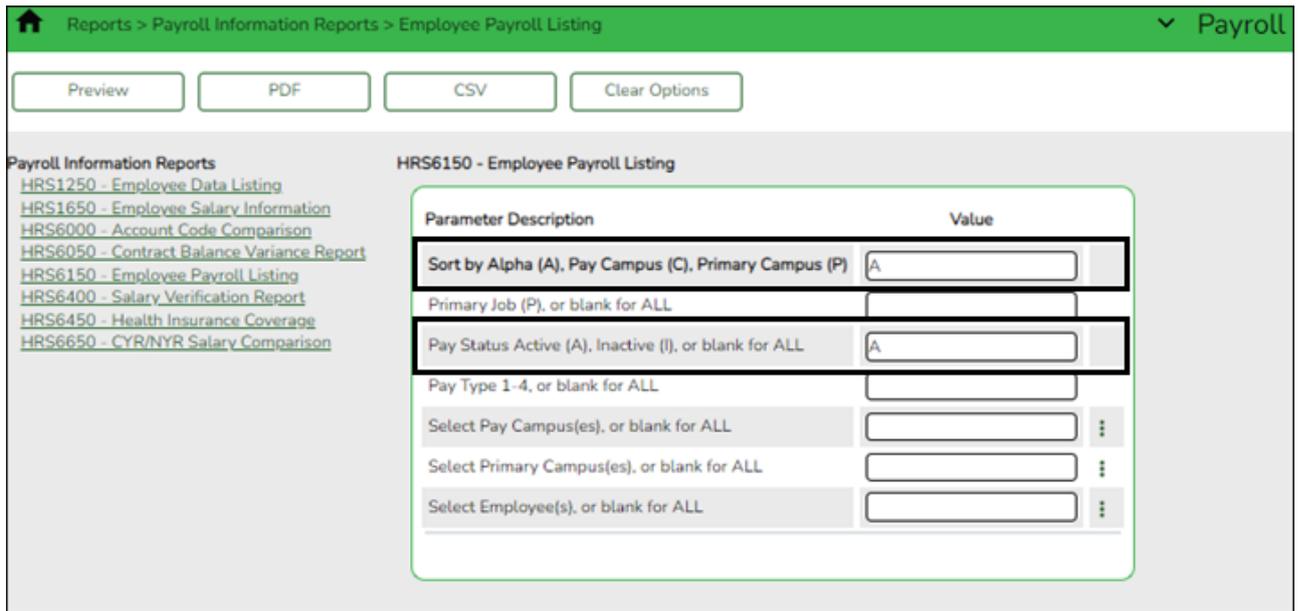
18. [Generate the Employee Payroll Listing report.](#)

### Generate the Employee Payroll Listing report

[Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing](#) **OR**  
[Payroll > Reports > User Created Report](#)

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy.

Verify that all current employees are listed.



19. [Correct necessary payroll errors.](#)

### Correct necessary payroll errors

[Payroll > Utilities > Pre-Edit Payroll Data](#)

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- In the **Pay Date** field, select the first available pay date (LEA's first pay date).
- Click **Execute**. Review the report.

Emp Nbr	Employee Name	Error Message
000046	AUSSEM, AMY J	JOB CODE: 0412 - TRS YEAR SELECTED FOR EMP HAS CONTRACT MONTH LESS 11
Total Employee Errors: 1		
000203	CAPO, BRYCE L	JOB CODE: 0204 - LOCAL PAY STEP IS EQUAL TO SPACES
Total Employee Errors: 1		
000284	COX, CHRISTY K	JOB CODE: 0300 - LOCAL PAY STEP IS EQUAL TO SPACES
Total Employee Errors: 1		

- Click **OK**. Repeat the process until all of the necessary errors are corrected.

20. [Address leave.](#)

**Address leave**

[Payroll > Utilities > Mass Update > Leave](#)

Update the employee master leave record balances.

- In the current year payroll frequency, generate the [Payroll > Reports > Leave Information Reports > HRS7350 - Leave Status Report](#) for active employees and exclude substitutes. Print and/or save this report and review it for accuracy.

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Page Break by Employee? (Y/N)	N
Select Leave Type(s), or blank for ALL	
Pay Status Active (A), Inactive (I), or blank for ALL	A
Pay Type 1-4, Exclude Subs (E), or blank for ALL	E
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	

□ Use the **Payroll > Utilities > Mass Update > Leave** tab to update employee master leave record balances. This is a three-step process.

Leave type codes are LEA-specific.

1a. This step clears the **Leave Used** and **Leave Earned** fields and rolls the ending balances to the following year beginning balances:

Year: C

Parameters

Pay Status:  Active  Inactive  Both

Pay Type:

Job Code:

Accrual Code:

Pay Grade:

Prior Yr Emp Date:

Primary Campus:  Payoff Date:

Pay Campus:  Frequency:

Contract Begin Date:  Salary Concept:

Contract End Date:  Extract ID:

Contract Months:  Employee Nbr:

DEDUCTIONS **LEAVE** EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Method

Zero Leave Values for Employees

Add Leave Code to Employees

Delete Leave Code from Employees

Increment Leave Earned to Employees

Type	Description	Leave Earned	Leave Used	End Balance
01	INVALID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
02	LOCAL PR 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
03	LOCAL PR 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04	JURY DUTY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05	SCH BUS/WO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06	INVALID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07	STATE PR 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
08	STATE PERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
09	LOCAL/CURR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Execute

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select **E Exclude Substitute**.
- Under **Method**, select **Zero Leave Values for Employees**.
- Under **Leave Earned** and **Leave Used**, select all leave types to be set to zero for the new school year. Be sure to process both options at the same time to prevent inaccurate

balances.

- Do not select **End Balance** unless you want to set the balance to zero for that specific leave type. If this field is not selected, the 2023-2024 ending balances are rolled to the beginning balance fields for the 2024-2025 school year.
- Click **Execute**.
- Review and print the report.

1b. You may have leave codes for which you want to zero the end-of-year balance. For example, Jury Duty, School Business, etc.

The screenshot shows the 'Payroll' section of a software interface. The 'Parameters' section includes fields for 'Pay Status' (Active, Inactive, Both), 'Pay Type' (E Exclude Substitute), 'Job Code' (All), 'Accrual Code' (All), 'Pay Grade', and 'Prior Yr Emp Date' (00-00-0000). There are also dropdowns for 'Primary Campus', 'Pay Campus', 'Contract Begin Date', 'Contract End Date', 'Contract Months', 'Payoff Date', 'Frequency' (6 Monthly CYR), 'Salary Concept' (All), 'Extract ID', and 'Employee Nbr'. A 'Reset' button is located in the top right of the parameters section.

Below the parameters, there are tabs for 'DEDUCTIONS', 'LEAVE', 'EMPLOYEE', 'EXTRA DUTY', 'JOB CODE', and 'SALARY CALCULATION'. The 'LEAVE' tab is selected, showing a 'Method' section with radio buttons for 'Zero Leave Values for Employees', 'Add Leave Code to Employees', 'Delete Leave Code from Employees', and 'Increment Leave Earned to Employees'. The 'Zero Leave Values for Employees' option is selected.

To the right of the method section is a table with the following columns: Type, Description, Leave Earned, Leave Used, and End Balance. The table contains 9 rows of leave types, each with a checked box in the 'Leave Earned', 'Leave Used', and 'End Balance' columns. A large black arrow points down to an 'Execute' button on the right side of the interface.

Type	Description	Leave Earned	Leave Used	End Balance
01	INVALID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02	LOCAL PR 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
03	LOCAL PR 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04	JURY DUTY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05	SCH BUS/WO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
06	INVALID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
07	STATE PR 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
08	STATE PERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09	LOCAL/CURR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Zero Leave Values for Employees**.
- Select **Leave Earned**, **Leave Used**, and **End Balance** for all leave types you want to zero out completely and not carry forward ending balances.
- Click **Execute**.
- Review and print the report.
- If the report is accurate, click **Process** to complete the changes.

2. This step automatically adds leave types to active employees who do not have the leave type assigned on their leave balance record. This step must be completed before leave is mass incremented in step 3.

Utilities > Mass Update Payroll

Year: C

Parameters

Pay Status:  Active  Inactive  Both

Pay Type: **E Exclude Substitute**

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All

Payoff Date:

Pay Campus: All

Frequency: 6 Monthly CYR

Contract Begin Date:

Salary Concept: All

Contract End Date:

Extract ID:

Contract Months:

Employee Nbr:

Reset

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Method

Zero Leave Values for Employees

**Add Leave Code to Employees**

Add Leave Code

**New Code: 08 - STATE PERSON**

Begin Balance: .000 Leave Earned: .000

Leave Used: .000 Ending Balance: .000 Update Ending Balance

Execute

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select **E Exclude Substitute**.
- Under **Method**, select **Add Leave Code to Employees**.
- In the **New Code** field, select the leave code.
- Do not add balances.
- Click **Execute**.
- Review and print the report. The report only displays the employees who will have the leave code added.
- Repeat this step for each leave type to be added before it is incremented in step 3.

3. This step increments leave earned to employees:

Utilities > Mass Update Payroll

Year: C Frequency: 6

Parameters

Pay Status:  Active  Inactive  Both

Pay Type: **E Exclude Substitute**

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All

Payoff Date:

Pay Campus: All

Frequency: 6 Monthly CYR

Contract Begin Date:

Salary Concept: All

Contract End Date:

Extract ID:

Contract Months:

Employee Nbr:

Reset

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Method

Zero Leave Values for Employees

Add Leave Code to Employees

Delete Leave Code from Employees

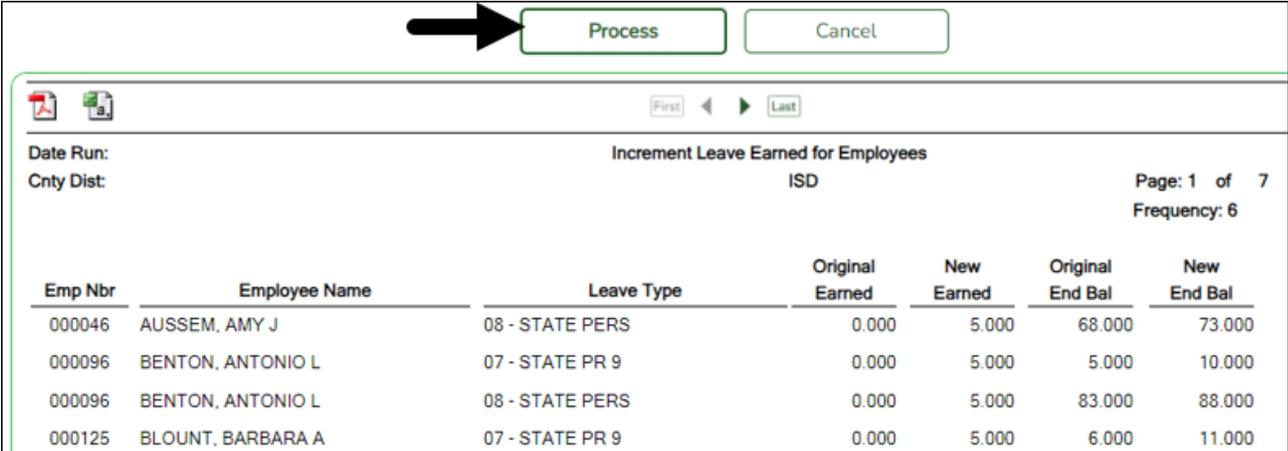
**Increment Leave Earned to Employees**

Type	Description	Leave Earned	Increment
01	INVALID	<input type="checkbox"/>	0.000
02	LOCAL PR 9	<input checked="" type="checkbox"/>	5.000
03	LOCAL PR 9	<input checked="" type="checkbox"/>	5.000
04	JURY DUTY	<input type="checkbox"/>	0.000
05	SCH BUS/WO	<input type="checkbox"/>	0.000
06	INVALID	<input type="checkbox"/>	0.000
07	STATE PR 9	<input checked="" type="checkbox"/>	5.000
08	STATE PERS	<input checked="" type="checkbox"/>	5.000

Execute

**Note:** If you have a maximum balance designated on the leave type table, this step will not allow the leave balance to exceed the maximum number set on the leave type table.

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Increment Leave Earned to Employees**.
- Select **Leave Earned** for the applicable leave types (as defined in your local policy).
- In the **Increment** field, enter the number of days to increment.
- Click **Execute**.
- Review and print the report. The report includes a list of those employees who have reached a maximum of any leave type.
- If the report is accurate, click **Continue**.
- The second report displays the newly incremented leave earned and the new ending balances. Click **Process**.



The screenshot shows a software interface with a 'Process' button highlighted by a black arrow. Below the button is a report window titled 'Increment Leave Earned for Employees' with a table of employee data. The report includes fields for Date Run, Cnty Dist, and Page: 1 of 7. The table has columns for Emp Nbr, Employee Name, Leave Type, Original Earned, New Earned, Original End Bal, and New End Bal.

Emp Nbr	Employee Name	Leave Type	Original Earned	New Earned	Original End Bal	New End Bal
000046	AUSSEM, AMY J	08 - STATE PERS	0.000	5.000	68.000	73.000
000096	BENTON, ANTONIO L	07 - STATE PR 9	0.000	5.000	5.000	10.000
000096	BENTON, ANTONIO L	08 - STATE PERS	0.000	5.000	83.000	88.000
000125	BLOUNT, BARBARA A	07 - STATE PR 9	0.000	5.000	6.000	11.000

- Click **OK**.

For new employees, leave balances must be individually updated from their service record information on the [Payroll > Maintenance > Staff Job/Pay Data > Leave Balance](#) tab.

Use the [Payroll > Reports > Leave Information Reports > HRS7350 - Leave Status Report](#) to verify the accuracy of the leave information. Print and/or save this report and review it for accuracy.

If necessary, use the [Payroll > Maintenance > Staff Job/Pay Data > Leave Balance](#) tab to make changes to individual employees who are working less than the full school year or less than 100% percent of the day.

21. [Post to master file.](#)

**Post to master file**

[Payroll > Payroll Processing > EOY Payroll Accruals > Post to Master](#)



**CAUTION:** Before the first payroll of the school year is processed, you must post the master file that was created during the [August Accruals](#) process. Skip this step if you do not use this process for accruals.

The Post to Master tab automatically creates a School YTD Maintenance page for the new school year and updates the page with accrued pay, accrued benefits, and days earned for all employees that are included in the record.

Select a data row to be posted. If more than one frequency is used, there may be multiple data rows displayed.

☐ Click **Post**. The following message is displayed.



☐ Click **OK**.

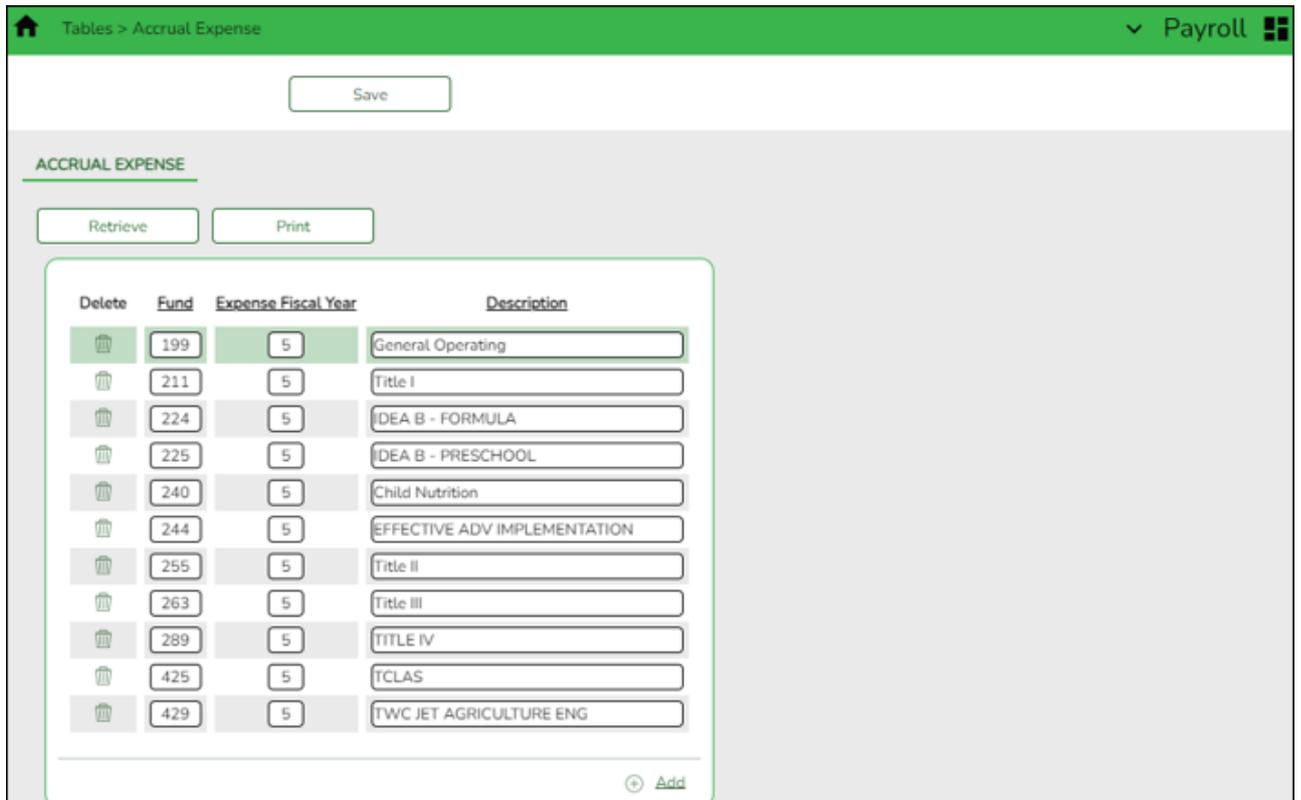
22. (If applicable) Verify the accrual expense table.

**(If applicable) Verify the accrual expense table**

[Payroll > Tables > Accrual Expense](#)

Verify the accrual expense table and update the fund/fiscal year to reflect the fiscal year for the new school year (e.g., 199/X and 211/X).

Be sure to include all funds with payroll expenses. Also, add new fund codes if necessary.



23. [Generate the School YTD report.](#)

## Generate the School YTD report

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

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy.

Verify that the accrual data is correctly posted for the 2025 school year.

**Use the Accrual Information Reports that were printed during the August Accrual Process to verify information.** Accruals for employees who accrue monthly and who were included in the EOY payroll accrual process are displayed. Non-accrued employees are not displayed.

Date Run:		School YTD (Sept 1 Thru Aug 31 2025)								Program: HRS3050	
Cnty Dist:		ISD								Page: 25 of 25	
Pay Period: -- thru -- Payrun Date: --										Frequency: 6	
Employee Name	Contract	Non Contr	Supplement	NTRS Ex	FICA Tax	Med Tax	Abs Ded	TRS Dep	Reg Hrs	Ovtrn Hrs	
Emp Nbr	Prim Campus	Ovtrn 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			.00	Non-TRS Non-Tax Bus Allow			.00	Absence Deduction		.00	
Non-Contract Pay			.00	Non-TRS Bus Allow			.00	TRS Deposit		.00	
Supplemental Pay			.00	FICA Tax			.00	Accrued Pay		945,695.02	
Accrued Federal Deposit		3,800.37		Medicare Tax			.00	Unemployment Accrued		.00	
Emplr Health Insurance Accrued		66.30		FICA/Medicare Accrued		12,921.38		Emplr 457 Accrued		.00	
Emplr Annuity Accrued		.00		Accrued Federal Care		575.82		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		.00		Non-Pay Bus Allowance		.00	
TEA Health Ins Contrib		.00		Emplr TRS Care Accrued		7,073.56		Non-Tax NPay Bus Allow		.00	
Emplr TRS Care Contrib		.00		New TRS Member Contrib		.00		Emplr TRS Care Surcharge		.00	
Ret Emplr Pension Surcharge		.00		Emplr Dependent Care		.00		Emplr Dependent Care Accru		.00	
Emplr Misc Ded Contrib		.00		Emplr Misc Ded Contrib Accru		.00		Emplr 403B FICA Contrib Accru		.00	
End of Report											

24. [Generate the School YTD Accrual Payroll Account Distribution Report.](#)

## Generate the School YTD Accrual Payroll Account Distribution Report

[Payroll > Reports > Year To Date Reports > HRS3550 - School YTD Accrual Payroll Account Distr](#)

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy.

Reports > Year To Date Reports > School YTD Accrual Payroll Account Distr

Payroll

Preview PDF CSV Clear Options Year: C

Year To Date Reports

- [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](#)

HRS3550 - School YTD Accrual Payroll Account Distr

Parameter Description	Value
School Year (YYYY)	2025
Summary (S) or Detail (D) information for employees, or Fund Recap (R) only	R
Print Acct Codes with zero accrual amounts? (Y/N)	Y
Include report of variances between School YTD and Distribution History? (Y/N)	Y
Print Acct Codes not in General Ledger? (Y/N)	Y
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 Employee(s), or blank for ALL	

Verify the accrual amounts balance with the amounts on the HRS3050 - School Year to Date Report.

Date Run: School YTD Accrual Payroll Account Distribution Journal for 2025Recap Program: HRS3550  
 Cnty Dist: SD Page: 2 of 2  
 Frequency: 6

Fund / FY		Gross Pay	Accrued Pay	FICA/Med	Unemploy	Employer	Federal	Federal	TEA Hith	Emplr	
		Ret Pen Surch	Emplr Care	Care Surch	Tax Emplr Misc	Contrib	Deposit	Care	Ins Contrib	457	
289-5	Total	.00	1,340.04	16.79	.00	.00	110.55	16.75	.00		
		.00	10.05	.00	.00						
425-4	Total	18,333.34	.00	.00	.00	.00	.00	.00	.00		
		.00	.00	.00	.00						
425-5	Total	.00	5,979.92	77.08	.00	.00	.00	.00	.00		
		.00	44.84	.00	.00						
425	Total	18,333.34	5,979.92	77.08	.00	.00	.00	.00	.00		
		.00	44.84	.00	.00						
429-4	Total	6,791.59	2,084.55	30.23	.00	1.20	.00	.00	.00		
		.00	15.65	.00	.00						
District Totals:		Gross Pay: 699,999.61	Unemployment Tax: .00	Federal Care: 575.82	Emplr 457: .00	Federal Deposit: 3,800.37	TEA Hith Ins Contrib: .00	Ret Emplr Pen Surch: .00	Emplr TRS Care Contrib: 7,073.56	Emplr TRS Care Surch: .00	Emplr Misc Ded Contrib: .00

25. [Generate the Contract Balance Variance Report.](#)

**Generate the Contract Balance Variance Report**

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

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy.

 **IMPORTANT:** Verify the accuracy of payroll over the course of the school year. Based on your LEA's pay frequency, investigate the maximum acceptable differences and correct if needed.

Use the following variance thresholds accordingly:

Pay Frequency	# of Pymts	Maximum Acceptable Difference
Monthly	12	.11
Semi-monthly	24	.23
Bi-weekly	26	.25

Reports > Payroll Information Reports > Contract Balance Variance Report Payroll

Preview PDF CSV Clear Options

Payroll Information Reports HRS6050 - Contract Balance Variance Report

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<input type="text" value="A"/>
Maximum Acceptable Difference	<input type="text" value=".11"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text" value="A"/>
Pay Type 1-4, or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/> ⋮
Select Primary Campus(es), or blank for ALL	<input type="text"/> ⋮
Select Employee(s), or blank for ALL	<input type="text"/> ⋮

[HRS1250 - Employee Data Listing](#)  
[HRS1650 - Employee Salary Information](#)  
[HRS6000 - Account Code Comparison](#)  
[HRS6050 - Contract Balance Variance Report](#)  
[HRS6150 - Employee Payroll Listing](#)  
[HRS6400 - Salary Verification Report](#)  
[HRS6450 - Health Insurance Coverage](#)  
[HRS6650 - CYR/NYR Salary Comparison](#)

Date Run:	Contract Balance Variance Report	Program: HRS6050
Cnty Dist:	ISD	Page: 1 of 1
Variance Threshold: <span style="border: 1px solid black; padding: 2px;">0.11</span>		Frequency: 6

Emp Nbr	Employee Name	Job Cd	Pay Rate	Remain Pymts	Computed Bal	Actual Bal	Variance
000046	AUSSEM, AMY J	0412	2,465.25	12	29,583.00	29,000.00	-583.00
Campus Variance:				1	Campus Avg. Variance:		583.00
Total All Variance:				1	Avg. Variance All:		583.00

End of Report

26. [Generate the Employee Verification report.](#)

### Generate the Employee Verification report

[Personnel > Reports > Personnel Reports > HRS1100 - Employee Verification Report](#) **OR** [Payroll > Reports > Personnel Reports > HRS1100 - Employee Verification Report](#)

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy.

Reports > Personnel Reports > Employee Verification Report Payroll

Preview PDF CSV Clear Options

Personnel Reports HRS1100 - Employee Verification Report

[HRS1100 - Employee Verification Report](#)  
[HRS1250 - Employee Data Listing](#)  
[HRS1650 - Employee Salary Information](#)

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Select Restriction Local (L), Public (P), or No restrictions (N)	N
Primary Job (P), or blank for ALL	
Pay Status Active (A), Inactive (I), or blank for ALL	A
Pay Type 1-4, Exclude Subs (E), or blank for ALL	E
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	

Verify that the employee information (e.g., years of experience) is correct to start the new school year. If individual corrections are needed, use the [Personnel > Maintenance > Employment Info](#) tab to update the employee's record.

Date Run:		Employee Verification Report					Program: HRS1100	
Cnty Dist:		ISD					Page: 1 of 25	
							Frequency: 6	
Emp Nbr	Employee Name	Emp Date	Emp Status	Pay Status	Job Code			
Sex	Address	Term Date	Term Reason	Pay Campus	Primary Campus			
Birth Date	City State Zip	Pro Yrs Exp	Non-Pro Yrs Exp	Payoff Date	St Step	GRD/LVL	/Sched	
	Telephone	In Dist	In Dist	TRS Beg Date	Pay Type	Pay Rate		
000046	AUSSEM, AMY J	08-03-2022	2 - Active auxiliary per	1 - Active	0412 - RECEPTIONIST			
F	21994 FIFTH AVENUE		18	001 - 001 Ascender High	001 - 001 Ascender High School			
06-01-1959	Alamo City TX 28094		01	08-25-2025 100%	005 / 18 /			
				08-01-2003 29,583.00	2	2,465.25		
000096	BENTON, ANTONIO L	08-01-1989	1 - Active professional	1 - Active	0499 - TEACHER			
F	7035 FIFTH AVENUE			102 - 102 Ascender Elem 03-06	102 - 102 Ascender Elem 03-06			
01-30-1967	Alamo City TX 28094	34		08-25-2025 100%	20 001 / 30 /			
	(555)461-0986	34		08-01-1989 72,000.00	1	6,000.00		
000125	BLOUNT, BARBARA A	08-01-1994	1 - Active professional	1 - Active	0499 - TEACHER			
M	FIFTH AVENUE			041 - 041 Ascender Middle	041 - 041 Ascender Middle School			
10-05-1970	Alamo City TX 28094	29		08-25-2025 100%	20 197 / 29 /			
	(555)513-7537	29		08-01-1994 83,633.00	1	6,969.42		

27. (If necessary) Mass update employee experience.

### (If necessary) Mass update employee experience

[Personnel > Utilities > Mass Update > Employee](#)

If your LEA has not already done so, increment the years of total professional and non-professional experience, and the years of district professional and non-professional experience.

Additionally, you can use this page to increment the prior years of teaching experience for those individuals in a teaching role. The **Prior Teaching Experience** is the total number of years that an individual has previously held a teaching position in one or more education institutions and is collected during the PEIMS Core Collection: Class Roster.

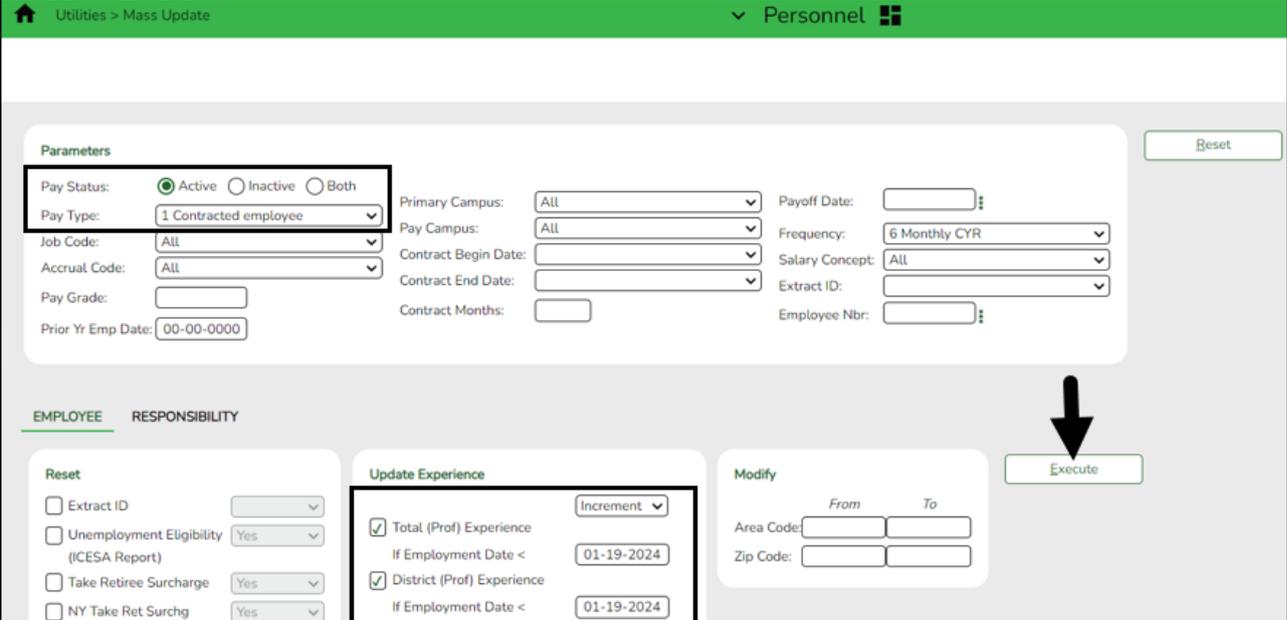


○ This process must be completed prior to the PEIMS fall submission.

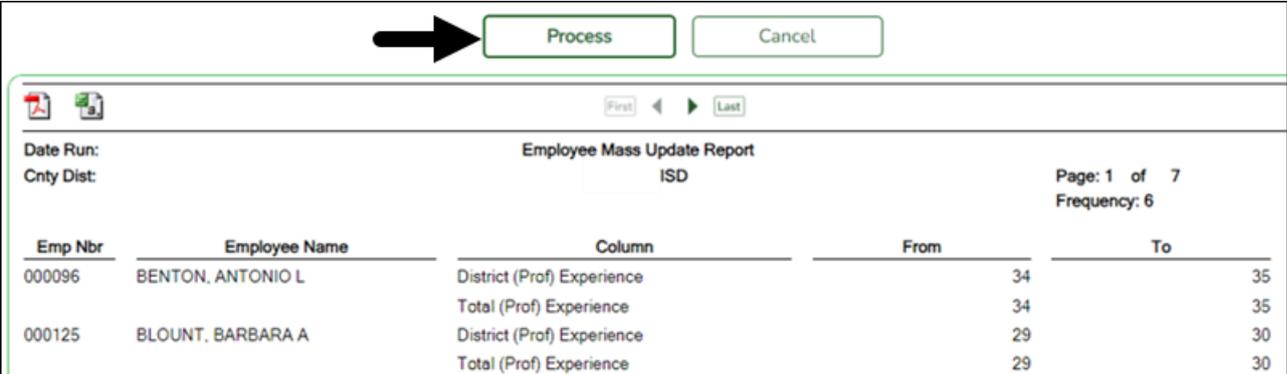


- The Commissioner's Rules on Creditable Years of Service, Title 19, Texas Administrative Code (TAC) §153.1021, serve as a baseline for minimum requirements when determining an individual's years of experience.
- The **Prof Experience Yrs** and **Non-Prof Experience Yrs** should be incremented in separate instances.

**Total (Prof) Experience:**

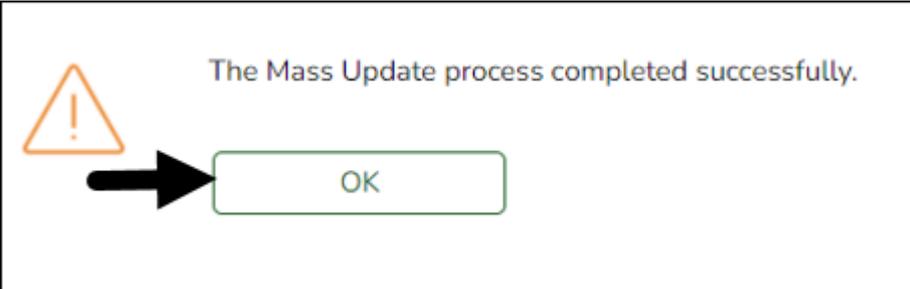


☐ Click **Execute**. The Employee Mass Update Report is displayed.



Emp Nbr	Employee Name	Column	From	To
000096	BENTON, ANTONIO L	District (Prof) Experience	34	35
		Total (Prof) Experience	34	35
000125	BLOUNT, BARBARA A	District (Prof) Experience	29	30
		Total (Prof) Experience	29	30

☐ Click **Process**. The following message is displayed.

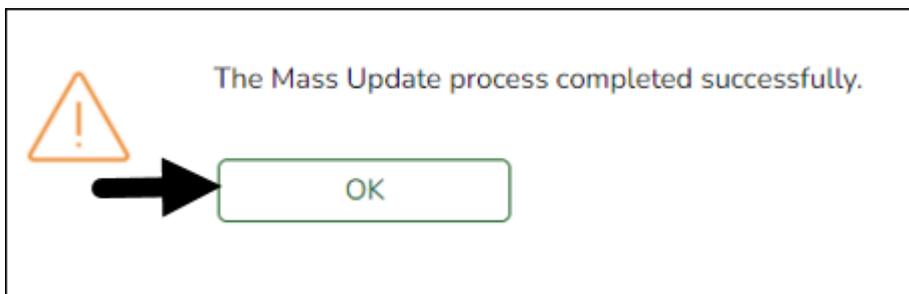


**Total (Non-Prof) Experience:**

Click **Execute**. The Employee Mass Update Report is displayed.

Emp Nbr	Employee Name	Column	From	To
000046	AUSSEM, AMY J	District (Non-Prof) Experience	01	02
		Total (Non-Prof) Experience	18	19
000156	BROWN, BILLIE F	District (Non-Prof) Experience	20	21
		Total (Non-Prof) Experience	20	21

Click **Process**. The following message is displayed.



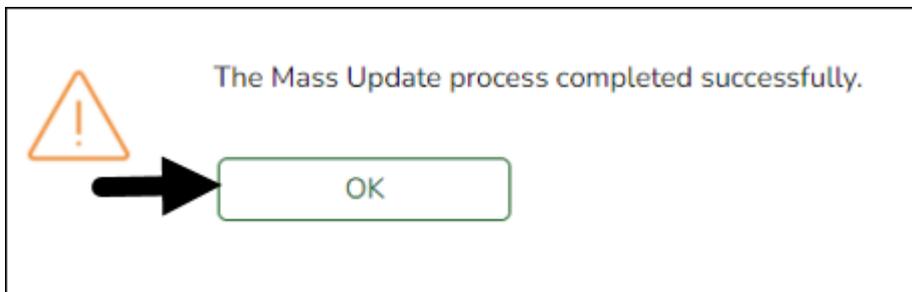
Use the [Personnel > Reports > Personnel Reports > HRS1100 - Employee Verification Report](#) to verify the accuracy of the years of experience.

**Prior Teaching Experience:**

Click **Execute**. The Employee Mass Update Report is displayed.

Emp Nbr	Employee Name	Column	From	To
000096	BENTON, ANTONIO L	Prior Teaching Experience	0	1
000125	BLOUNT, BARBARA A	Prior Teaching Experience	0	1
000148	BROOKS, BETTY WAYNE	Prior Teaching Experience	0	1
000165	BULLARD, BRADLEY L	Prior Teaching Experience	0	1

Click **Process**. The following message is displayed.

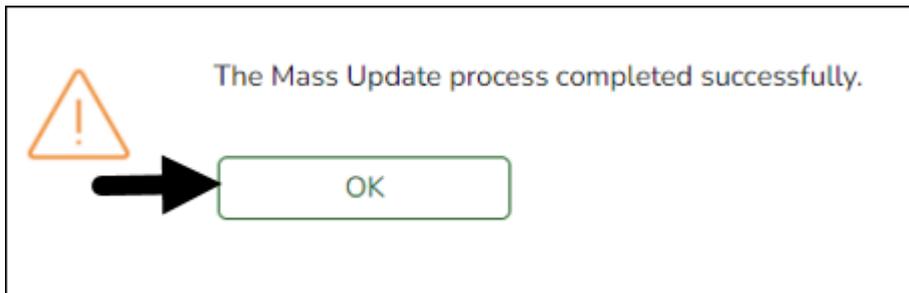


**Responsibility:**

□ Click **Execute**. The Responsibility Employee Mass Update Report is displayed.

Emp Nbr	Employee Name	Campus	Role ID	Service ID	Begin Date	End Date	From	To
000011	AGUINAGA, ALICE H	701	106	SS025000	07-01-2020		2024	2025
000015	ALEXANDER, ALICIA A	041	008	SS007000	08-20-2012		2024	2025
000015	ALEXANDER, ALICIA A	101	008	SS007000	08-20-2012		2024	2025
000071	BARNES, ANGELA G	101	013	SS002000	08-08-2017		2024	2025

□ Click **Process**. The following message is displayed.



28. [Verify payoff dates.](#)

**Verify payoff dates**

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

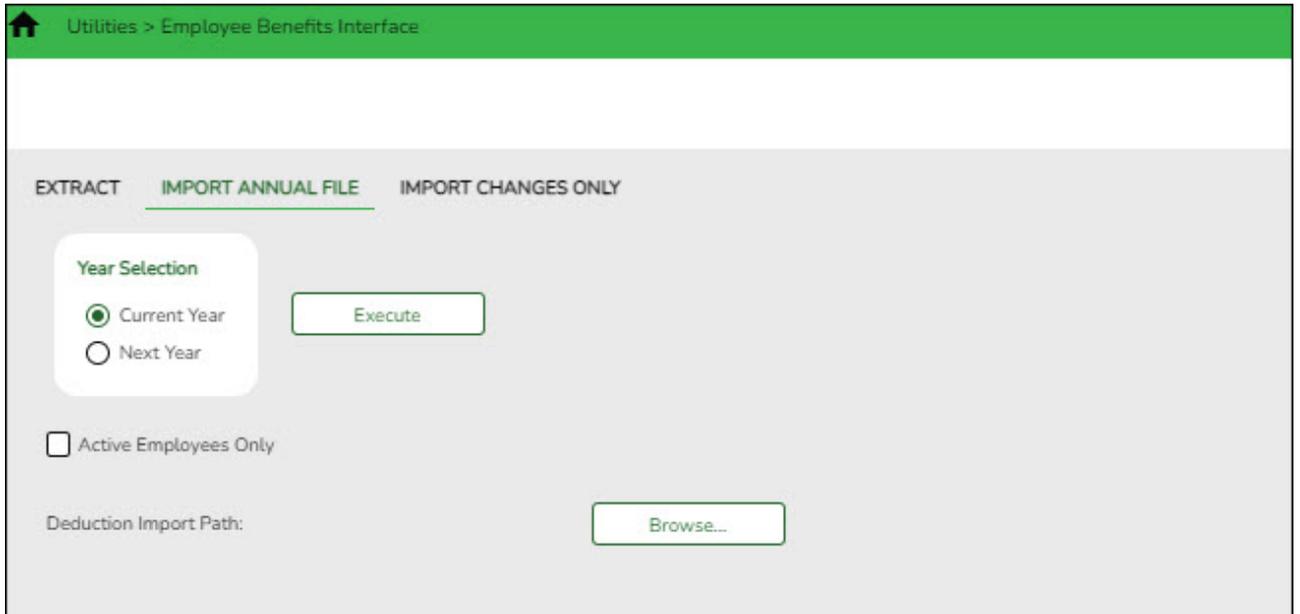
Verify that all pay type 1 and 2 employees have payoff dates that match the pay dates in the pay dates table. (June, July, and August as referenced in Step 9.)

29. (If available) Import annual benefits file.

**(If available) Import annual benefits file**

[Payroll > Utilities > Employee Benefits Interface > Import Annual File](#)

If available, import your LEA's file of employee deduction records file created by your third-party administrator.

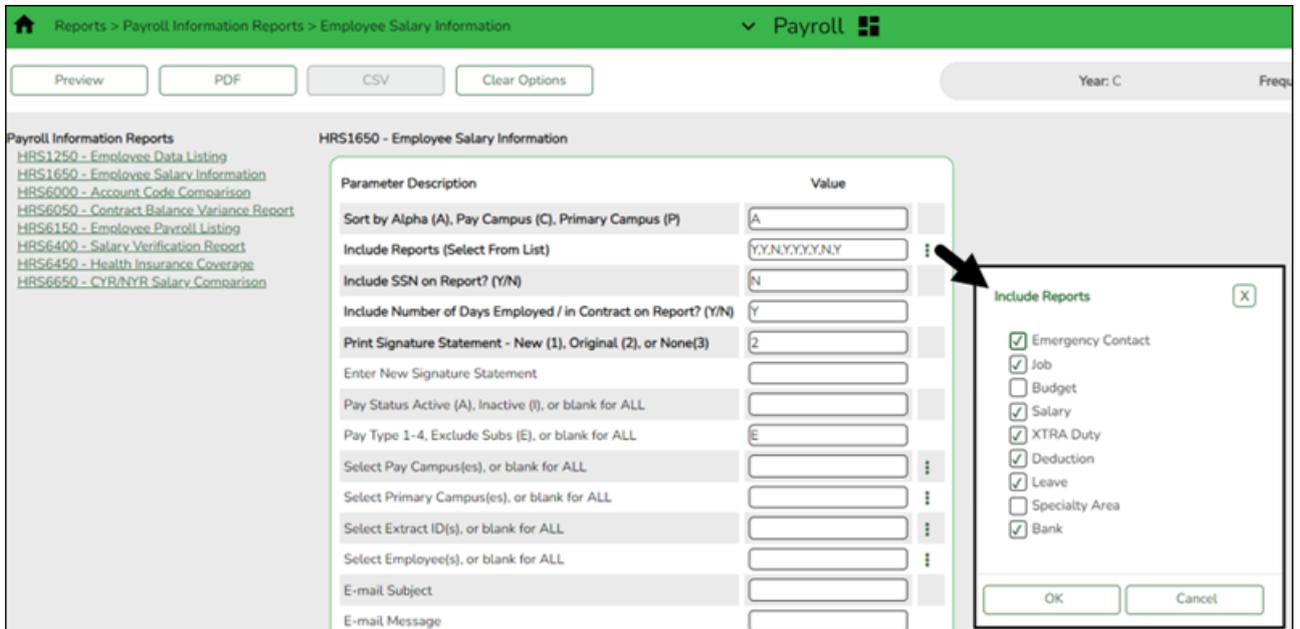


30. [Generate the Employee Salary Information report.](#)

### Generate the Employee Salary Information report

[Payroll > Reports > Payroll Information Reports > HRS1650 - Employee Salary Information](#)

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy.



Print the report for employee verification. If needed, print an Addendum from the **Payroll > Utilities > Payroll Simulation**.

First ◀ ▶ Last

---

**Date Run:** \_\_\_\_\_ **Employee Salary Information** **Program:** HRS1650  
**Cnty Dist:** \_\_\_\_\_ **ISD** **Page:** 1 of 1

---

<b>Name:</b> ANTONIO L BENTON <b>Address:</b> 7035 Fifth Avenue Alamo City, TX 28094 <b>Phone:</b> (555) 461-0986 <b>Original Emp Date:</b> 08-01-1989 <b>Estimated Annual Salary:</b> \$0.00 <b>W4 Multi-Job:</b> N <b>W4 Nbr Children Under 17:</b> 0 <b>W4 Other Income:</b> \$0.00	<b>Emp Nbr:</b> 000096 <b>SSN:</b> _____ <b>DOB:</b> 01-30-1967 <b>Degree:</b> 1 <b>Latest Re-Emp Date:</b> _____ <b>Retirement Date:</b> _____ <b>W4 Nbr Other Dependents:</b> 0 <b>W4 Other Deductions:</b> \$0.00	<b>Yrs Experience District:</b> _____ <b>Yrs Experience Total:</b> _____ <b>Yrs Prof Exper District:</b> 35 <b>Yrs Prof Exper Total:</b> 35 <b>Creditable Year of Service:</b> <input type="checkbox"/> <b>Nbr Exempts:</b> 0 <b>Extract ID:</b> CTR <b>Work Email:</b> _____ <b>W4 Other Exemptions:</b> \$0.00
---	---	---

---

**Emergency Contact Information**

Name: JM	Relationship: HUSBAND	Phone: (555) 234-3429 Ext:
----------	-----------------------	----------------------------

Notes: \_\_\_\_\_

---

**Job Information**

Job: TEACHER	Payoff Date: 08-25-2025	10 TRS Status: 1 - Eligible
Primary: Y Assigned: 100.00% Begin Date: 08-14-2024 # Months in Contract: 10	End Date: 06-06-2025 # Days in Contract: 187	187 TRS Position: 02 - Teacher, librarian
Grade: 001	Contract Amount: \$72,000.00 # of Annual Pmnts: 12	12 Retiree Excptn: -
Step: 30	Contract Balance: \$72,000.00 Remaining Pymts: 12	12 FICA Eligibility: M - Subject to medicare
Sched: _____	Local Contract Days: 187 Hourly Rate: \$0.00	WC Code: A
Vacant: N	Wholly Sep Amt: \$0.00	
# of Days Empld: 187	Wkly Hrs Sched: 38	

---

**Salary Calculation**

Annual Salary: \$72,000.00	State Min Salary: \$54,540.00	State Step: 20
Pay Rate: \$6,000.00	OT Elig: N	Yrs in Career Ladder: 1
Daily Rate: \$385.03	OT Rate: \$0.00	

---

**Deduction Information**

Deduction Code	Net Amount	Empl Contrib	Remain Pymts	Cafe 125	Deduction Code	Net Amount	Empl Contrib	Remain Pymts	Cafe 125
001 - ADDITIONAL WITHHOLDING TAX	\$200.00	\$0.00	99	N	109 - DIST PD LIFE INSURANCE	\$0.00	\$3.25	99	N
113 - M D LIVE	\$0.00	\$10.25	99	Y	220 - HARTFORD CHILDREN LIFE W//	\$1.70	\$0.00	99	N
221 - HARTFORD EMPLOYEE W// AD&D	\$94.00	\$0.00	99	N	225 - MEDICAL TRANSPORTATION	\$14.00	\$0.00	99	N
228 - U.S.OMNI	\$450.00	\$0.00	99	N					

---

**Leave Information**

Type	Description	Beg Bal	Earned	Used	End Bal	Type	Description	Beg Bal	Earned	Used	End Bal
04	JURY DUTY	0	0	0	0	05	SCH BUS/WO	0	0	0	0
07	STATE PR 9	5,000	5,000	0	10,000	08	STATE PERS	83,000	5,000	0	88,000
09	LOCAL/CURR	0	0	0	0	10	DONATIONS	0	0	0	0
11	COMP TIME	0	0	0	0						

---

**Bank Information**

Bank	Bank Acct Nbr	Bank Acct Type	Bank Acct Amt
001 - INDEPENDENT BANK	*****6227	2 - Checking account	\$0.00

---

*The above salary information is true and correct as shown. I understand that this sheet will be attached to the contract I signed earlier in the year and shall supercede any salary amounts previously quoted.*

---

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

31. [Calculate a sample payroll.](#)

## Calculate a sample payroll

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

Calculate a sample payroll to identify any errors that need to be corrected prior to processing the first payroll.

Payroll Processing > Run Payroll Payroll

Frequency: 6 Pay Date: 09-25-2024 School Year: 2025 Begin Date: 09-01-2024 End Date: 09-30-2024  
 TRS Month: 09 TWC Qtr: 3 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	INVALID	<input type="checkbox"/>	<input type="text" value="0.000"/>
02	LOCAL PR 91	<input type="checkbox"/>	<input type="text" value="0.000"/>
03	LOCAL PR 95	<input type="checkbox"/>	<input type="text" value="0.000"/>
04	JURY DUTY	<input type="checkbox"/>	<input type="text" value="0.000"/>
05	SCH BUS/WORK	<input type="checkbox"/>	<input type="text" value="0.000"/>
06	INVALID	<input type="checkbox"/>	<input type="text" value="0.000"/>
07	STATE PR 95	<input type="checkbox"/>	<input type="text" value="0.000"/>
08	STATE PERSON	<input type="checkbox"/>	<input type="text" value="0.000"/>
09	LOCAL/CURREN	<input type="checkbox"/>	<input type="text" value="0.000"/>
10	DONATIONS	<input type="checkbox"/>	<input type="text" value="0.000"/>
11	COMP TIME hrs only	<input type="checkbox"/>	<input type="text" value="0.000"/>
12	ADMINISTRATION APPROV	<input type="checkbox"/>	<input type="text" value="0.000"/>
13	DONATED DAY	<input type="checkbox"/>	<input type="text" value="0.000"/>

**Deductions**

Deduct Cd	Abbrev	Description	Deduct	W2 Health Care
001	WH	ADDITIONAL WITHHOLDING TAX	<input checked="" type="checkbox"/>	<input type="checkbox"/>
002	M1	WAGE GARNISHMENTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
003	M1	KAUFMAN CO DISTRICT ATTORNEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
004	CU	CREDIT UNION OF TEXAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005	UD	TX FEDERATION OF TEACHERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
006	TC	AETNA LONG TERM CARE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
007	UD	ATPE DUES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
008	M2	ALTERNATIVE CERTIFICATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>
009	AN	AVIVA LIFE INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
010	LI	MUTUAL OF OMAHA LIFE INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
011	LI	AMERICAN FIDELITY LIFE INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012	AN	LSW LIFE INSURANCE CO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
013	UD	TSTA DUES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
014	LI	TEXAS LIFE INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
015	M3	TRS SERVICE PURCHASE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
016	M1	HUNT CO DISTRICT COURT	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Payroll Processing > Run Payroll Payroll

Frequency: 6      School Year: 2025  
 Pay Date: 09-25-2024      Adj Nbr: 0

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

**IMPORTANT:**



- If applicable, increment leave types.
- Verify the selection of deduction codes on the [Payroll > Payroll Processing > Run Payroll](#) page before processing the first payroll.

# STOP

**Do not update and/or access Finance during the next step.**

Reverse accruals.

## Reverse accruals

[Payroll > Payroll Processing > EOY Payroll Accruals > Reversal for Non-Accrual](#)

This process is used to reverse accruals for all employees who do not accrue monthly and were processed by EOY Payroll Accruals.

- Select a data row to create the reversal transactions to be posted to Finance.

Payroll Processing > EOY Payroll Accruals

ACCRAAL TABLE   DECREMENT   RUN CALCULATIONS   ACCRAAL REPORTS   CREATE GENERAL JOURNAL   INTERFACE TO FINANCE   POST TO MASTER   REVERSAL FOR NON-ACCRUAL   MASS DELETE

File ID: C

Accounting Period  
 Post to Current Acct Period: 09  
 Post to Next Acct Period: 09

Reversal Interface Transaction Date: 09-01-2024  
 JV Number: REVACC

Create Reversals

Select	Frequency	Calculation Date	Create GJ Date	Interface Date	Posted Date	Reversal Interface Date
<input checked="" type="checkbox"/>	F	08-31-2024	05-18-2024	05-18-2024	05-28-2024	

- Click **Create Reversals** to create the reversal transactions. The EOY Accrual General Journal Transactions report is displayed. A message indicating that there are no rows to be processed for the reversal may be displayed.
- Click **Interface Reversals** to update Finance. If no errors were encountered during the process, a message is displayed indicating that the affected tables were successfully interfaced. Click **OK**.



## Back Cover