

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

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

CAUTION: Do not begin this process until the following are addressed/completed:

- End-of-Year Payroll Verification
- August Accruals
- Finance EOY Process
- August TRS Reporting

For the First Payroll of the School Year process, July start LEAs will reference the (CRT) First Payroll of the School Year (July Start LEAs) guide.

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

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

Terms:

Terms:

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

Payroll/Personnel Verification Items:

Payroll/Personnel Verification Items

Review and address the applicable Payroll and Personnel items. These items should be reviewed and completed before each group of employees begins receiving their new pay for the new school year.

Run user-created reports to verify the following information.

Payroll

For payroll items, run the User-Created Report in Next Year Payroll.

Payroll > Maintenance > Staff Job/Pay Data > Pay Info

- Verify TRS eligibility using the View Employee Information webpage in the TRS RE Portal.
- Verify the employees who are coded Non-TRS eligible (should only be seasonal, subs, retirees, etc.)
- Reference the FICA/Medicare - Quick Reference chart to verify FICA eligibility for all employees coded Y, specifically substitutes who were hired as full-time employees (e.g., teacher). (only subs, seasonal, not students)

Payroll > Maintenance > Staff Job/Pay Data > Job Info

- Verify the **Payoff Date** for active employees reflect June, July, or August.
- Verify the contract **Begin** and **End Dates** are within the applicable school year.
- Verify the **Number of Days Employed**.
- Verify the **Number of Months** in the contract.
- Verify the **Number of Payments** and **Number of Remaining Payments**.
- Verify the **State Min Days** field for all employees including support staff. Select the number of days closest to their **# of Days Employed**.
- Verify salaries and State Minimum salary by either running a user-created report or the Payroll

> Reports > Payroll Information Reports > HRS6400 - Salary Verification Report with **Pay Type 1** selected.

Payroll > Maintenance > Staff Job/Pay Data > Distributions

- Verify that distributions are accurate and reflect the correct fiscal year.
- Verify salaries and distributions. Verify that **Expense 373** is selected for all applicable employees.
- Verify that the applicable distributions have a federal **Fund to Grant Code** (240 may not have a grant code).

Payroll > Maintenance > Staff Job/Pay Data > Deductions

- Verify new deductions. **Deduction Codes** can either be manually entered or imported.
- Review all retiree records for applicable surcharges.

Payroll – General Reminders

- Verify unemployment. As a reminder, superintendent wages are subject to unemployment. Student workers are the only exempt exceptions.
- Verify next year payroll to budget.
- Use the August TRS Reporting Process guide to address TRS reporting for August.
- If applicable and not addressed in the August TRS Reporting Process, address August adjustment days.
- If an employee is no longer employed, ensure that appropriate end dates have been added to all applicable pages, including the contract **End Date**.

Personnel

Personnel > Maintenance > Staff Demo > Service Record

- Verify that service records were created and/or updated with leave for the latest completed school year.

Personnel > Maintenance > Employment Info

- Verify **Employee Status** (*Employed* or *Not Employed*). If the employee is no longer employed, the **Termination Date** must be populated. In addition, verify that an ED90 has been submitted for non-returning employees.
- If an employee is no longer employed, ensure that appropriate end dates have been added to applicable areas:
  - **Auxiliary Role ID**
  - **Paraprofessional Certification**
  - Personnel > Maintenance > Staff Demo > Responsibility
  - Personnel > Maintenance > TSDS Days Employed Set
- Verify that the **Original Employment Date** or **Latest Re-Employ Date** fields are populated.
- Verify the **Percent Day Employed** (Did employees change from part-time/full-time?).
- Verify changes to the **Employment Type**, **Retiree Employment Type**, and/or **Sub Type** fields.
- Review all retiree records for applicable surcharges.
- Subs - Run a user-created report to verify the following information:

    - **TRS Position Cd**
    - **Contract Begin Dt** and **Contract End Dt** (First day when sub begins work for the school year through last day of school)
    - **FICA Eligible**
    - No TRS
- Retirees - Run a user-created report to verify the following information:
    - **Retiree Employment Type**
    - **TRS Position Cd**
    - **Contract Begin Dt** and **Contract End Dt** (First day when retiree begins work for the school year through last day of school)
    - **FICA Eligible**
    - No TRS
- Ensure that applicable TSDS/PEIMS reporting areas are set up for applicable employees. All business-related data that is reported for Fall PEIMS is listed in the TSDS PEIMS Fall Submission Data for Business guide.
    - **Auxiliary Role ID**
    - **Paraprofessional Certification**
    - Personnel > Maintenance > Staff Demo > Responsibility
    - Personnel > Maintenance > TSDS Days Employed Set

EOY Flowchart for September Start LEAs

First Payroll of the School Year (September Start LEAs)

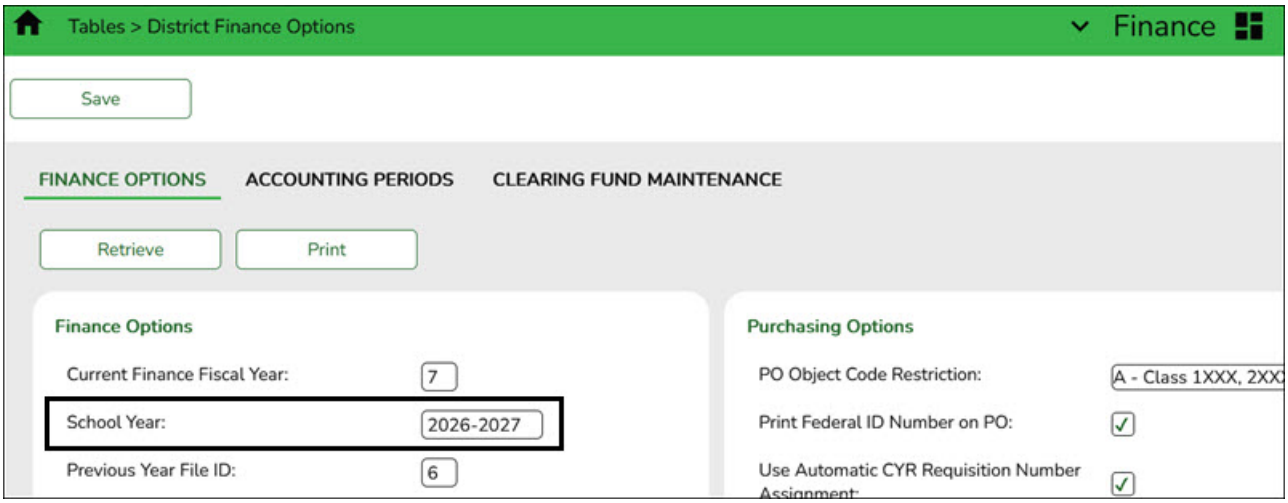
1. Verify finance options.

Verify finance options

Finance > Tables > District Finance Options

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

> **Note**: If the new school year is not displayed, stop and complete the Finance End-of-Year Process first. Do not update the **School Year** field until the Finance End-of-Year (EOY) process is complete.



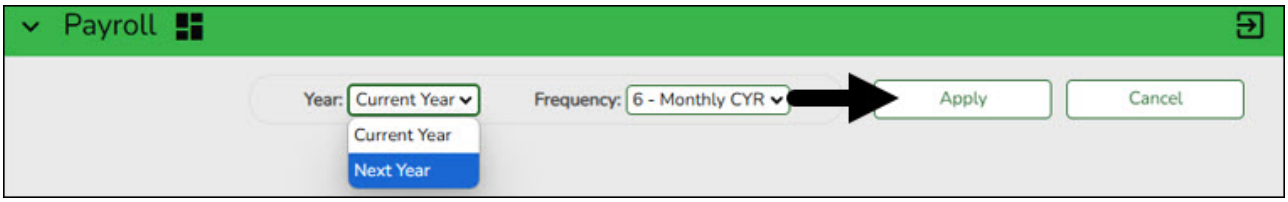
2. Verify payroll frequency.

Verify payroll frequency

Each time you prepare to move a group of employees (July contracts, August contracts, and September contracts), be sure to start with this step to ensure you are starting in the correct 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

This step is typically for employees with a September contract begin date.

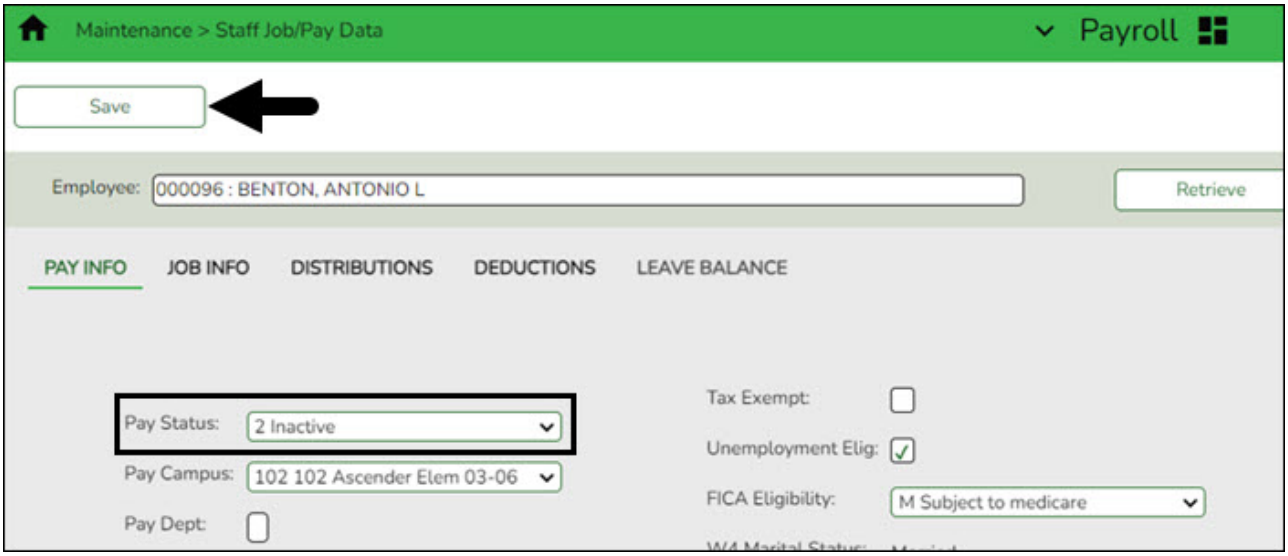
Generate a User Created Report (or another preferred payroll report) to verify that all employee data is correct prior to moving the next year payroll to the current year.

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, then review it for accuracy.

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.



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

4. Copy NYR tables to CYR.

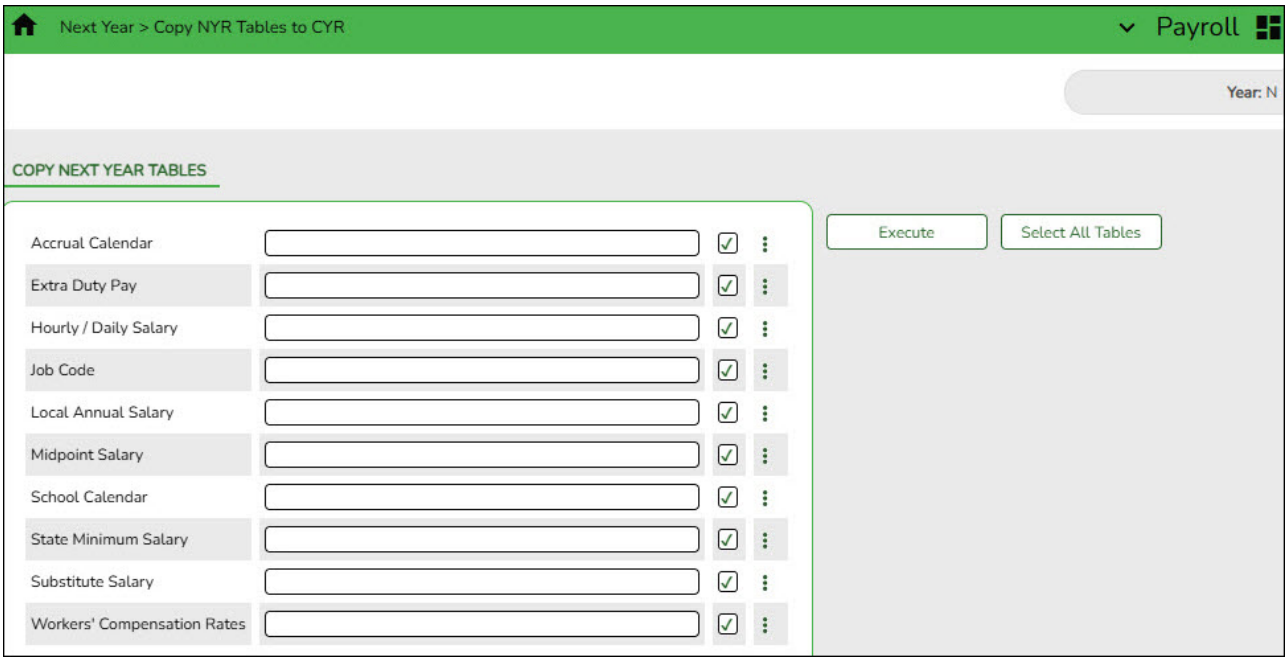
Copy NYR tables to CYR

Log on to the next year payroll frequency.

Payroll > Next Year > Copy NYR Tables to CYR

Copy all 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.

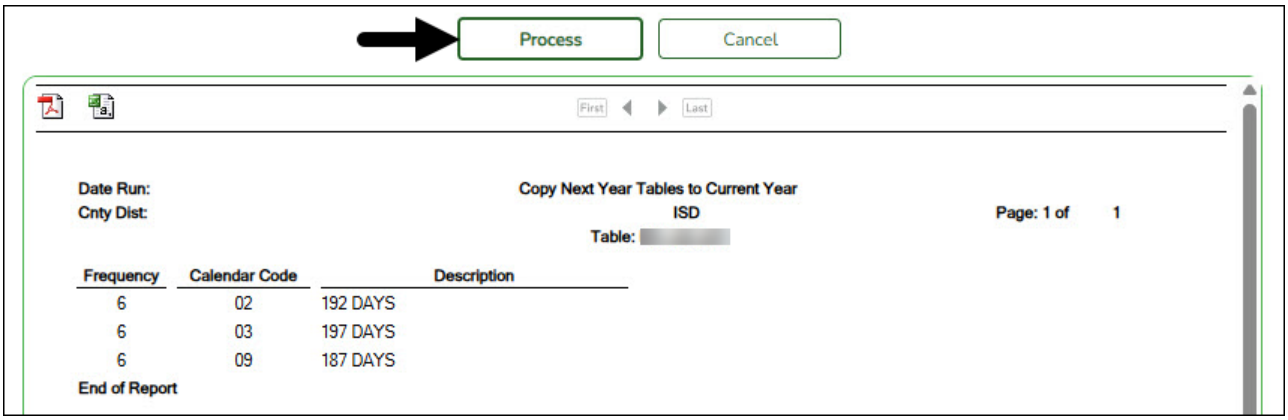
OR

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

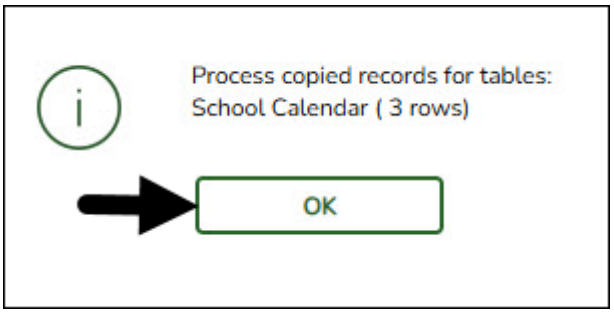
❑ If you do not want to copy the entire table, but want to include specific data from a table, click ⋮ to open a pop-up window containing the corresponding tables. Select the applicable tables and click **OK** to populate the selected tables in the applicable fields.

> **Note**: If you receive a database access error referencing your Summer School Calendar, click **OK**. This error is generated when a Summer School Calendar exists in the current year payroll frequency but does not exist in the next year payroll frequency. Select the tables you previously selected again, but in this instance, select the individual School Calendars to be copied.

❑ 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, extra duty pay, and job codes 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.

(If desired) Copy deductions

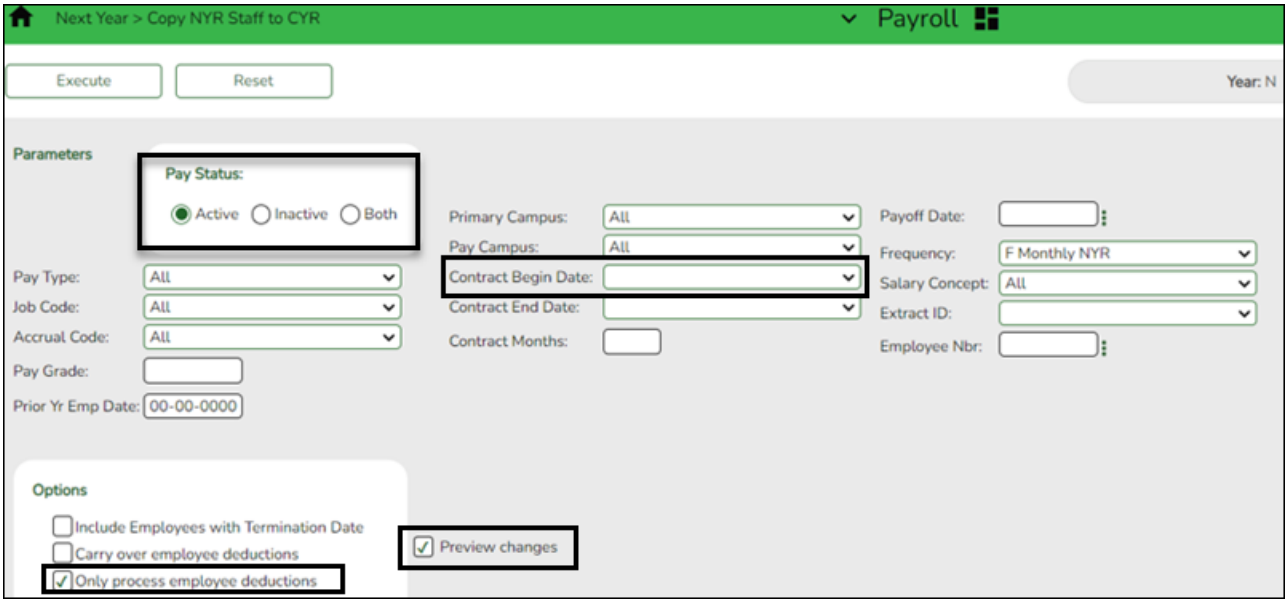
If desired, this step may be completed after Step 31.

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 31 of this guide.



❑ 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.

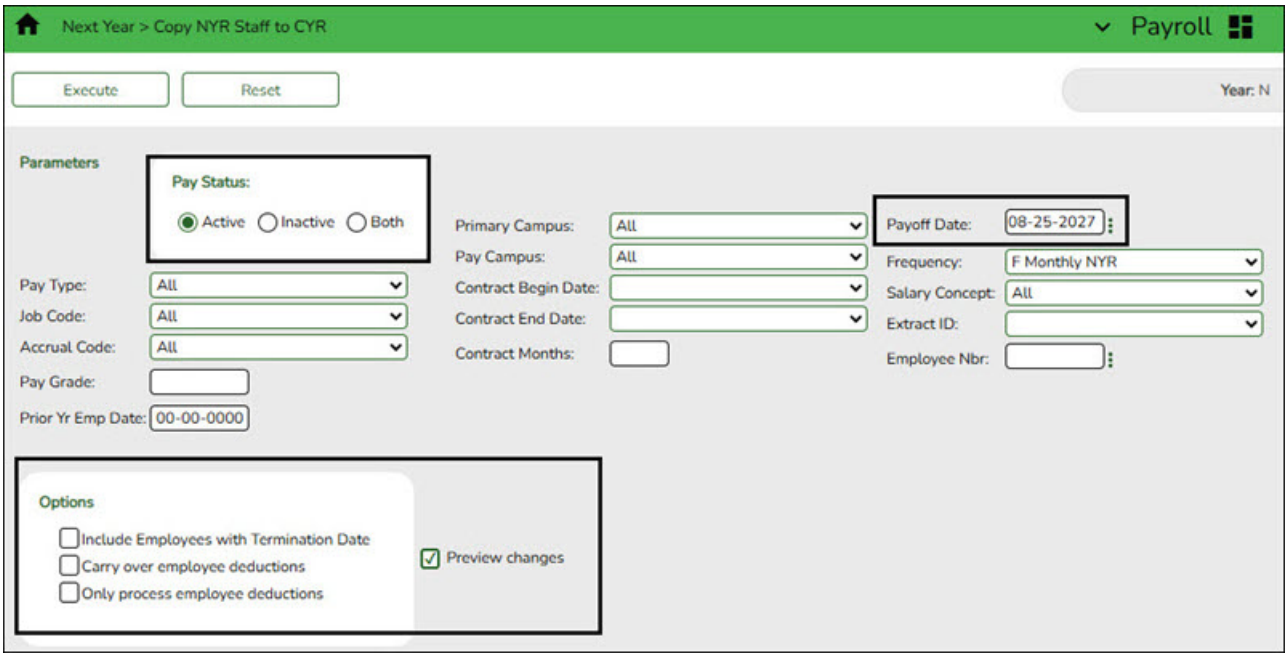
Payroll > Next Year > Copy NYR Staff to CYR

Copy active employees to the current year. You can select specific employees to copy using the following parameters: **Contract Months**, **Contract Begin Date**, **Contract End Date**, **Payoff Date**, **Extract ID**, or **Employee Number**.

CAUTION: If the 11- and 12-month employees were reactivated to interface to

Budget, they must be set to inactive at this time. Use caution when moving employees from the Next Year frequency to Current Year. Be sure to use the applicable and specific parameters to only move employees that need to be moved at the time. Otherwise, Current Year data may be unintentionally overwritten for employees.

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.



❑ Under **Options**, select the appropriate option:

Field	Description
Include Employees with Termination Date	Select to copy employees with a termination date. Leave blank to exclude employees with termination dates from the current year records.
Carry over employee deductions	Select to copy employee payroll deductions (e.g., insurance, dues) from the next year to the current year. Leave blank to exclude the employee payroll deductions from the current year records.
Only process employee deductions	Select to copy only the selected employee deductions from the next year to the current year. If this field is selected, **Carry over employee deductions** is cleared (if selected).

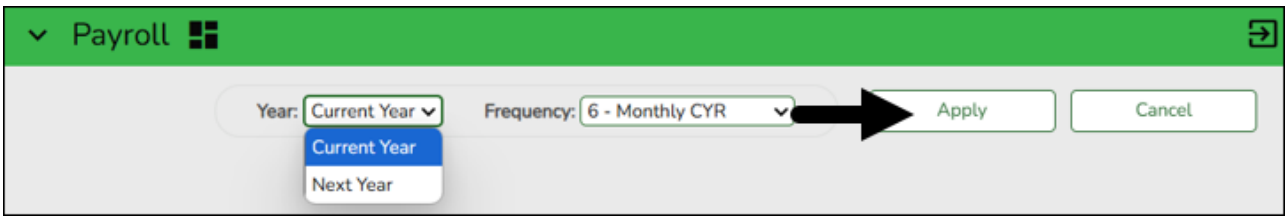
❑ Select **Preview Changes**.

❑ 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.

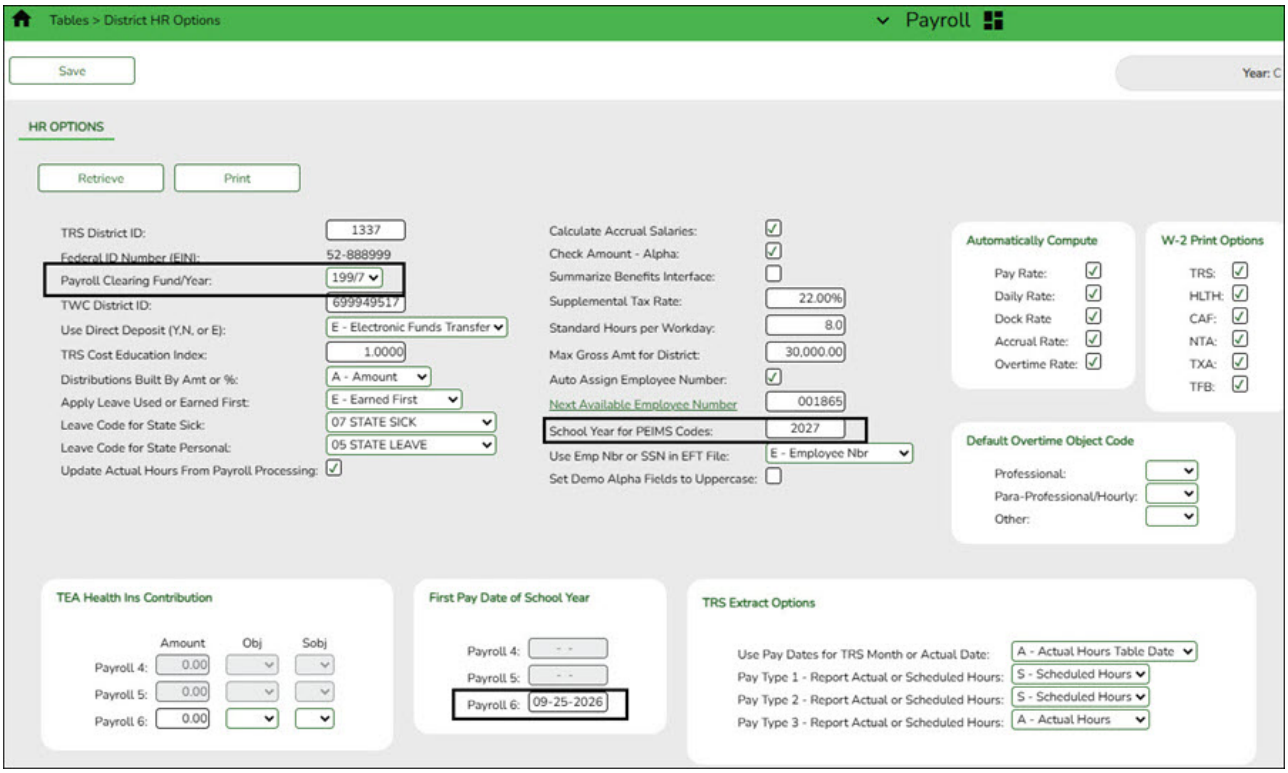
8. Update District HR options.

Update District HR options

Payroll > Tables > District HR Options

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

- If your LEA has a separate payroll clearing fund, use 163/X or 863/X in the **Payroll Clearing Fund/Year** field. If your LEA does not use a separate payroll clearing fund, use 199/X in the **Payroll Clearing Fund/Year** field.
- The **School Year for PEIMS Codes** field should be set to 2027.



CAUTION: No payrolls should be processed for the new (upcoming) school year 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 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, 2026, pay and accruals are updated in the 2027 school YTD and the 2026 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, 2026, pay and TRS amounts are updated in the 2027 school YTD and the 2027 TRS YTD. If the employee accrues, a 2027 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 first pay date of the school year 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 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. **Do not** proceed without addressing this issue.

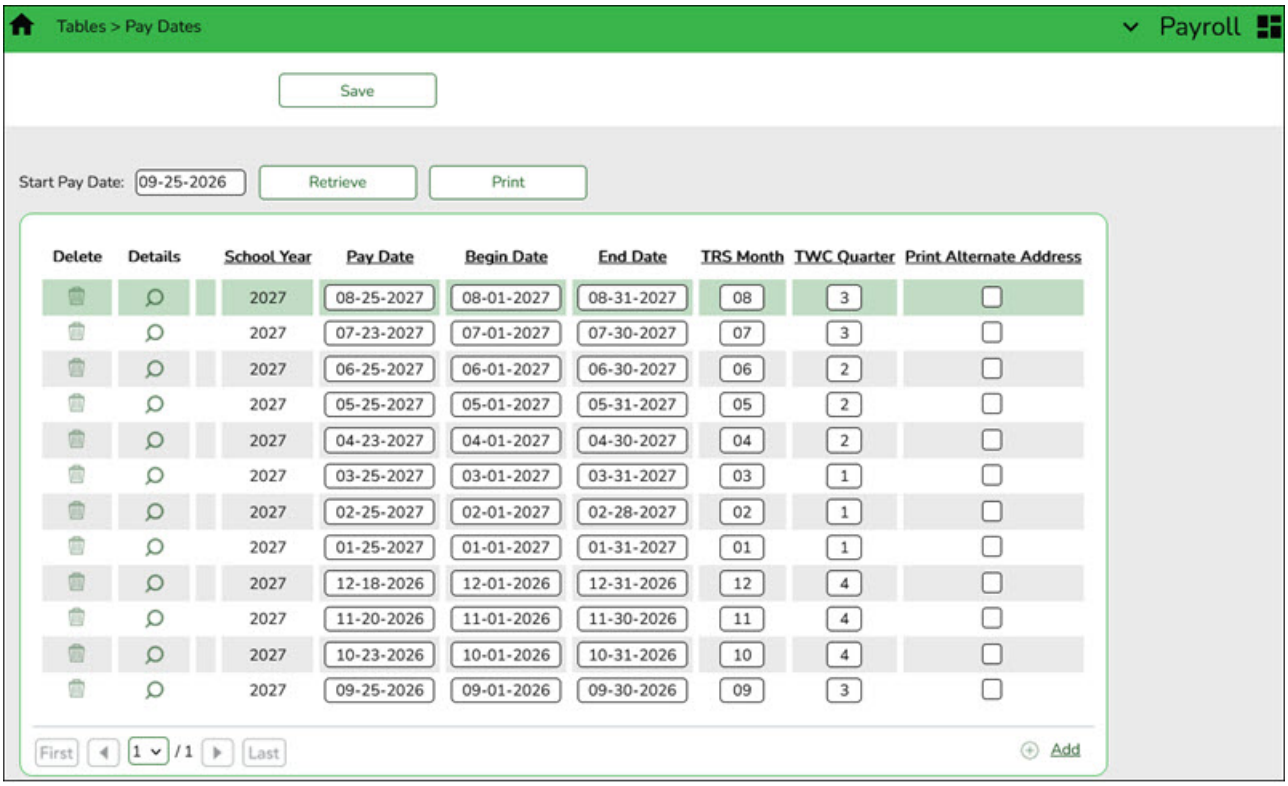
❑ Click **Save**.

9. Enter school year pay dates.

Enter school year pay dates

Payroll > Tables > Pay Dates

Enter pay dates for the new school year and click **Save**. These dates must equal the pay dates in your accrual calendar(s) except for the accrual calculation run date (August 31, 2026).



10. (If applicable) Complete the accrual calendar.

(If applicable) Complete the accrual calendar

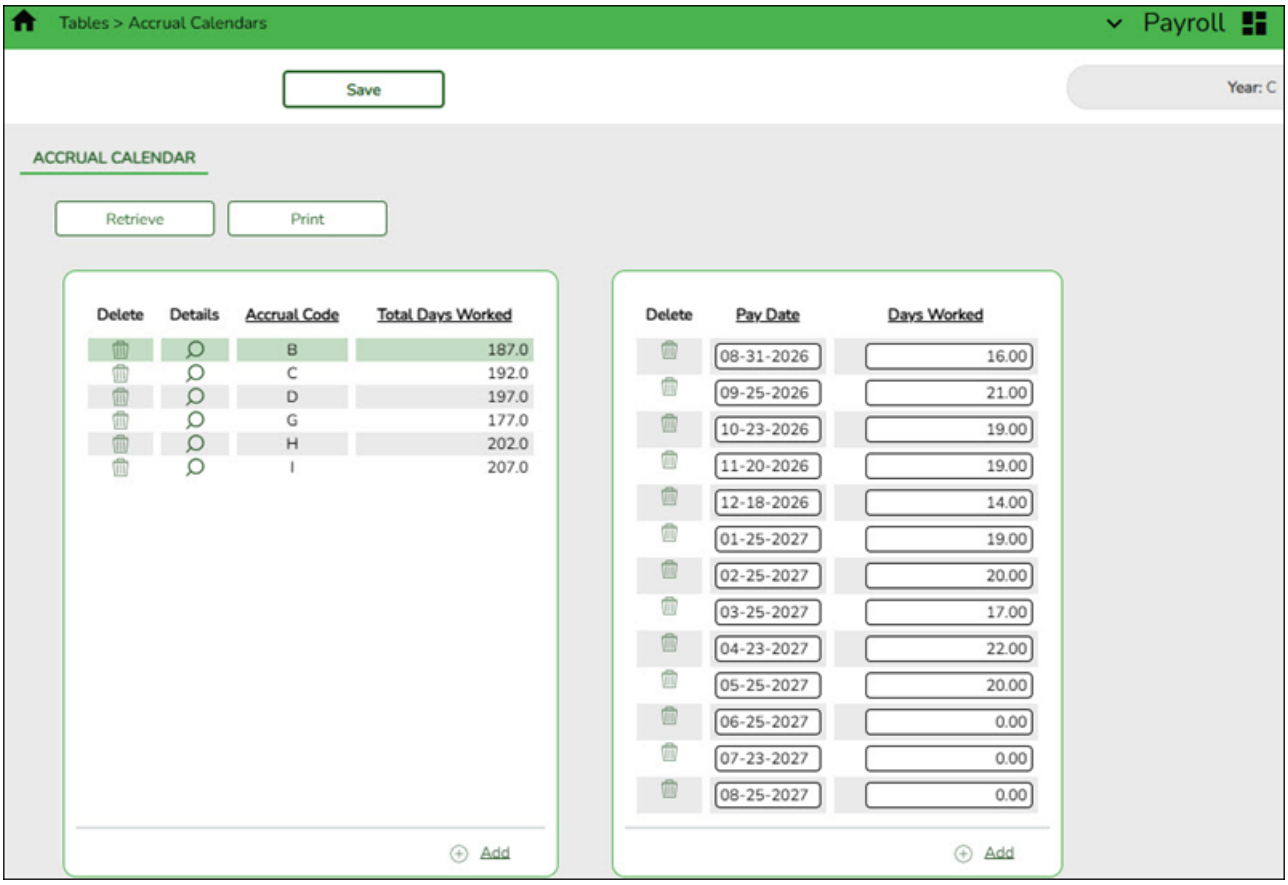
Log on to the current year pay frequency.

Payroll > Tables > Accrual Calendars > Accrual Calendar

If your LEA accrues monthly, 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.

If your LEA accrues, verify that the accrual calendar pay dates match the pay dates on your pay dates table.



- Start with your accrual run date (08-31-20XX) and enter the number of 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

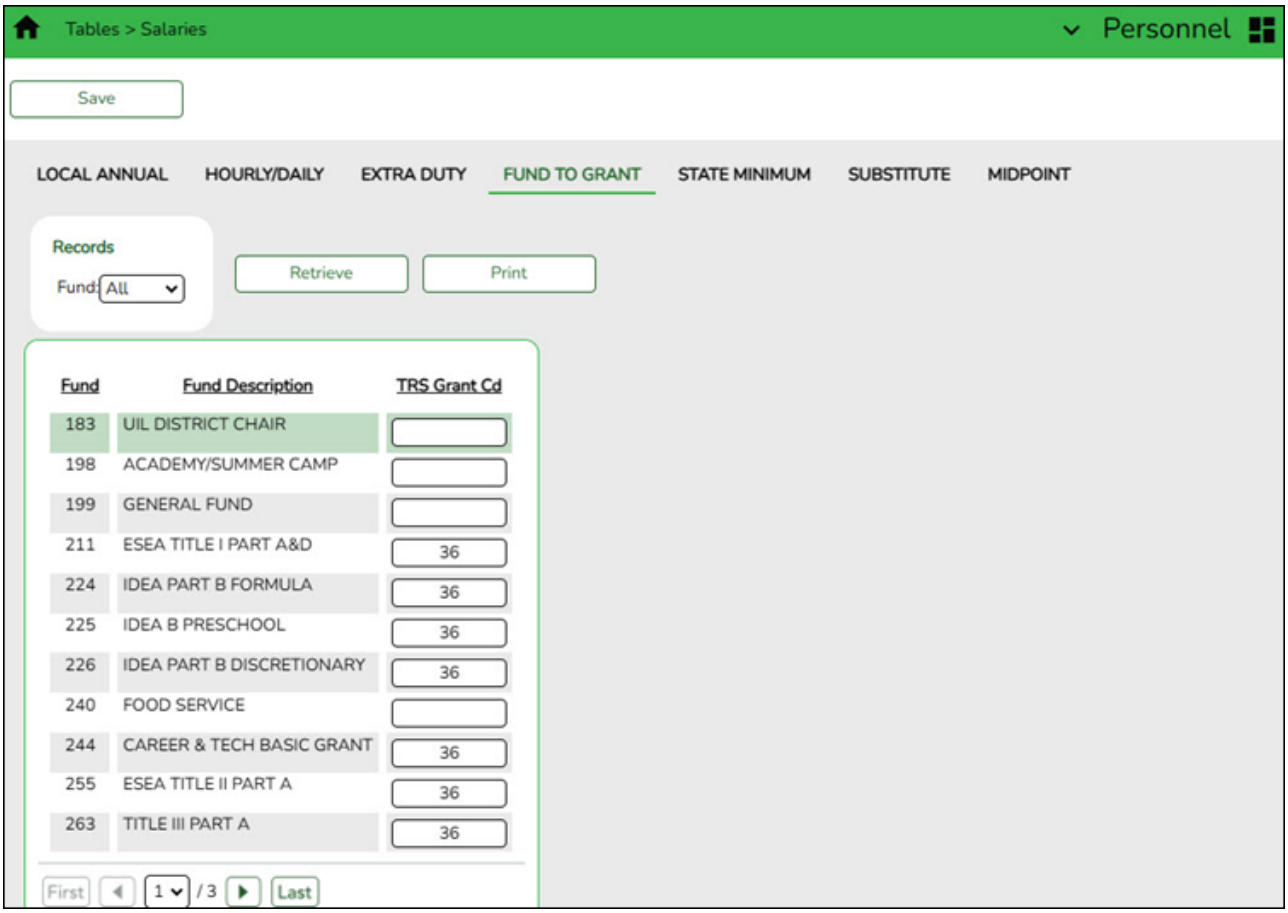
IMPORTANT: All applicable federal grants must have a fund to grant code listed in the **TRS Grant Cd** field on this tab. If not, TRS federal grant care and TRS federal grant deposit amounts **will not** be calculated for that specific fund during payroll.

Verify that the applicable federal grant funds (200-300) have a two-digit TRS grant code. Update this table as needed.

Exception: If using the TRS Child Nutrition worksheet for TRS reporting, the child nutrition funds (240 and 242) should NOT have a fund to grant code assigned.

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. (If applicable) Verify/update FICA rates.

(If applicable) Verify/update FICA rates.

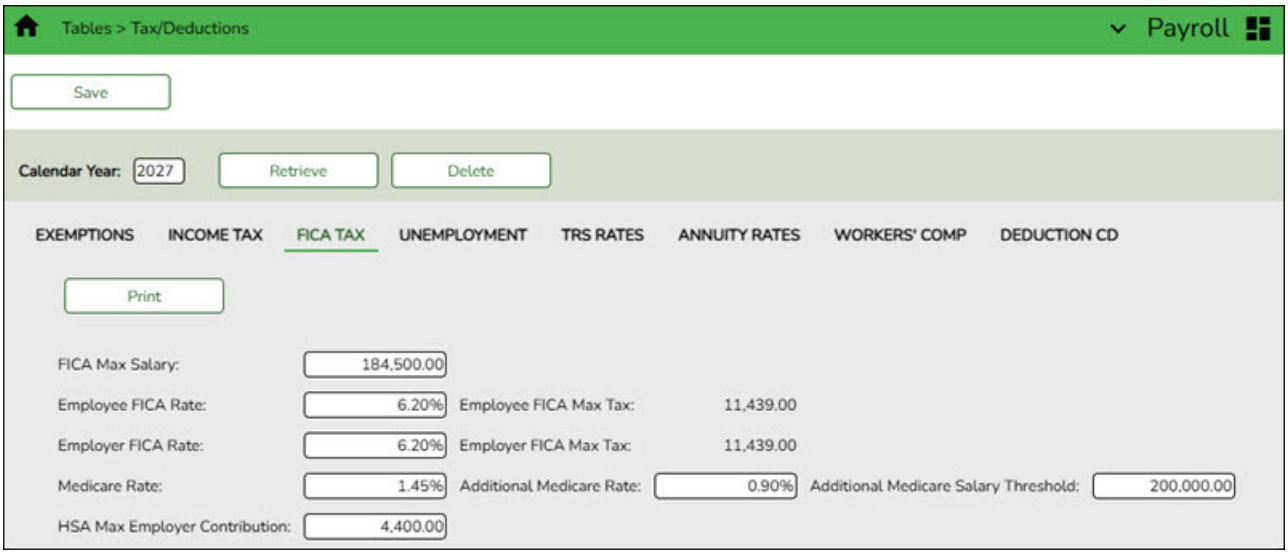
Log on to the current year pay frequency.

Payroll > Tables > Tax/Deductions > FICA Tax

Update the FICA rates to ensure that the accrual variance is calculated.

Retrieve the FICA rates for the 2026 calendar year and print a copy for reference. Then, retrieve the 2027 calendar year record and manually enter the 2026 rates for 2027 and click **Save**.

CAUTION: Be sure to retrieve the 2027 year record prior to updating this tab.



13. Verify/update TRS rates.

Verify/update next year TRS rates

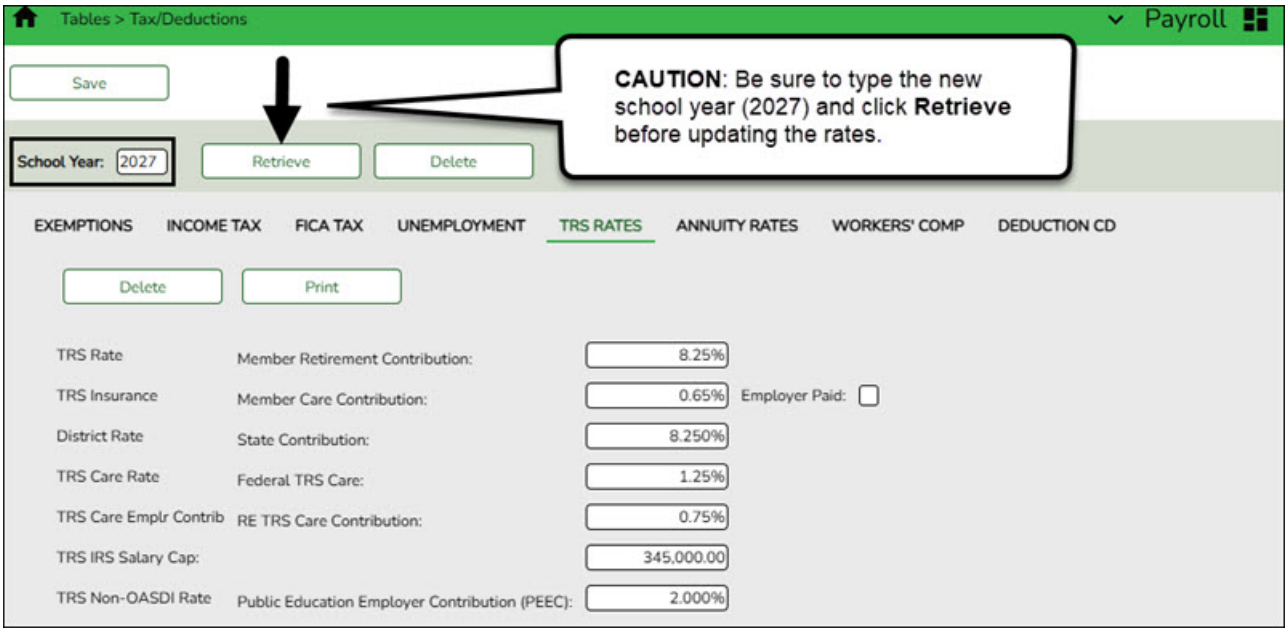
Log on to the CYR payroll frequency.

Payroll > Tables > Tax/Deductions > TRS Rates

Update the TRS rates.

CAUTION: Be sure to retrieve the 2027 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 (2027) and click **Retrieve**. A message is displayed indicating that the new record is populated based on the prior year's (2026) TRS rates record.
- Complete the applicable fields.
- Click **Save**.

14. Verify/update Unemployment rates.

Verify/update Unemployment rates

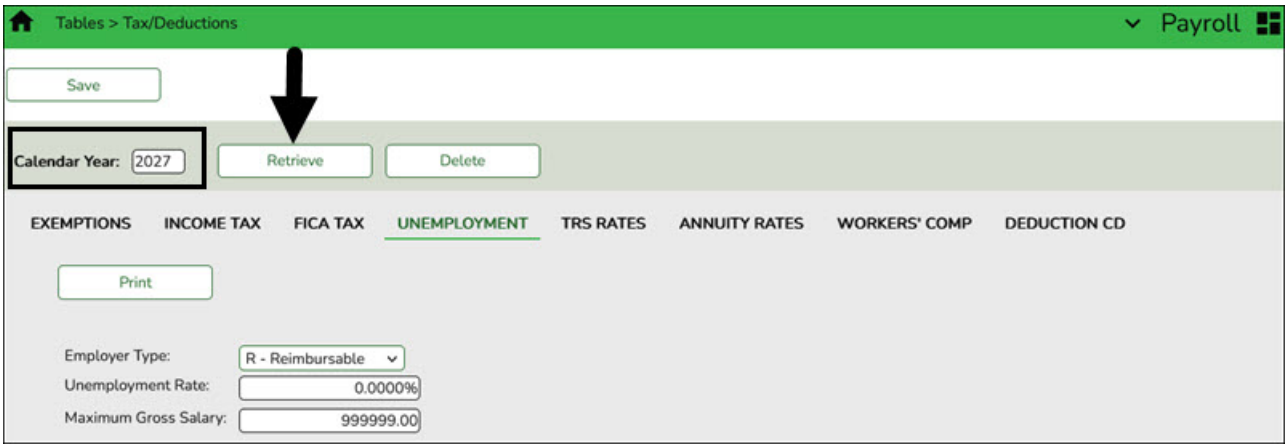
Log on to the current year pay frequency.

Payroll > Tables > Tax/Deductions > Unemployment

Notes:

- Unemployment rates vary by LEA.
- The information in this table is obtained from the Texas Workforce Commission or the LEA's unemployment insurance carrier.
- Unemployment rates are based on the calendar year and not the fiscal year.

Verify that you are in the correct calendar year. If not, in the **Calendar Year** field, type 2027 and click **Retrieve**.



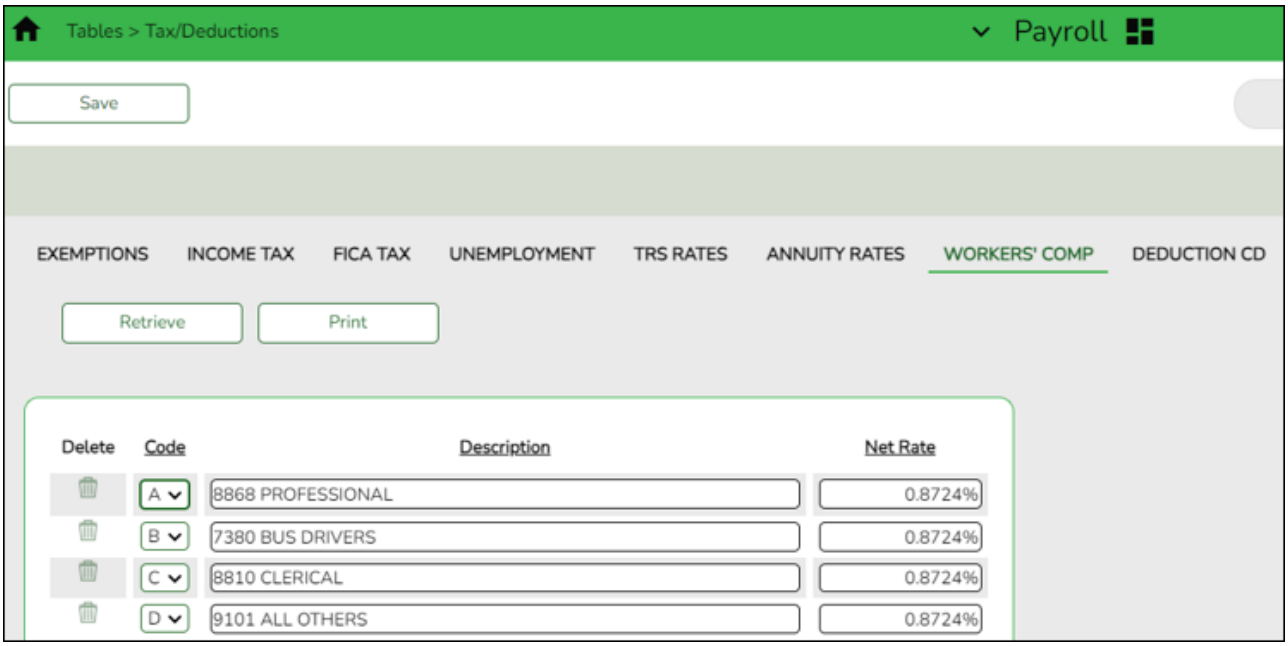
- Verify the accuracy of the rates.
- Make the necessary updates and click **Save**.

15. 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.



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 vary by LEA.

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.

16. Recalculate the state minimum salary.

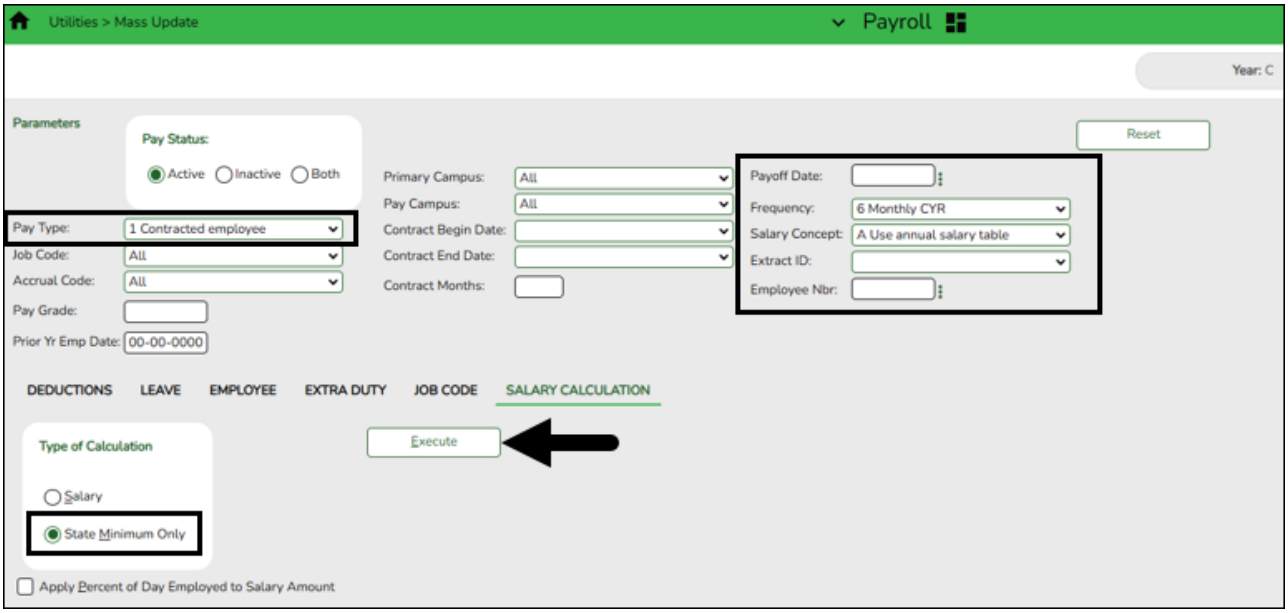
Recalculate the state minimum salary

Log on to the current year pay frequency.

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.

If your LEA is a District of Innovation or operates on a non-standard (4-day) workweek, contact your regional ESC consultant for additional assistance, as extra steps are required.

Payroll > Utilities > Mass Update > Salary Calculation



❑ 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.

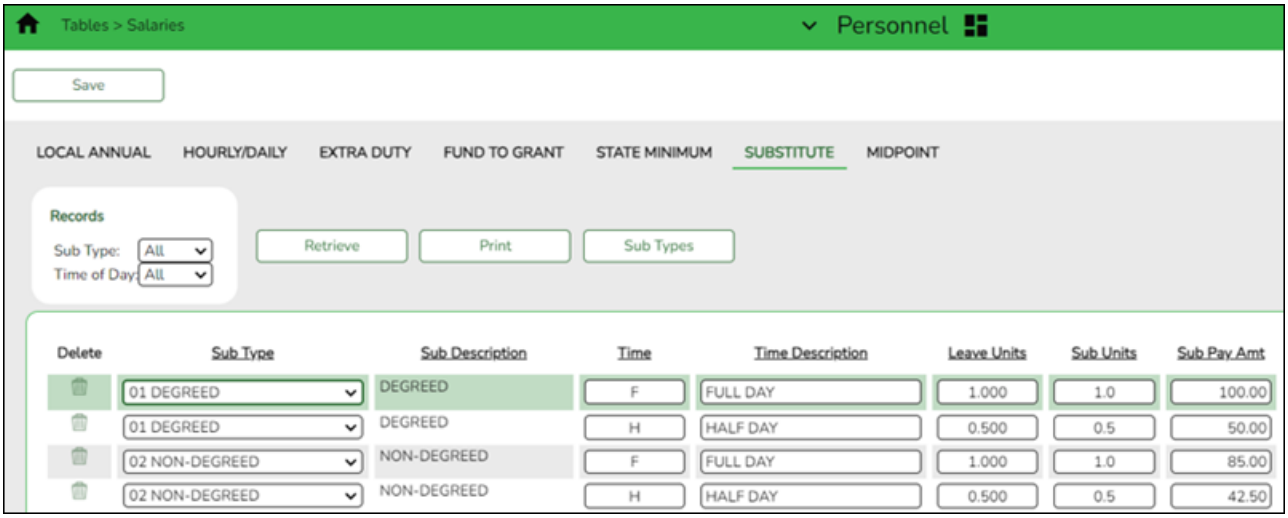
❑ In the **Salary Concept** field, select *A Use annual salary* table.

❑ Click **Execute**.

17. (If applicable) Update substitute information.

(If applicable) Update substitute information

Update the substitute information on the Personnel > Tables > Salaries > Substitute tab.



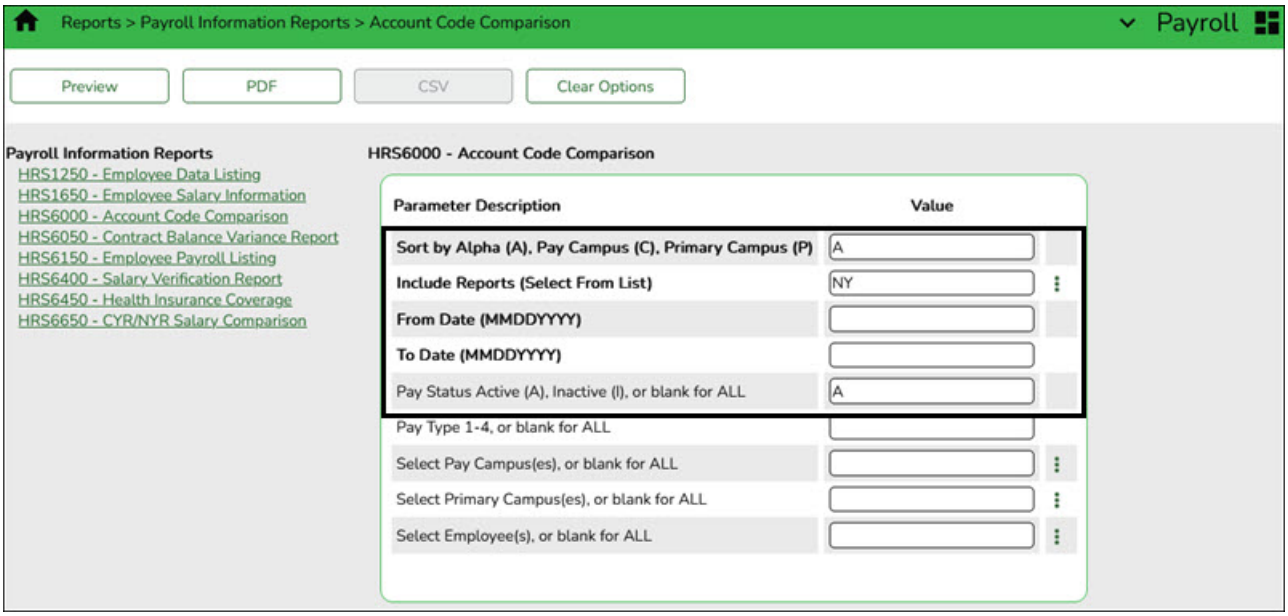
18. Generate the Account Code Comparison report.

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, then review it for accuracy.

IMPORTANT: If a distribution (fund) for an employee was continued during the Finance EOY Process (keeping the same fiscal year – ex. 211/4 in 23-24 is 211/4 in 24-25), be sure that the distribution listed has the correct fiscal year. It is important to review/verify distribution information for all employees (especially the fiscal year).

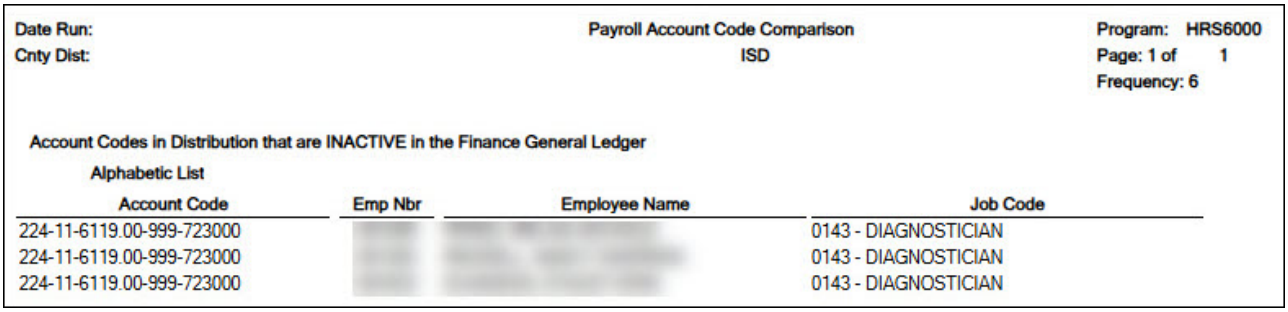


- Review the report and correct all of the errors.
- Verify that all employee master distribution records have matching accounts in Finance.

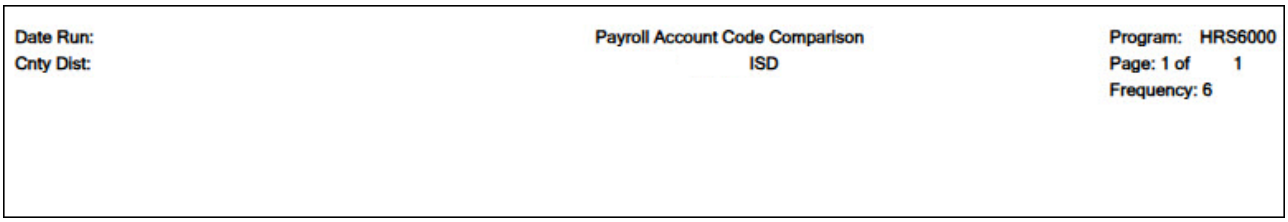
If there are account codes on the report that do not exist in Finance, perform one of the following steps:

- If there are accounts that have a 6 for July and August start employees, perform a mass update of Payroll 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 in the Current Year by using the **Fiscal Year** field on 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.
  - If your LEA accrues monthly, many employees might be paid from accrued funds for July and August. The Mass Update utility assists with updating the Distribution tab for all employees who are not paid from accruals.
- 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.



19. Generate the Employee Payroll Listing report.

Generate the Employee Payroll Listing report

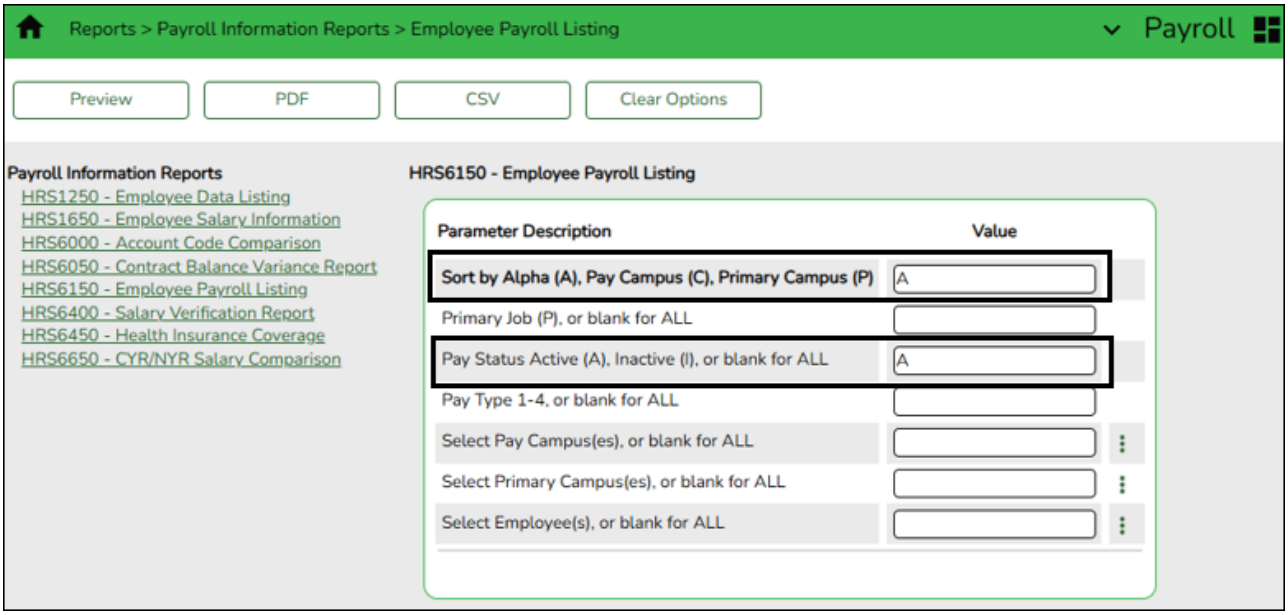
Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing **OR**
Payroll > Reports > User Created Report

The report provides a single-spaced list of employees that includes the tax information, contract information, pay rates, and primary job account code. Print the report by employee name for the entire district or group the report by campus. Include all employees, those with an active status or inactive status. When primary job (P) is not selected, all jobs are displayed with one account per job with a total for all jobs displayed. The criteria for which account is chosen to display for a job are as follows:

- The account with the highest percent.
- If there is more than one account with the highest percent for a job, the lowest account is displayed.

Complete the applicable report parameters and generate the report. Print and/or save this report, then review it for accuracy. Verify that all current employees are listed.

Verify that distribution information is updated for each applicable group of employees who are starting their pay in the new fiscal year when being moved from NY payroll to CY.

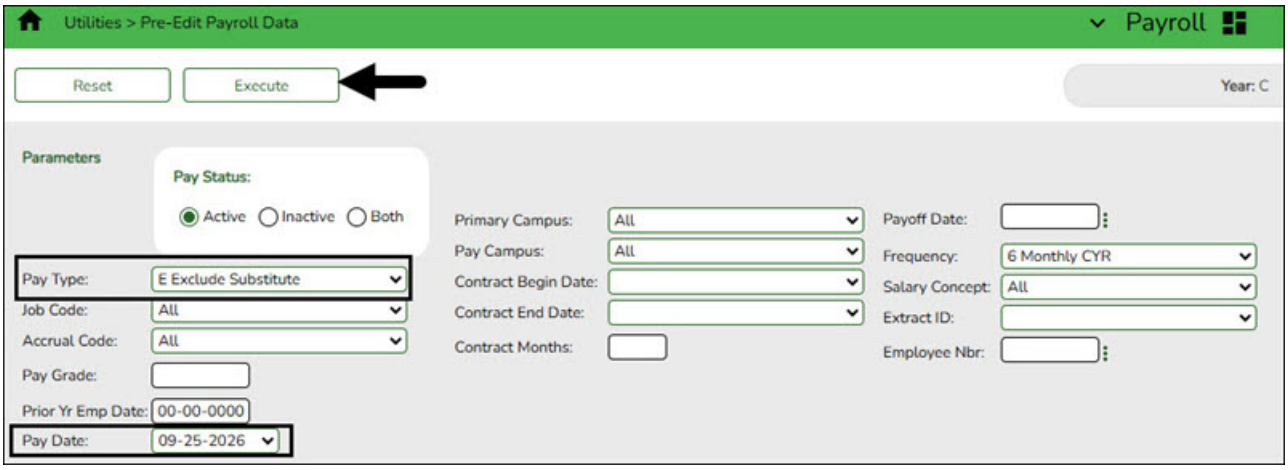


20. Correct necessary payroll errors.

Correct necessary payroll errors

Payroll > Utilities > Pre-Edit Payroll Data

Correct the applicable payroll errors for the next upcoming pay date.

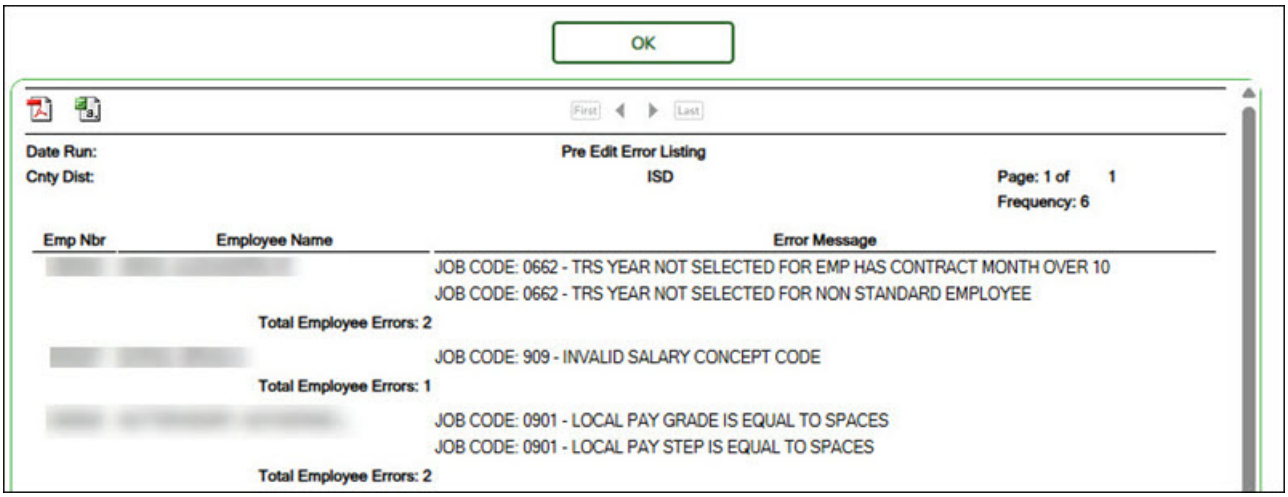


❑ Under **Pay Status**, select **Active**.

❑ In the **Pay Type** field, select *E Exclude Substitute*.

❑ In the **Pay Date** field, select the appropriate pay date. (LEA's next upcoming pay date)

❑ Click **Execute**. Review the report.



❑ Click **OK**. Keep in mind that the errors displayed on this report are not exactly the same as the errors received during the Run Payroll process. Be sure to review and correct errors as needed and repeat the process until all necessary errors are corrected. There is a possibility that not all errors require a correction.

21. Address leave.

Address leave

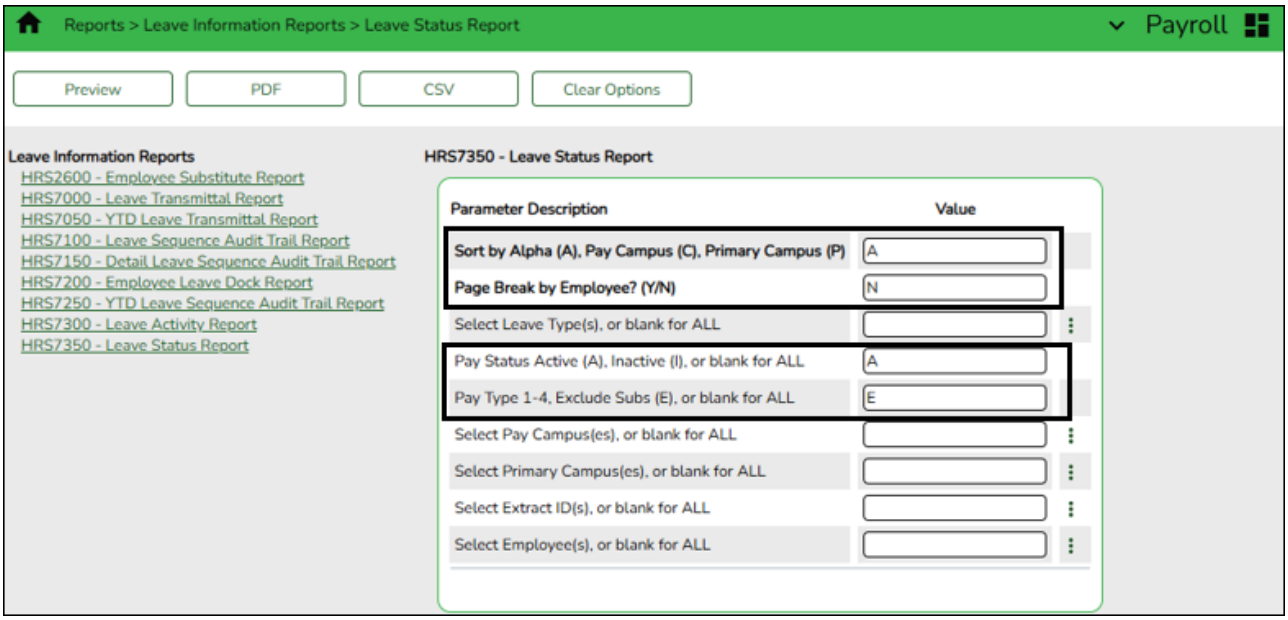
Payroll > Utilities > Mass Update > Leave

Update the employee master leave record balances.

- Review the district/LEA Leave Policy {DEC(Local)} to determine leave type accumulation caps.
- Review the Service Records of new employees to identify any leave balances accumulated at other LEAs.

❑ In the current year payroll frequency, generate the Payroll > Reports > Leave Information Reports > HRS7350 - Leave Status Report for active employees and exclude substitutes.

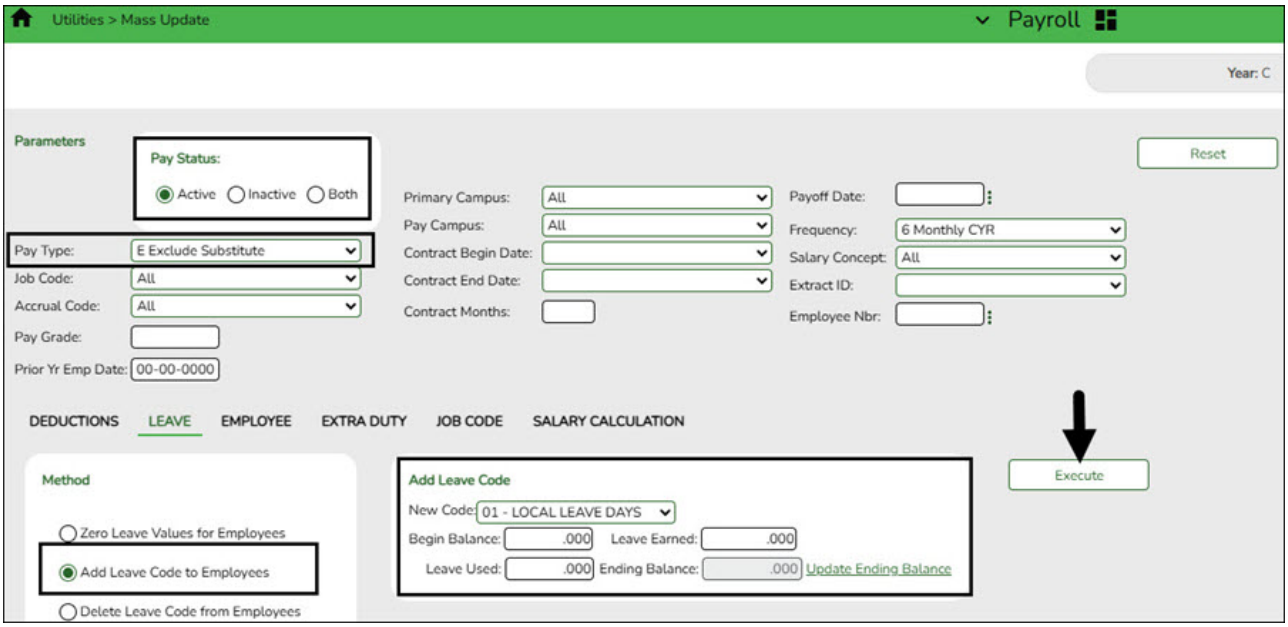
Print and/or save this report, review it for accuracy, and retain it for your historical records.



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

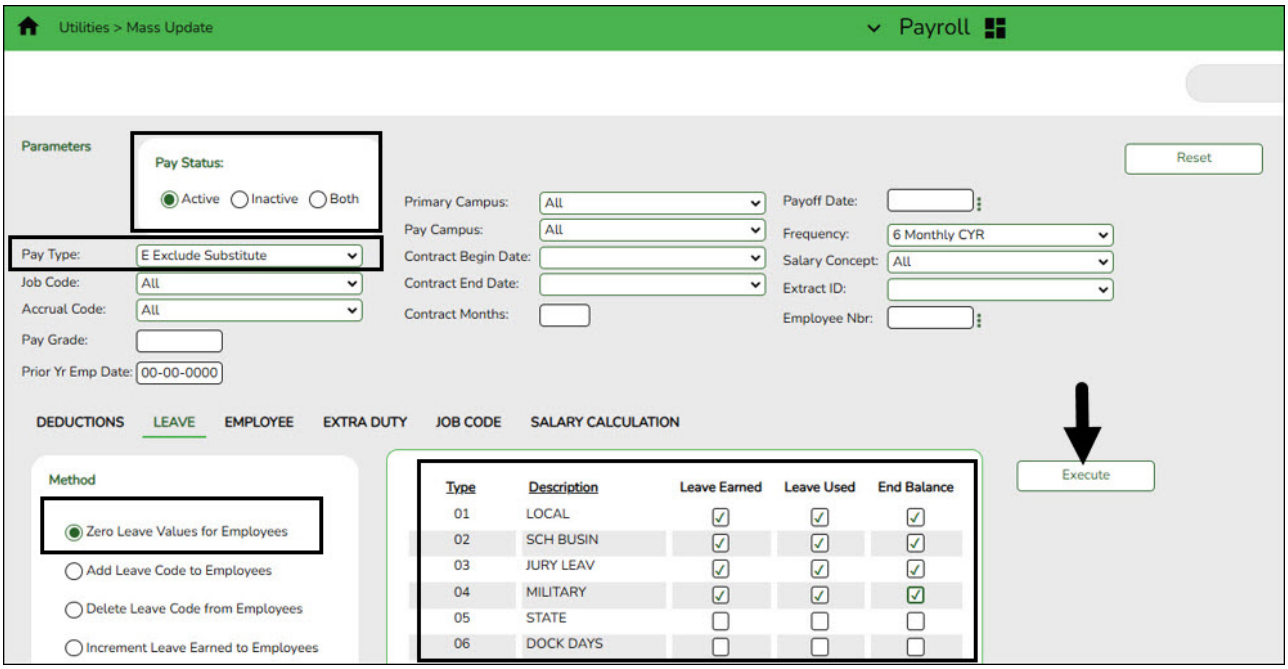
Leave type codes are LEA-specific.

1. 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.



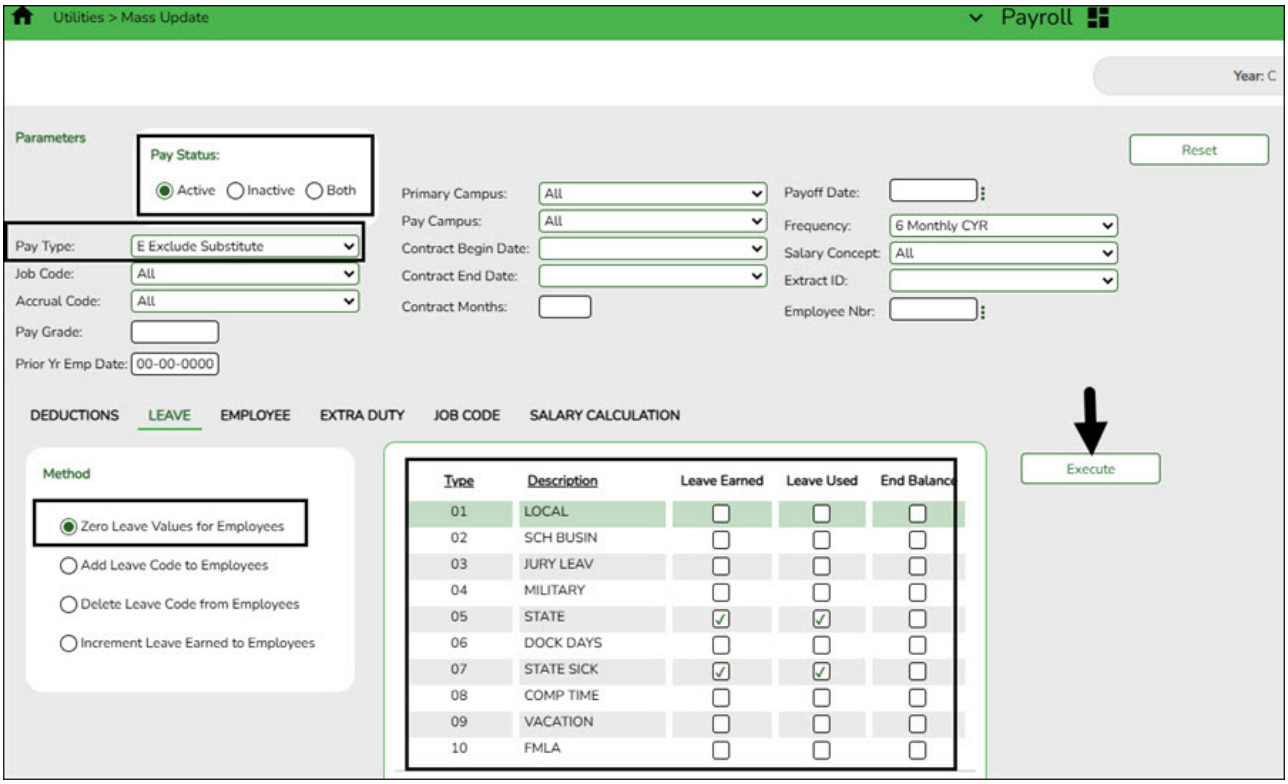
- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Add Leave Code to Employees**.
- In the **New Code** field, select the leave code.
- Do not add balances.
- Click **Execute**.
- Print and/or save this report, then review it for accuracy. 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.

2a. This step clears the **Leave Used** and **Leave Earned** fields and rolls the ending balances to the following year beginning balances:



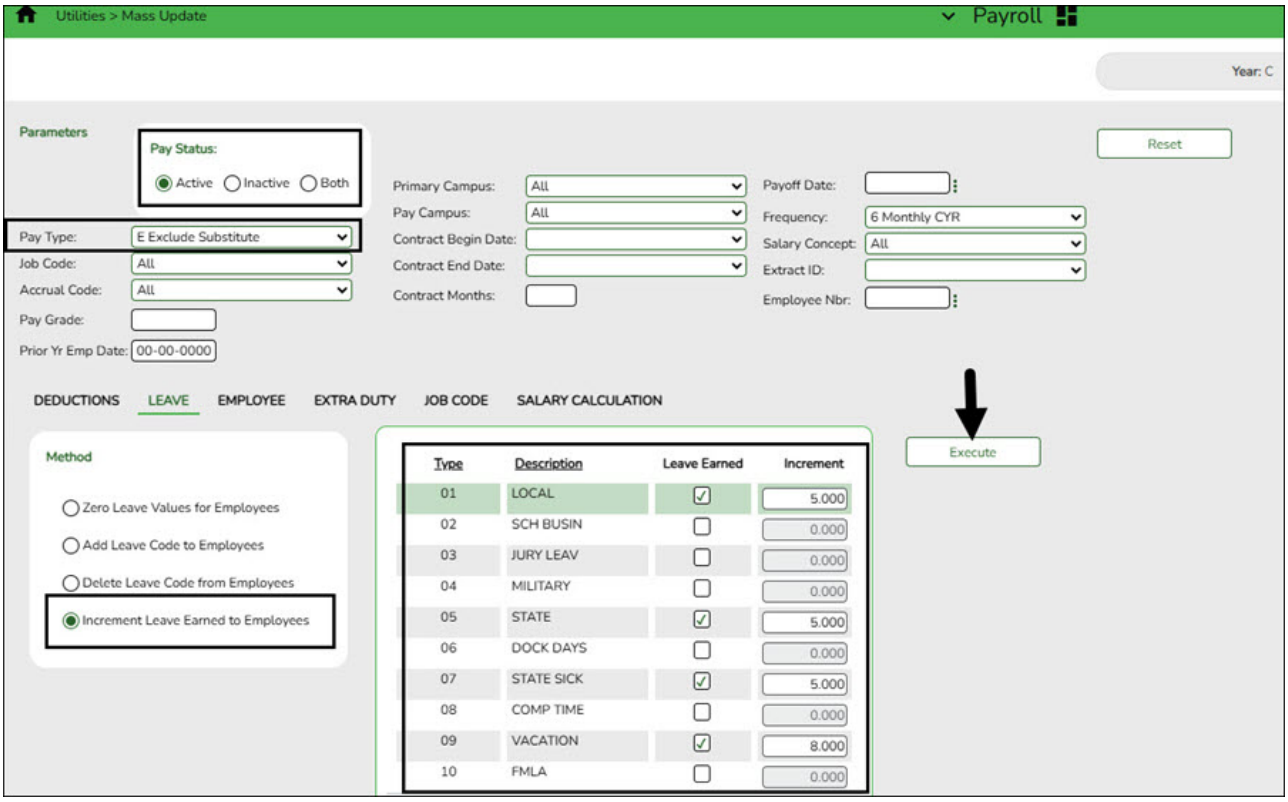
- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Zero Leave Values for Employees**.
- Under **Leave Earned** and **Leave Used**, select all leave types to be set to zero for the new school year. Be sure to process both 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 2025-2026 ending balances are rolled to the beginning balance fields for the 2026-2027 school year.
- Click **Execute**.
- Print and/or save this report, then review it for accuracy.

2b. You may have leave codes for which you want to zero the end-of-year balance. For example, Jury Duty, School Business, etc.



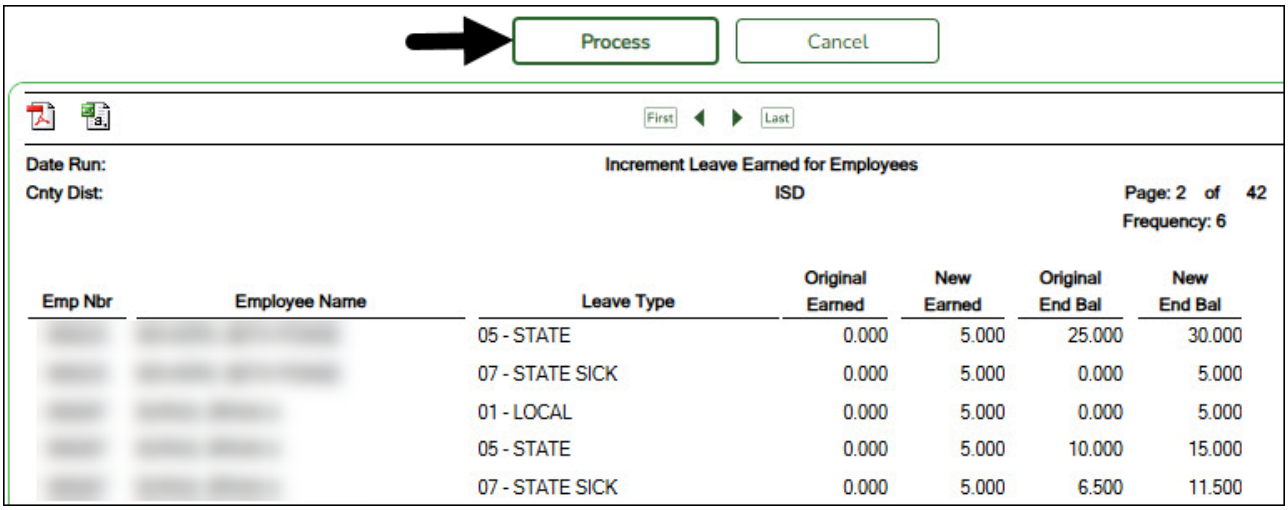
- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Zero Leave Values for Employees**.
- Select **Leave Earned**, **Leave Used**, and **End Balance** for all leave types you want to zero out completely and not carry forward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

3. This step increments leave earned to employees:



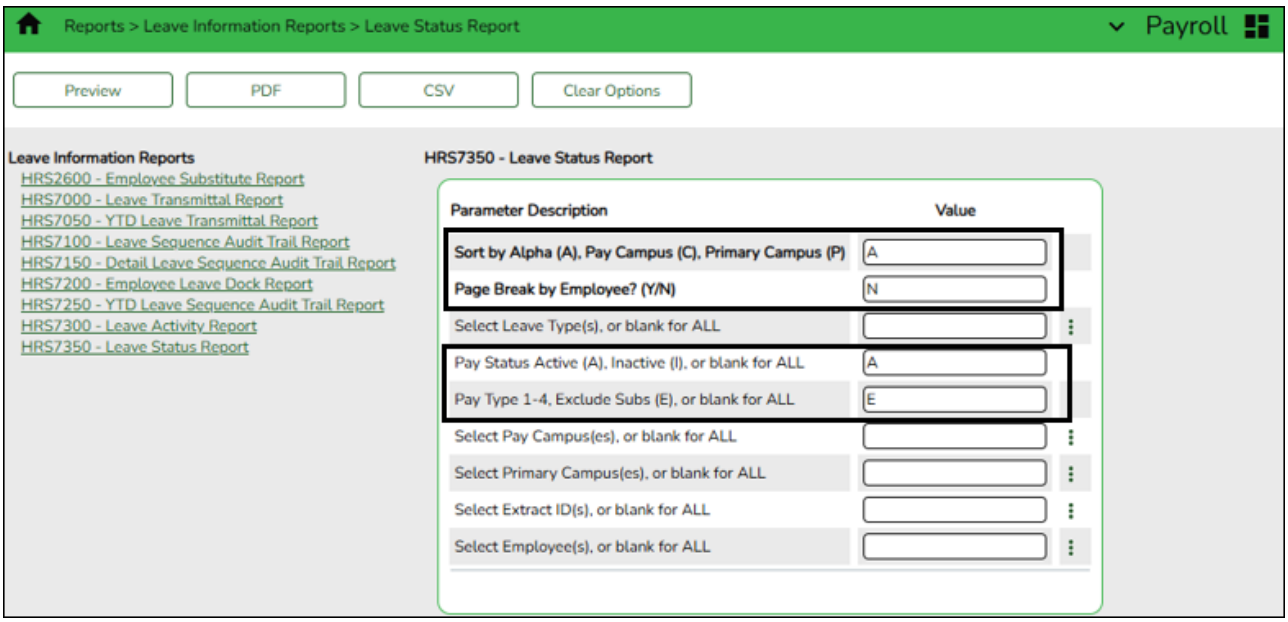
Note: If you have a maximum balance designated on the leave type table, this step will not allow the leave balance to exceed the maximum number set on the leave type table.

- 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**.
- Print and/or save this report, then review it for accuracy. 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**.



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, then 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.

22. Post to master file.

Post to master file

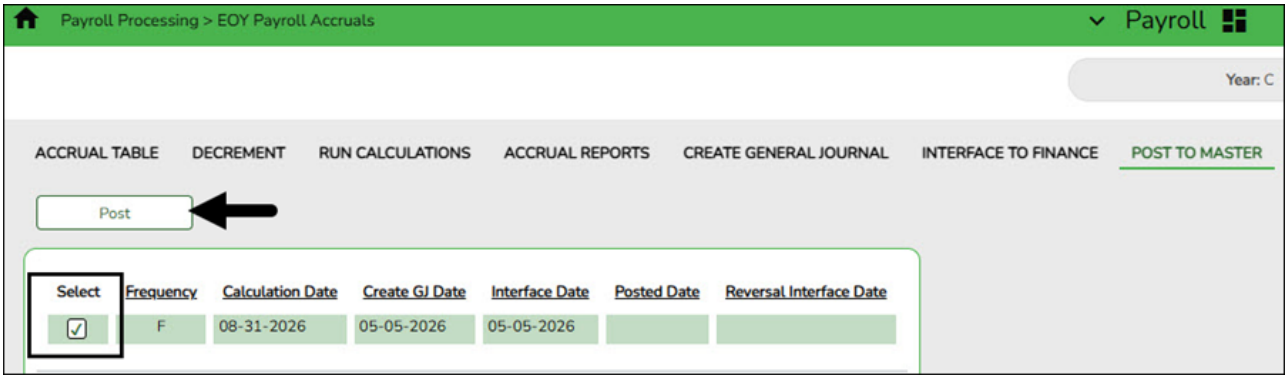
Payroll > Payroll Processing > EOY Payroll Accruals > Post to Master



Skip this step if your LEA does not use this process for accruals.

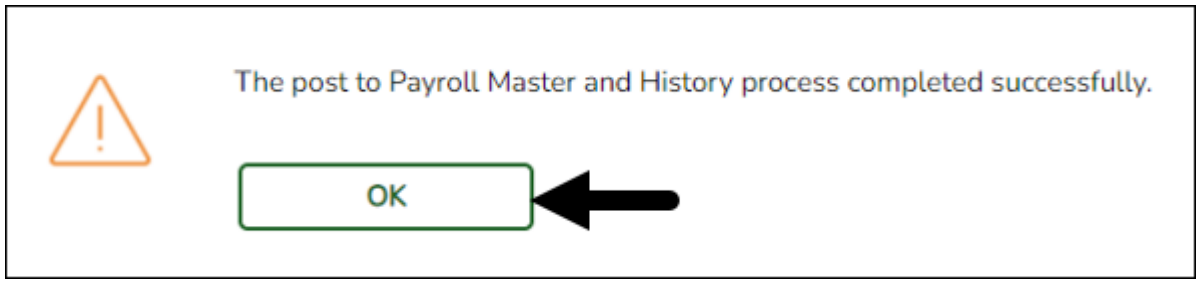
CAUTION: Before the first payroll of the school year is processed, you must post the master file that was created during the August Accruals process.

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**.

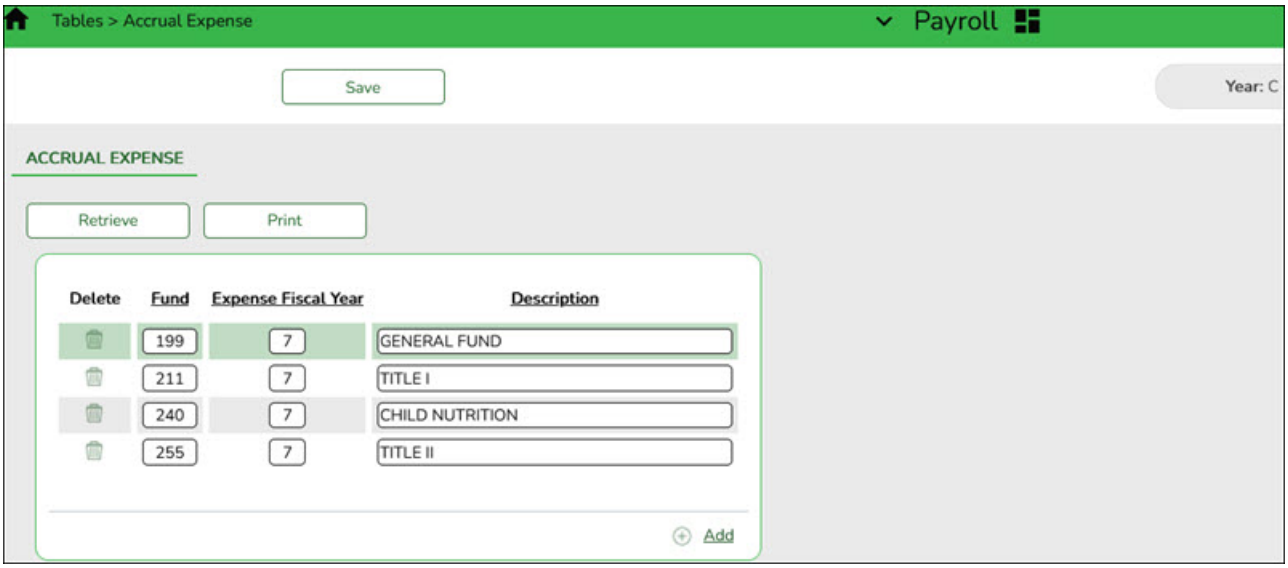
23. (If applicable) Verify the accrual expense table.

(If applicable) Verify the accrual expense table

Payroll > Tables > Accrual Expense

If your LEA accrues monthly, 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.



24. Generate the School YTD report.

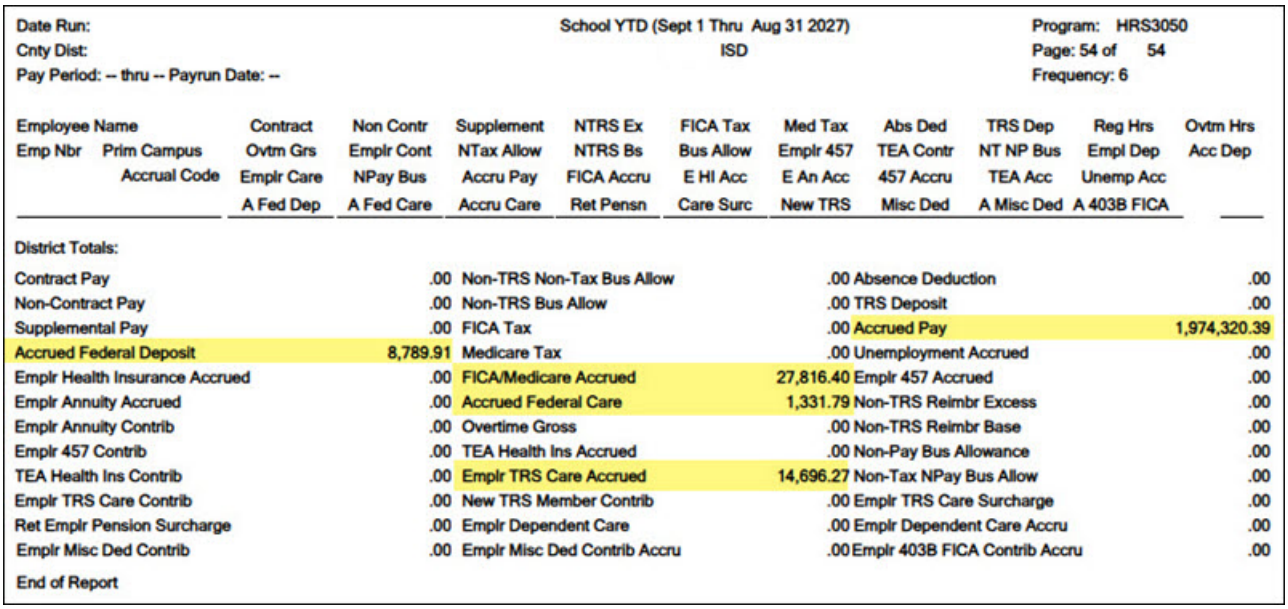
Generate the School YTD report

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, then review it for accuracy.

❑ Verify that the accrual data is correctly posted for the 2027 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:
Cnty Dist:
Pay Period: -- thru -- Payrun Date: --

School YTD (Sept 1 Thru Aug 31 2027)
ISD

Program: HRS3050
Page: 54 of 54
Frequency: 6

Employee Name / Emp Nbr / Prim Campus / Accrual Code	Contract / Ovtm Grs / Empir Care / A Fed Dep	Non Contr / Empir 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 / Empir 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	.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	1,974,320.39
Accrued Federal Deposit	8,789.91	Medicare Tax	.00	Unemployment Accrued	.00
Empir Health Insurance Accrued	.00	FICA/Medicare Accrued	27,816.40	Empir 457 Accrued	.00
Empir Annuity Accrued	.00	Accrued Federal Care	1,331.79	Non-TRS Reimbr Excess	.00
Empir Annuity Contrib	.00	Overtime Gross	.00	Non-TRS Reimbr Base	.00
Empir 457 Contrib	.00	TEA Health Ins Accrued	.00	Non-Pay Bus Allowance	.00
TEA Health Ins Contrib	.00	Empir TRS Care Accrued	14,696.27	Non-Tax NPay Bus Allow	.00
Empir TRS Care Contrib	.00	New TRS Member Contrib	.00	Empir TRS Care Surcharge	.00
Ret Empir Pension Surcharge	.00	Empir Dependent Care	.00	Empir Dependent Care Accru	.00
Empir Misc Ded Contrib	.00	Empir Misc Ded Contrib Accru	.00	Empir 403B FICA Contrib Accru	.00

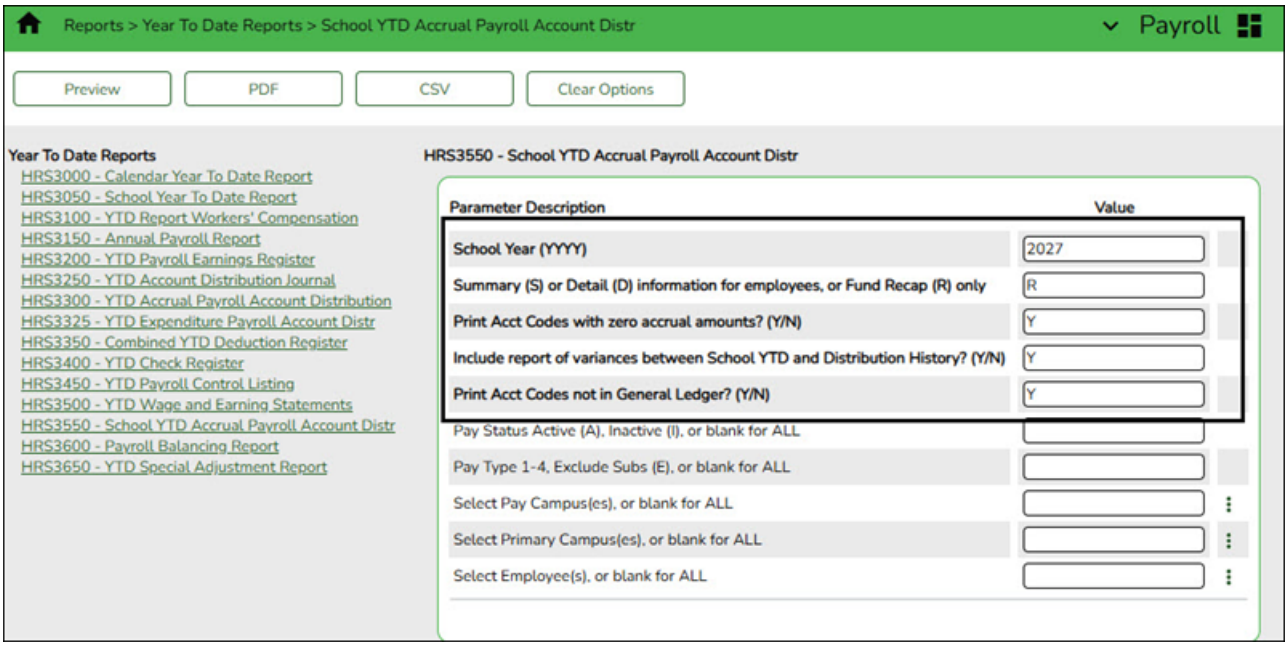
End of Report

25. Generate the School YTD Accrual Payroll Account Distribution Report.

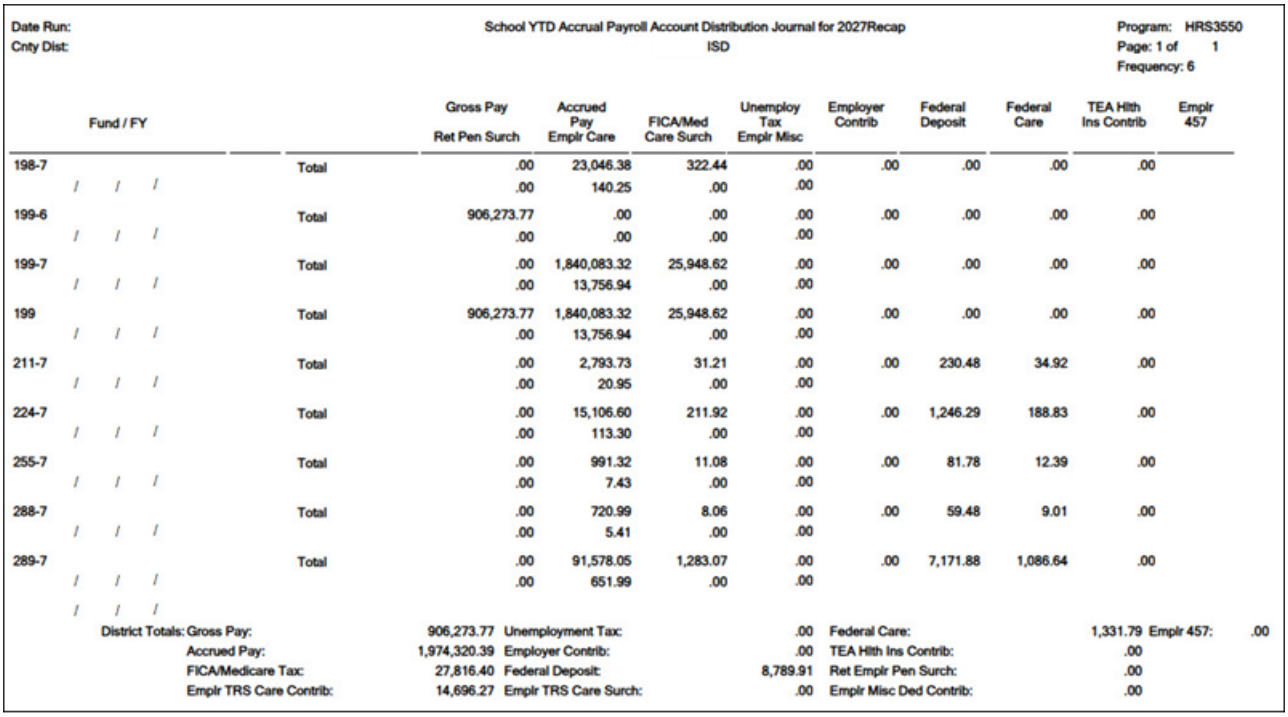
Generate the School YTD Accrual Payroll Account Distribution Report

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, then review it for accuracy.



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



Date Run:
Cnty Dist:

School YTD Accrual Payroll Account Distribution Journal for 2027Recap
ISD

Program: HRS3550
Page: 1 of 1
Frequency: 6

Fund / FY		Gross Pay Ret Pen Surch	Accrued Pay Emplr Care	FICA/Med Care Surch	Unemploy Tax Emplr Misc	Employer Contrib	Federal Deposit	Federal Care	TEA Hlth Ins Contrib	Emplr 457
198-7	Total	.00	23,046.38	322.44	.00	.00	.00	.00	.00	
/ / /		.00	140.25	.00	.00					
199-6	Total	906,273.77	.00	.00	.00	.00	.00	.00	.00	
/ / /		.00	.00	.00	.00					
199-7	Total	.00	1,840,083.32	25,948.62	.00	.00	.00	.00	.00	
/ / /		.00	13,756.94	.00	.00					
199	Total	906,273.77	1,840,083.32	25,948.62	.00	.00	.00	.00	.00	
/ / /		.00	13,756.94	.00	.00					
211-7	Total	.00	2,793.73	31.21	.00	.00	230.48	34.92	.00	
/ / /		.00	20.95	.00	.00					
224-7	Total	.00	15,106.60	211.92	.00	.00	1,246.29	188.83	.00	
/ / /		.00	113.30	.00	.00					
255-7	Total	.00	991.32	11.08	.00	.00	81.78	12.39	.00	
/ / /		.00	7.43	.00	.00					
288-7	Total	.00	720.99	8.06	.00	.00	59.48	9.01	.00	
/ / /		.00	5.41	.00	.00					
289-7	Total	.00	91,578.05	1,283.07	.00	.00	7,171.88	1,086.64	.00	
/ / /		.00	651.99	.00	.00					
/ / /										

District Totals: Gross Pay: 906,273.77 Unemployment Tax: .00 Federal Care: 1,331.79 Emplr 457: .00
Accrued Pay: 1,974,320.39 Employer Contrib: .00 TEA Hlth Ins Contrib: .00
FICA/Medicare Tax: 27,816.40 Federal Deposit: 8,789.91 Ret Emplr Pen Surch: .00
Emplr TRS Care Contrib: 14,696.27 Emplr TRS Care Surch: .00 Emplr Misc Ded Contrib: .00

26. Generate the Contract Balance Variance Report.

Generate the Contract Balance Variance Report

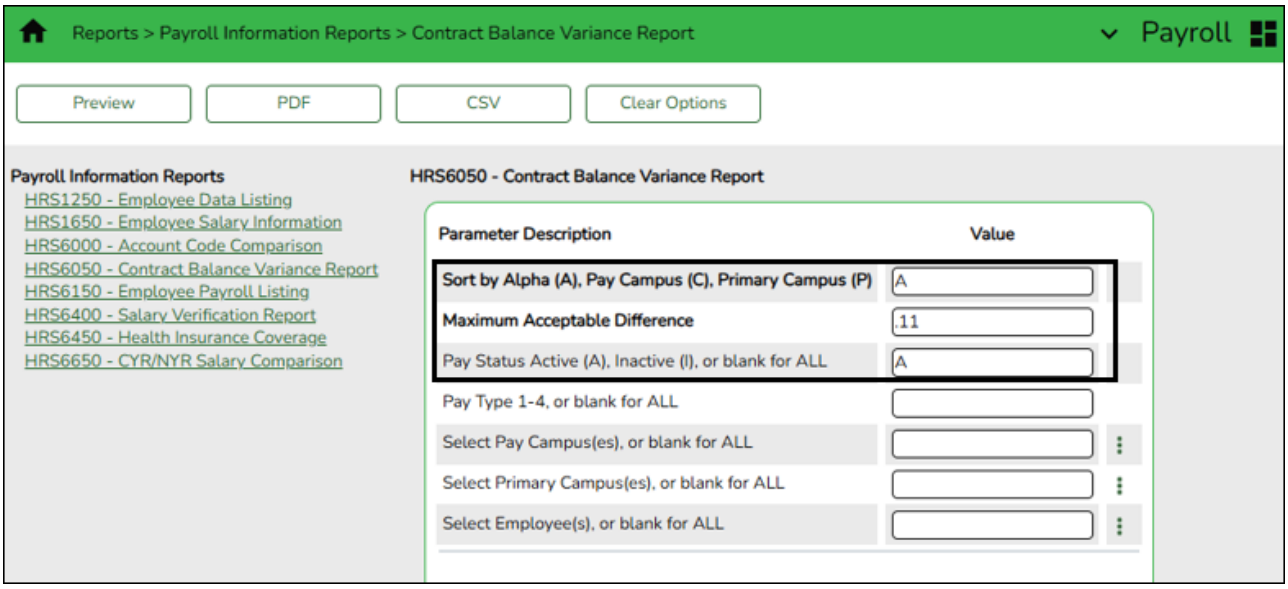
Payroll > Reports > Payroll Information Reports > HRS6050 - Contract Balance Variance Report

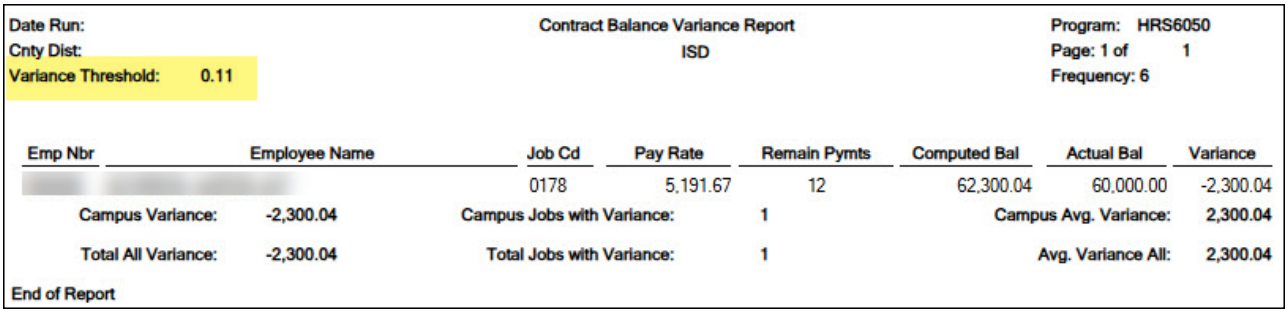
Complete the applicable report parameters and generate the report. Print and/or save this report, then review it for accuracy. This report should have been reviewed during the Finance EOY Process, ensure that the information is accurate at this time.

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





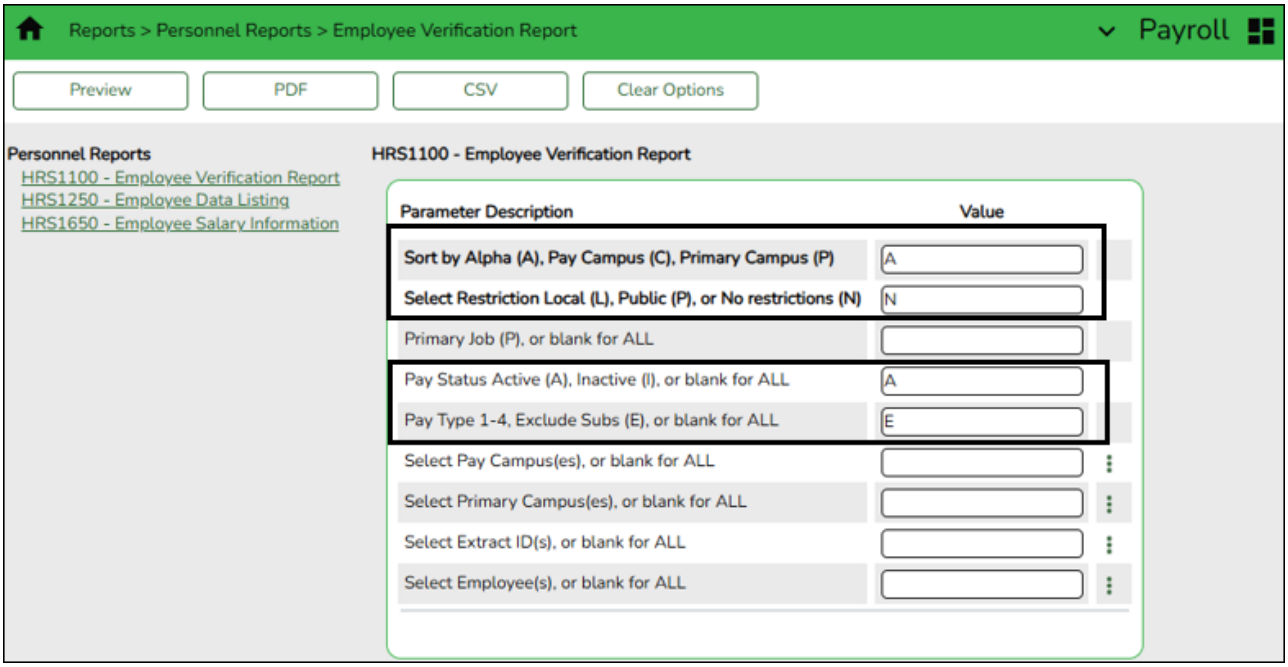
27. Generate the Employee Verification report.

Generate the Employee Verification report

Personnel > Reports > Personnel Reports > HRS1100 - Employee Verification Report **OR** Payroll > Reports > Personnel Reports > HRS1100 - Employee Verification Report

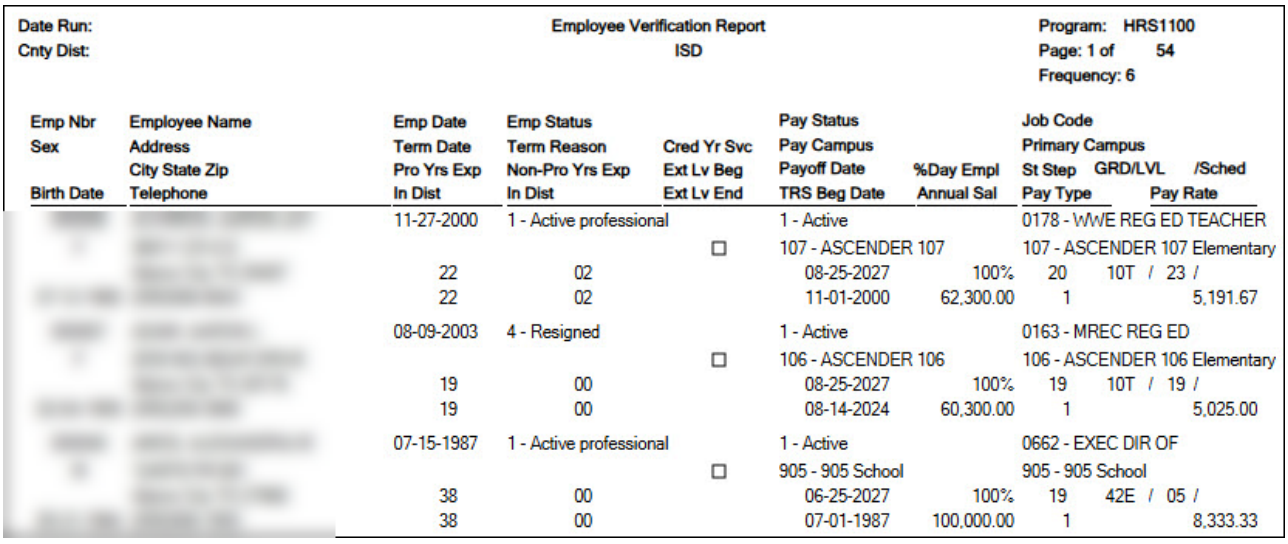
Run the report with the **Pay Status Active (A), Inactive (I), or blank for ALL** parameter set to *A - Print active employees only* and the **Pay Type 1-4, Exclude Subs (E), or blank for ALL** parameter set to *E - Exclude substitute employees from the report*.

Print and/or save this report and review it for accuracy.



Verify that employee information such as experience, demographics, employment status, steps, years of experience, payoff dates, salary information, and employment status 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:
Cnty Dist:

Employee Verification Report
ISD

Program: HRS1100
Page: 1 of 54
Frequency: 6

Emp Nbr / Sex / Birth Date	Employee Name / Address / City State Zip / Telephone	Emp Date / Term Date / Pro Yrs Exp / In Dist	Emp Status / Term Reason / Non-Pro Yrs Exp / In Dist	Cred Yr Svc / Ext Lv Beg / Ext Lv End	Pay Status / Pay Campus / Payoff Date / TRS Beg Date	%Day Empl / Annual Sal	Job Code / Primary Campus / St Step / GRD/LVL / /Sched / Pay Type / Pay Rate
[redacted]		11-27-2000	1 - Active professional		1 - Active		0178 - WWE REG ED TEACHER
[redacted]				☐	107 - ASCENDER 107		107 - ASCENDER 107 Elementary
[redacted]		22	02		08-25-2027	100%	20 10T / 23 /
[redacted]		22	02		11-01-2000	62,300.00	1 5,191.67
[redacted]		08-09-2003	4 - Resigned		1 - Active		0163 - MREC REG ED
[redacted]				☐	106 - ASCENDER 106		106 - ASCENDER 106 Elementary
[redacted]		19	00		08-25-2027	100%	19 10T / 19 /
[redacted]		19	00		08-14-2024	60,300.00	1 5,025.00
[redacted]		07-15-1987	1 - Active professional		1 - Active		0662 - EXEC DIR OF
[redacted]				☐	905 - 905 School		905 - 905 School
[redacted]		38	00		06-25-2027	100%	19 42E / 05 /
[redacted]		38	00		07-01-1987	100,000.00	1 8,333.33

28. (If necessary) Mass update employee experience.

(If necessary) Mass update employee experience

Personnel > Utilities > Mass Update > Employee

If this process is delayed, ensure that employee experience is updated for all applicable groups. It is extremely important to update employee experience on account of the Teacher Retention Allotment.

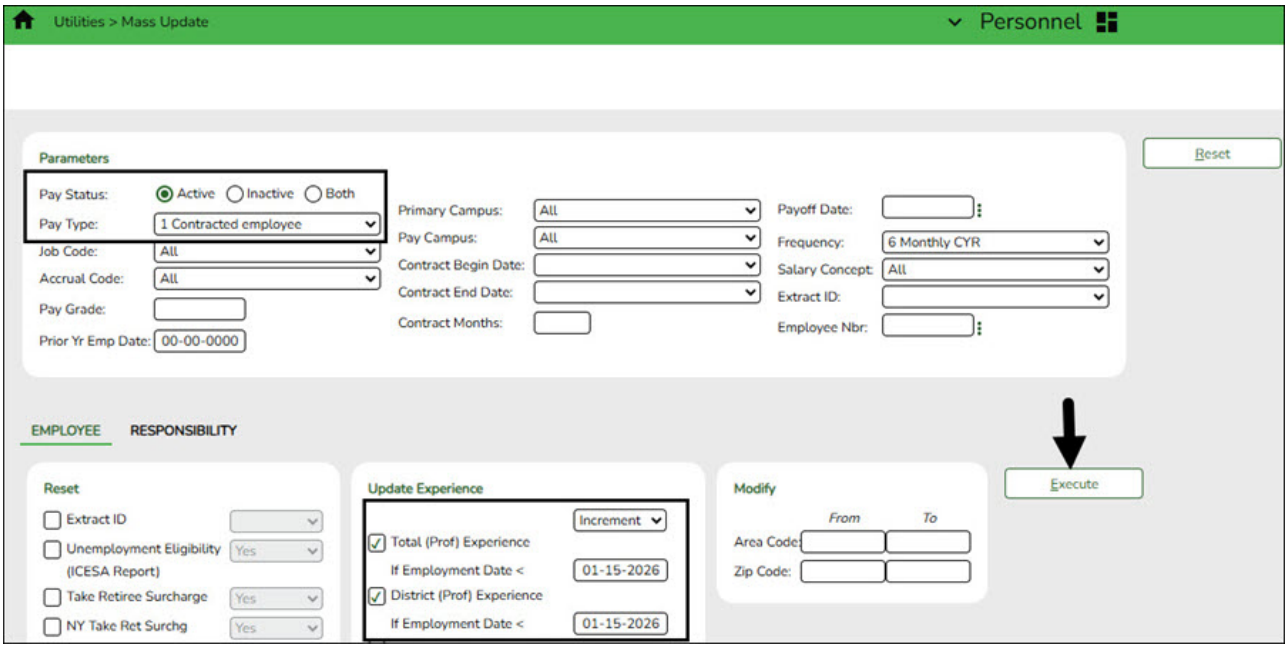
If necessary, increment the years of total professional and non-professional experience, and the years of district professional and non-professional experience for employees.

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. This information collected during the PEIMS Core Collection: Class Roster.

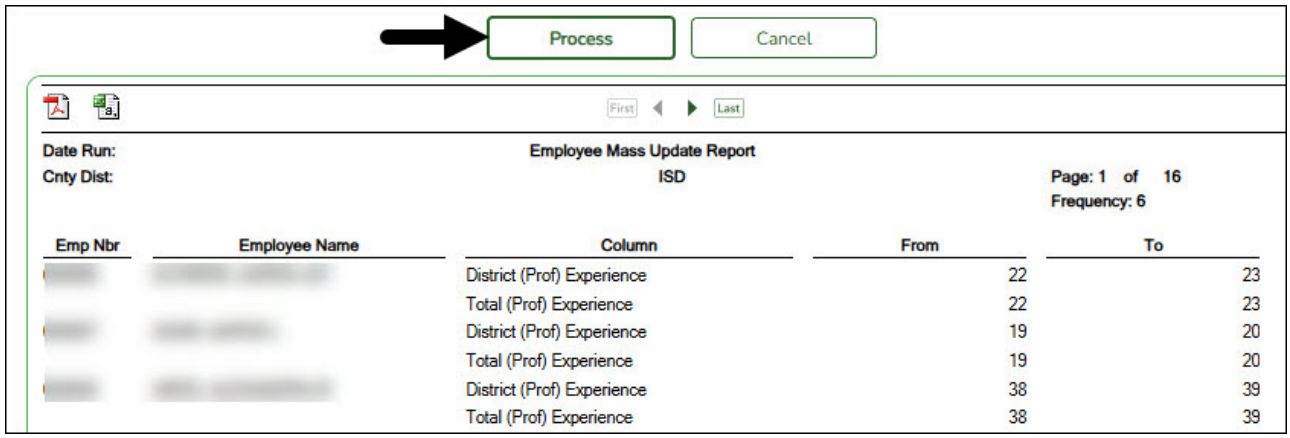
If this process has not already been completed, it must be done at this time. It is highly important to confirm that it is completed.

- 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.

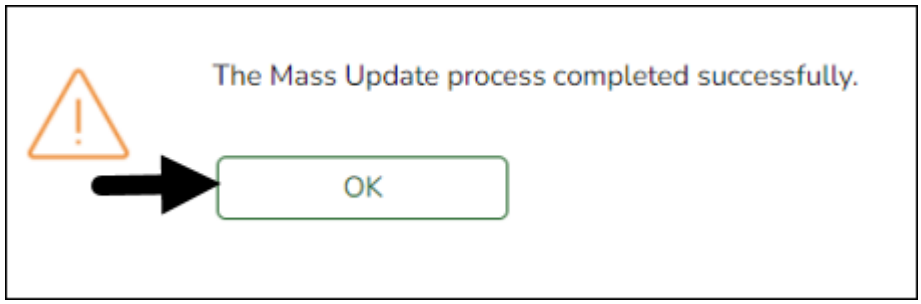
Total (Prof) Experience:



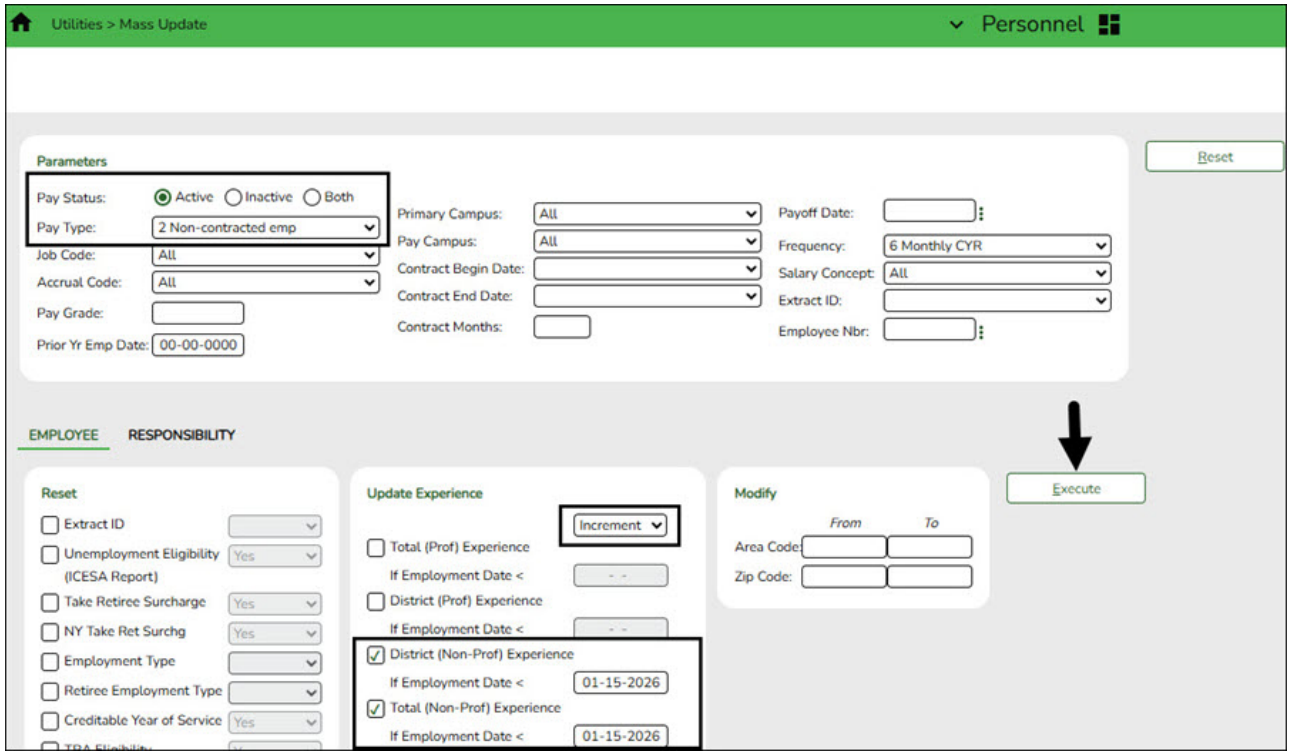
☐ Click **Execute**. The Employee Mass Update Report is displayed.



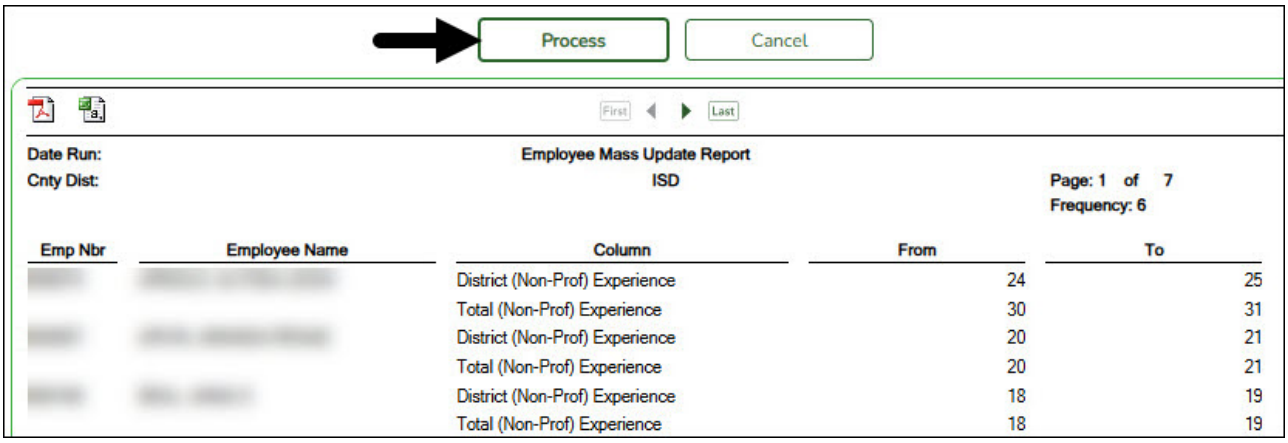
❑ Click **Process**. The following message is displayed.



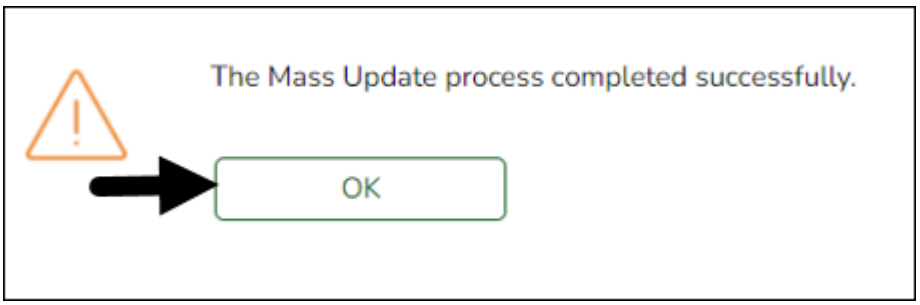
Total (Non-Prof) Experience:



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



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

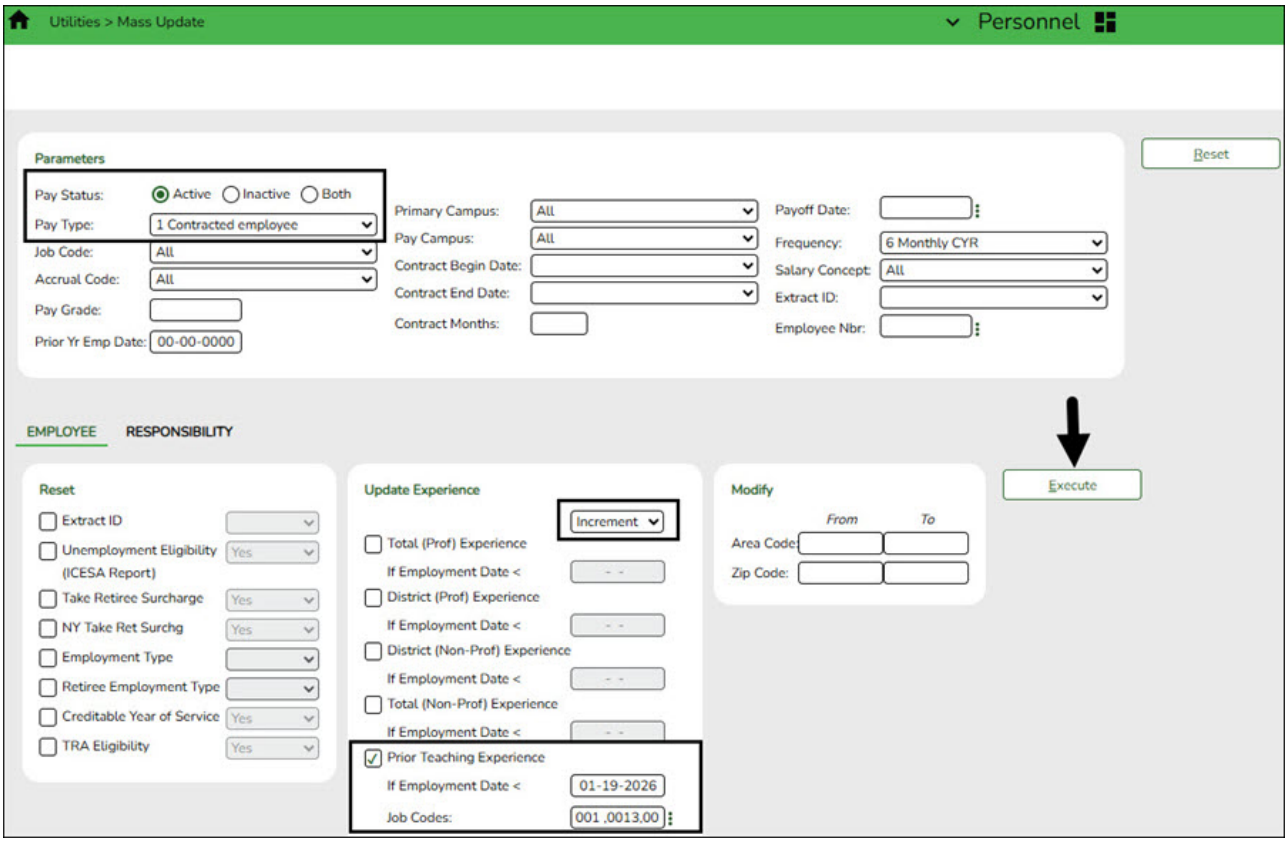


Use the Personnel > Reports > Personnel Reports > HRS1100 - Employee Verification Report to verify the accuracy of the years of experience.

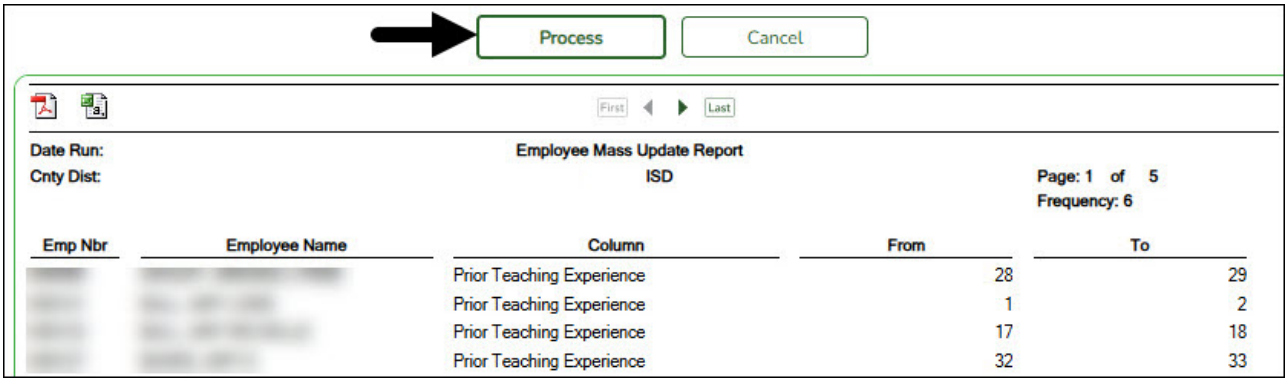
Prior Teaching Experience:

Use the **Job Code** field to select specific job codes where the prior teaching experience should be updated.

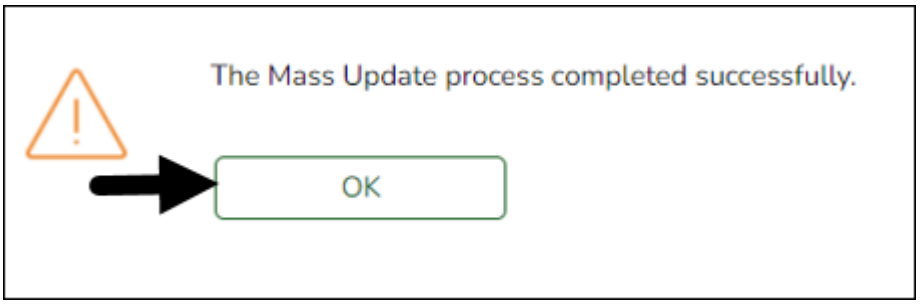
The employees who match the selected parameters and the selected job codes will have their prior teaching experience updated. If an employee has multiple jobs included in the job code selection, their employment record is only updated once.



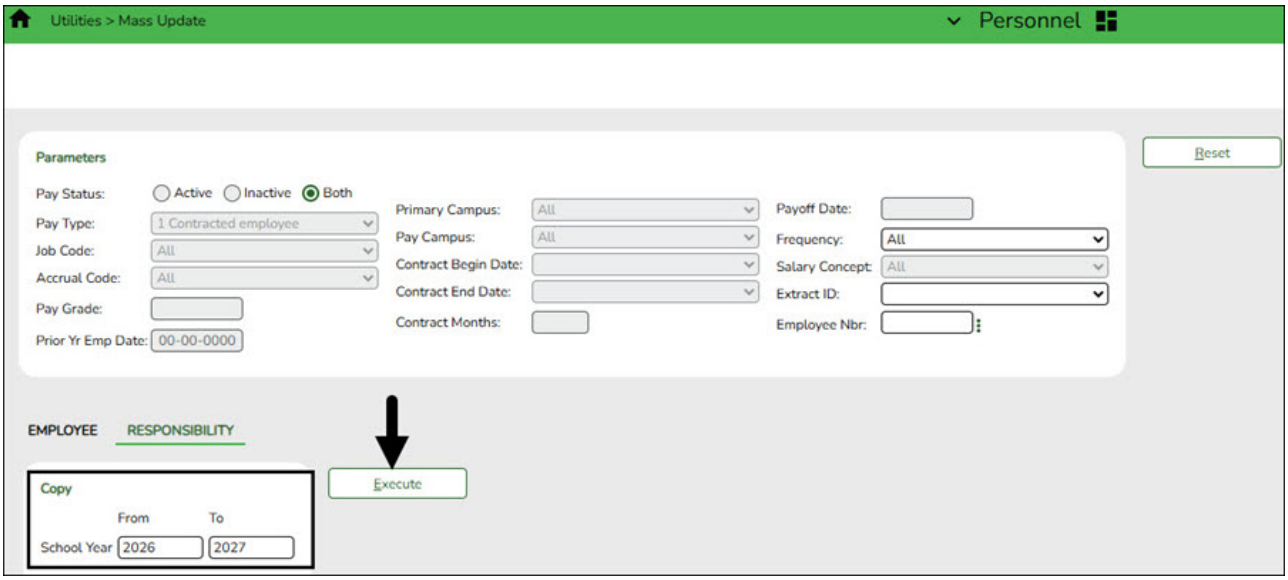
❑ Click **Execute**. The Employee Mass Update Report is displayed.



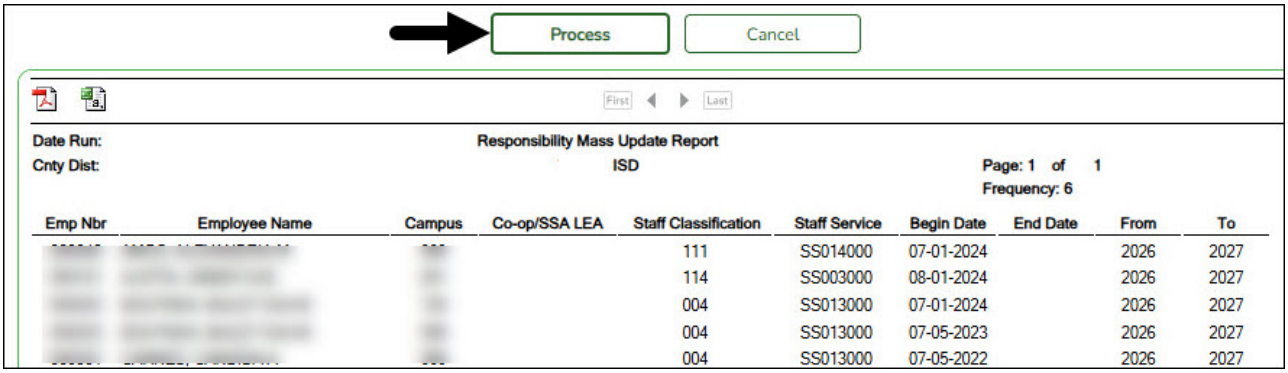
❑ Click **Process**. The following message is displayed.



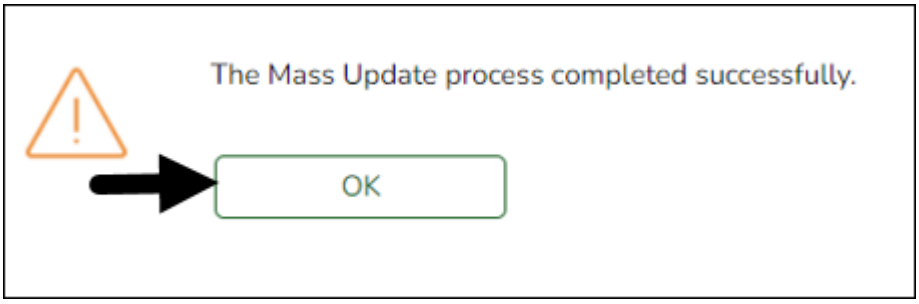
Responsibility:



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



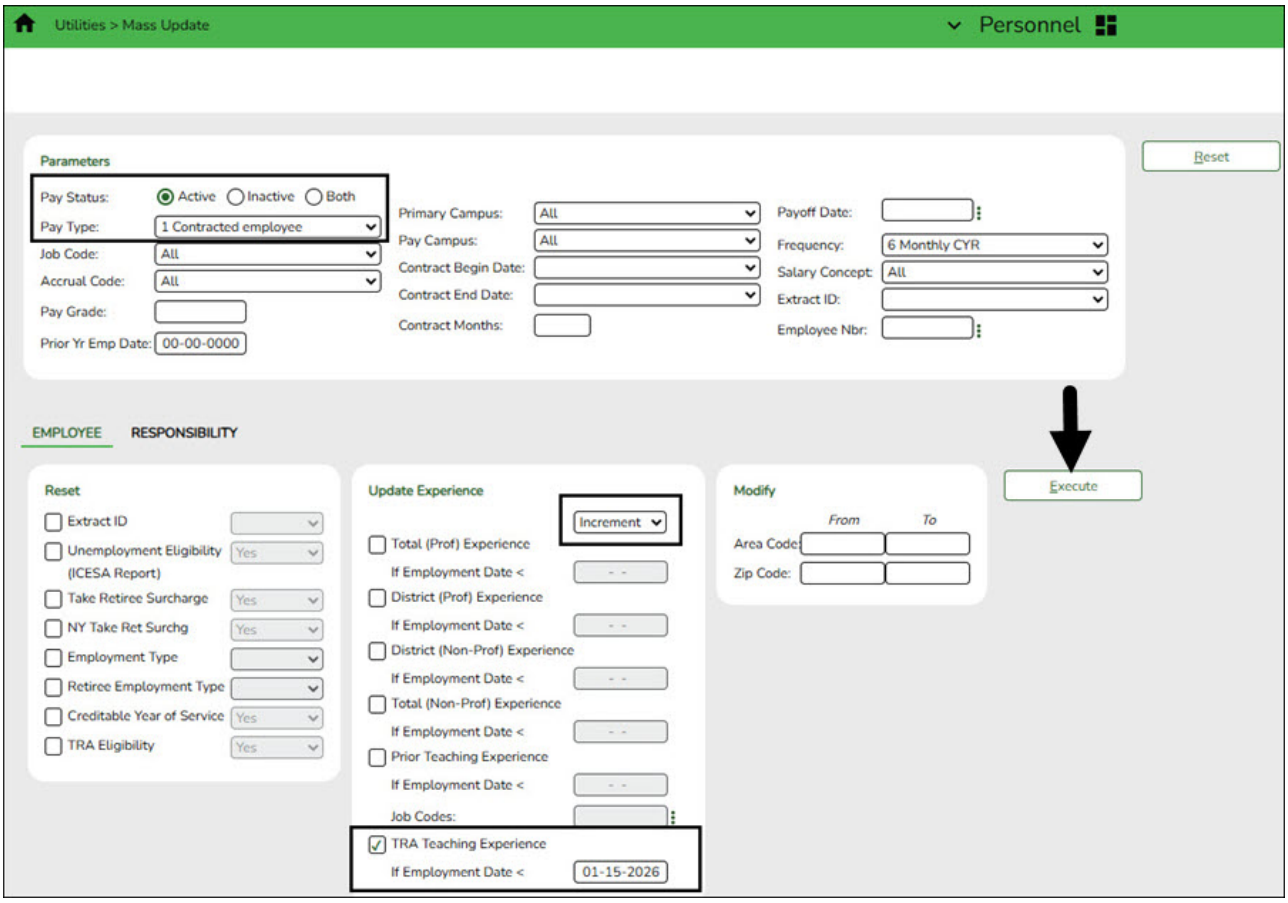
❑ Click **Process**. The following message is displayed.



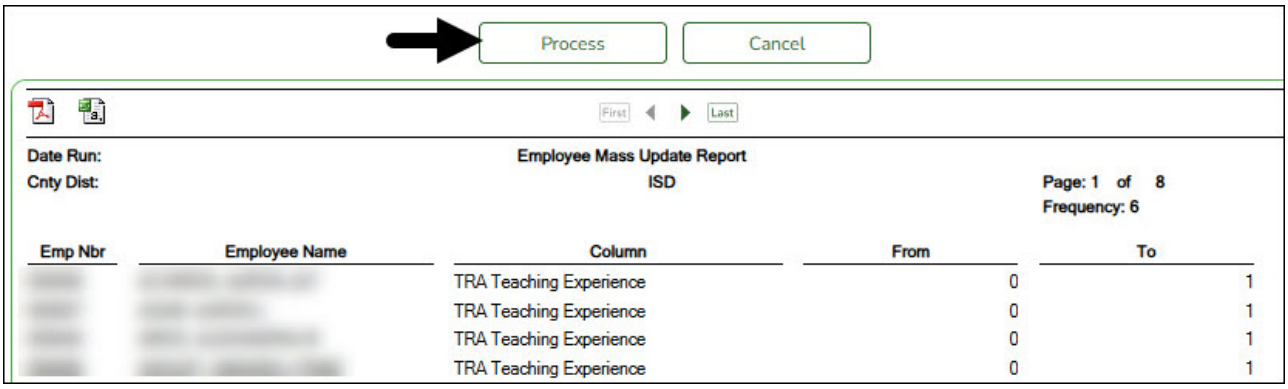
TRA Teaching Experience:

Use the **Employee Nbr** field to identify applicable employees as this update will not apply to all employees.

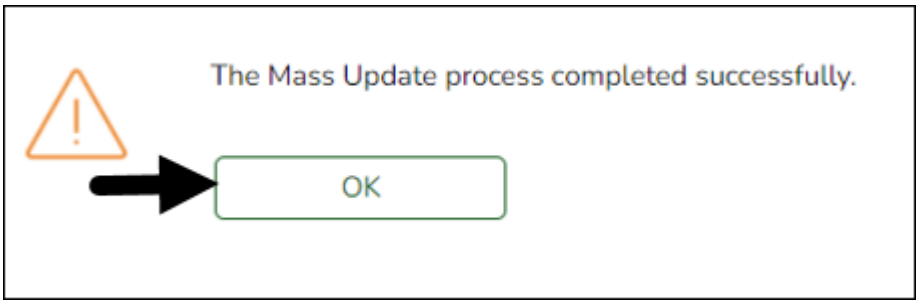
To help identify which employees need to be included in this process, use the Personnel > Reports > User Created Reports page to generate a report with the following fields: **Employee Nbr**, **TRA Teaching Exp**, and **TRA Eligibility**.



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



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

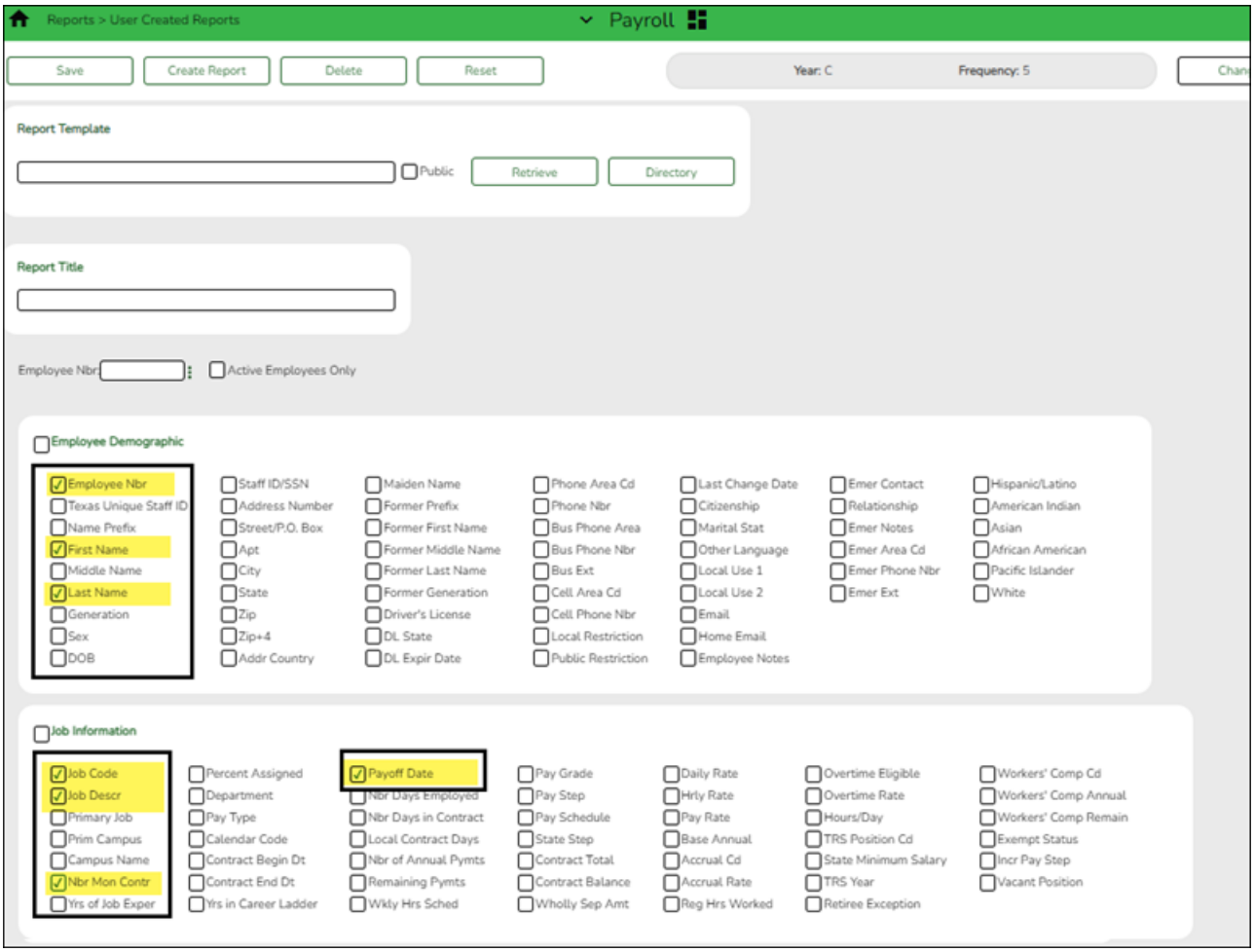


29. Verify payoff dates.

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.

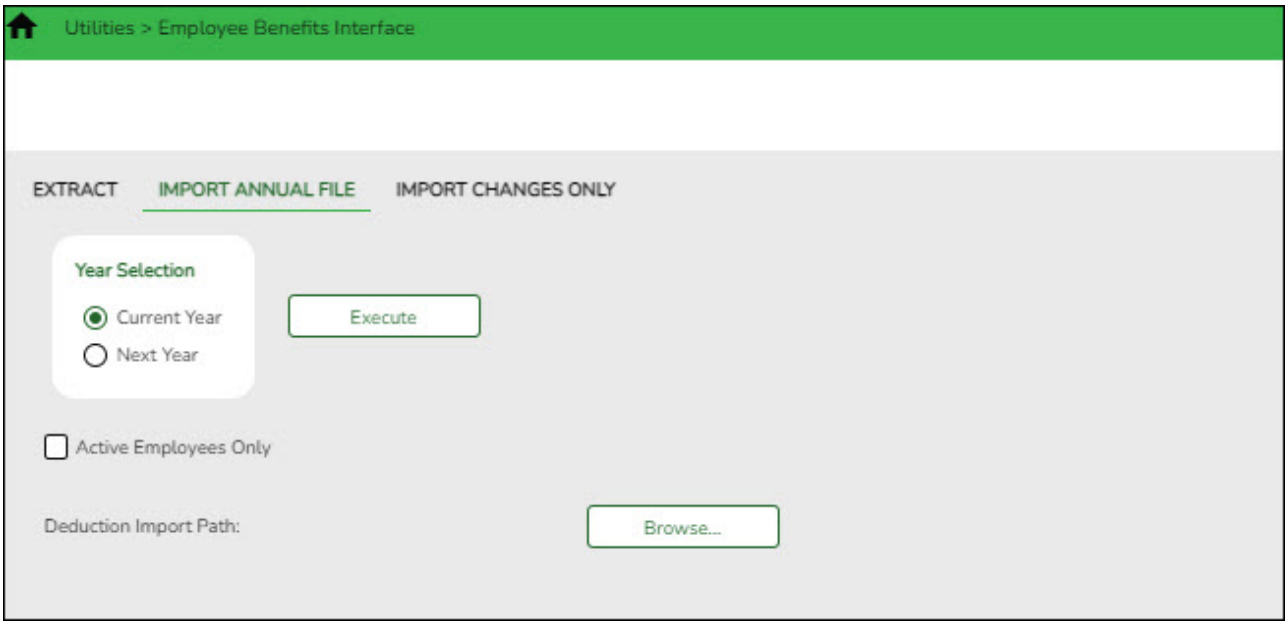


30. (If available) Import annual benefits file.

(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.

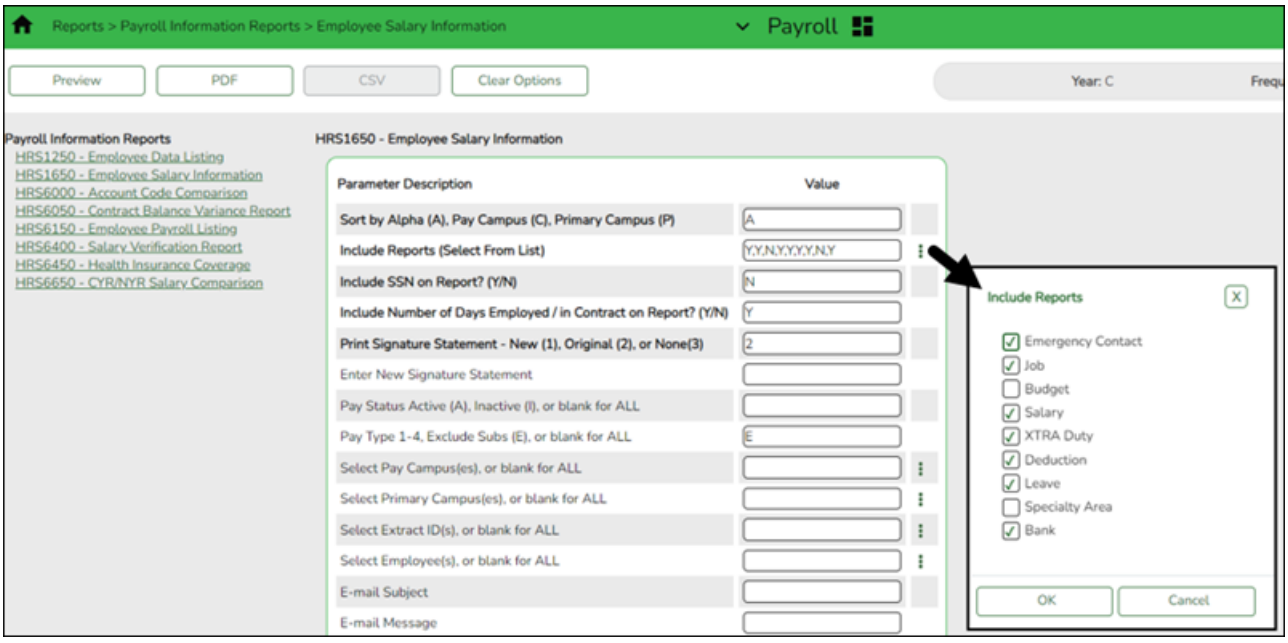


31. Generate the Employee Salary Information report.

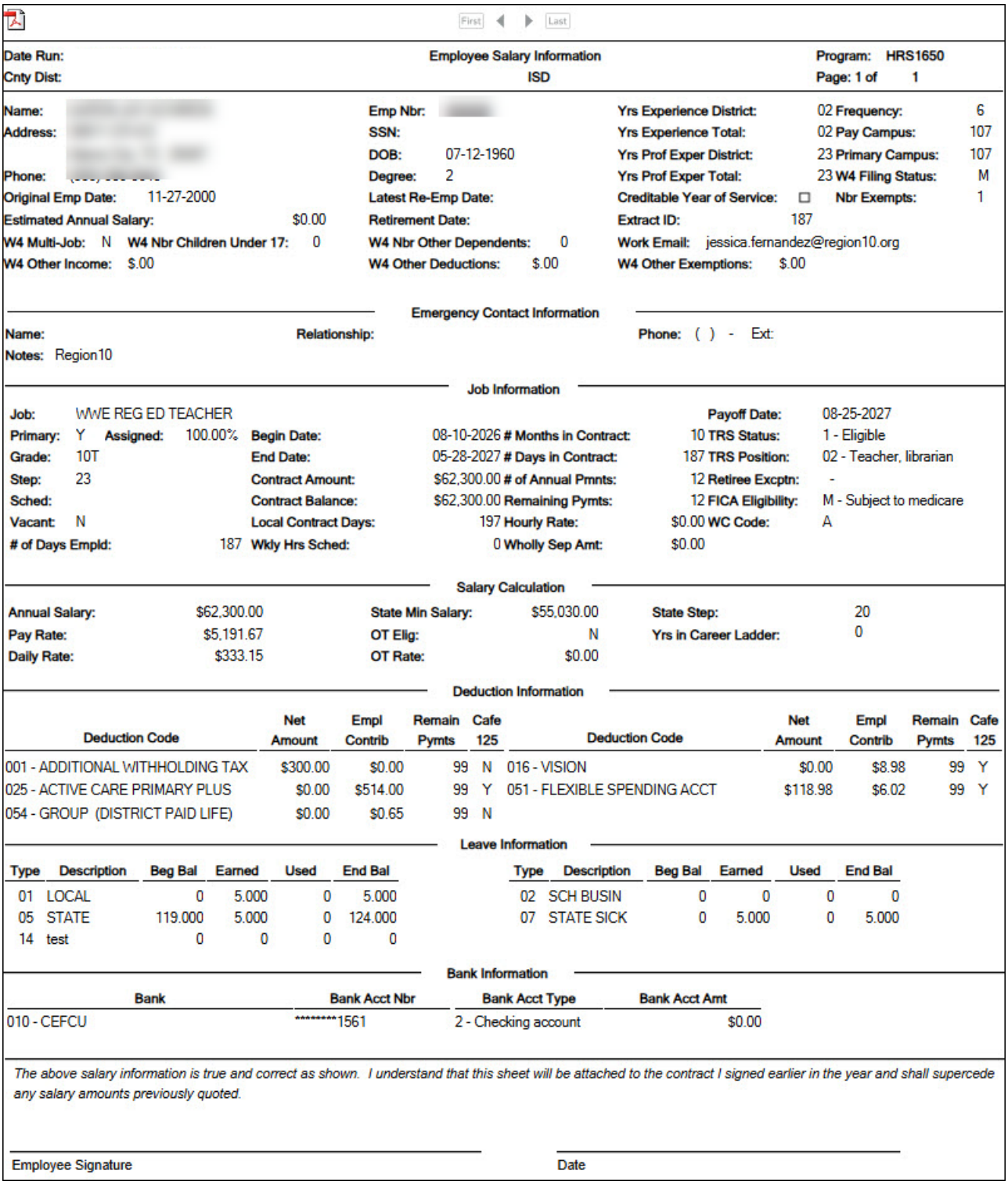
Generate the Employee Salary Information report

Payroll > Reports > Payroll Information Reports > HRS1650 - Employee Salary Information

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



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



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

Name: [redacted] Emp Nbr: [redacted] Yrs Experience District: 02 Frequency: 6
Address: [redacted] SSN: Yrs Experience Total: 02 Pay Campus: 107
[redacted] DOB: 07-12-1960 Yrs Prof Exper District: 23 Primary Campus: 107
Phone: [redacted] Degree: 2 Yrs Prof Exper Total: 23 W4 Filing Status: M
Original Emp Date: 11-27-2000 Latest Re-Emp Date: Creditable Year of Service: ☐ Nbr Exempts: 1
Estimated Annual Salary: $0.00 Retirement Date: Extract ID: 187
W4 Multi-Job: N W4 Nbr Children Under 17: 0 W4 Nbr Other Dependents: 0 Work Email: jessica.fernandez@region10.org
W4 Other Income: $.00 W4 Other Deductions: $.00 W4 Other Exemptions: $.00

Emergency Contact Information

Name: Relationship: Phone: ( ) - Ext:
Notes: Region10

Job Information

Job:	WWE REG ED TEACHER					Payoff Date:	08-25-2027
Primary:	Y Assigned: 100.00%	Begin Date:	08-10-2026	# Months in Contract:	10	TRS Status:	1 - Eligible
Grade:	10T	End Date:	05-28-2027	# Days in Contract:	187	TRS Position:	02 - Teacher, librarian
Step:	23	Contract Amount:	$62,300.00	# of Annual Pmnts:	12	Retiree Excptn:	-
Sched:		Contract Balance:	$62,300.00	Remaining Pymts:	12	FICA Eligibility:	M - Subject to medicare
Vacant:	N	Local Contract Days:	197	Hourly Rate:	$0.00	WC Code:	A
# of Days Empld:	187	Wkly Hrs Sched:	0	Wholly Sep Amt:	$0.00		

Salary Calculation

Annual Salary:	$62,300.00	State Min Salary:	$55,030.00	State Step:	20
Pay Rate:	$5,191.67	OT Elig:	N	Yrs in Career Ladder:	0
Daily Rate:	$333.15	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	$300.00	$0.00	99	N	016 - VISION	$0.00	$8.98	99	Y
025 - ACTIVE CARE PRIMARY PLUS	$0.00	$514.00	99	Y	051 - FLEXIBLE SPENDING ACCT	$118.98	$6.02	99	Y
054 - GROUP (DISTRICT PAID LIFE)	$0.00	$0.65	99	N					

Leave Information

Type	Description	Beg Bal	Earned	Used	End Bal	Type	Description	Beg Bal	Earned	Used	End Bal
01	LOCAL	0	5.000	0	5.000	02	SCH BUSIN	0	0	0	0
05	STATE	119.000	5.000	0	124.000	07	STATE SICK	0	5.000	0	5.000
14	test	0	0	0	0						

Bank Information

Bank	Bank Acct Nbr	Bank Acct Type	Bank Acct Amt
010 - CEFCU	********1561	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

32. Calculate a sample payroll.

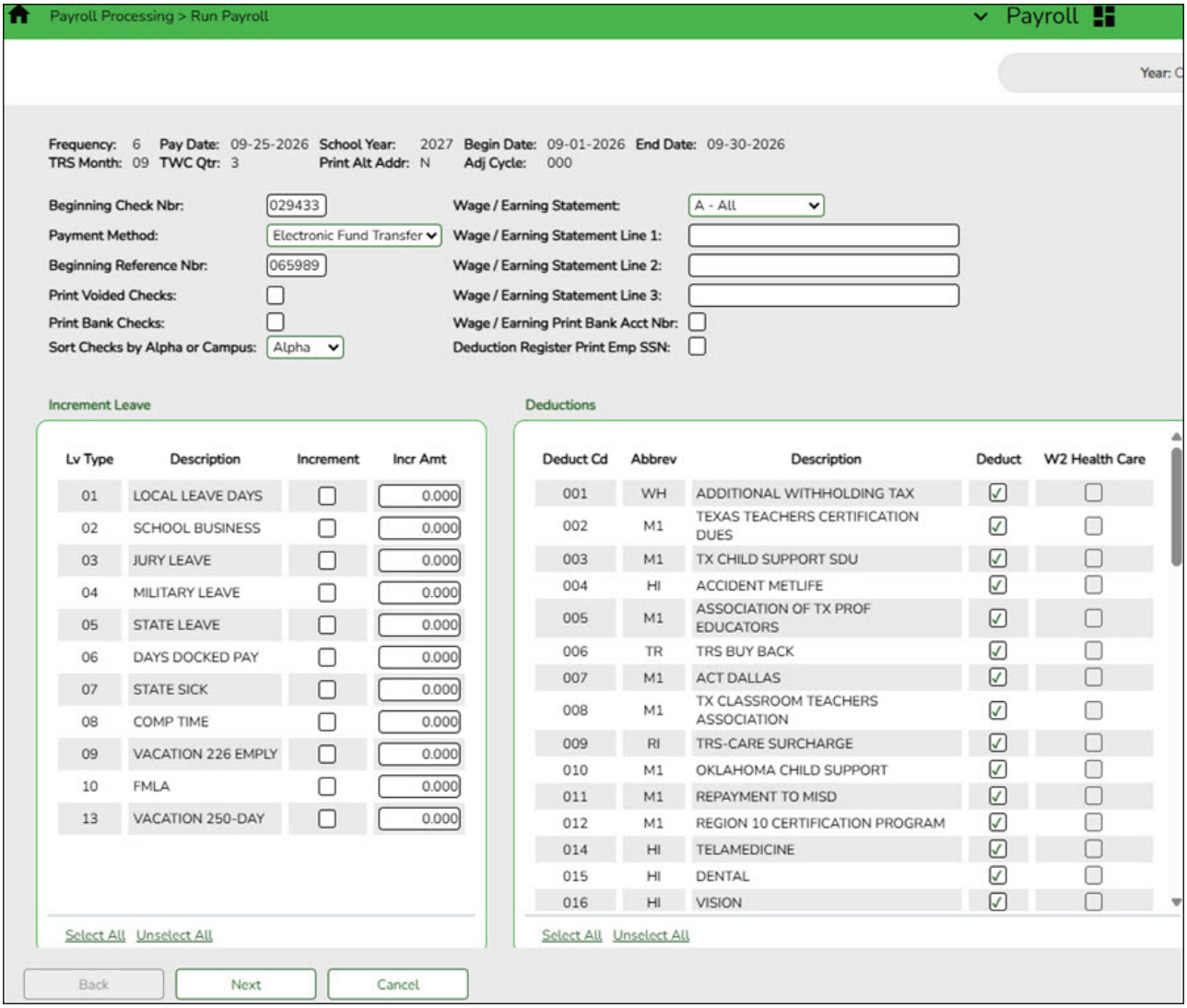
Calculate a sample payroll

Payroll > Payroll Processing > Run Payroll

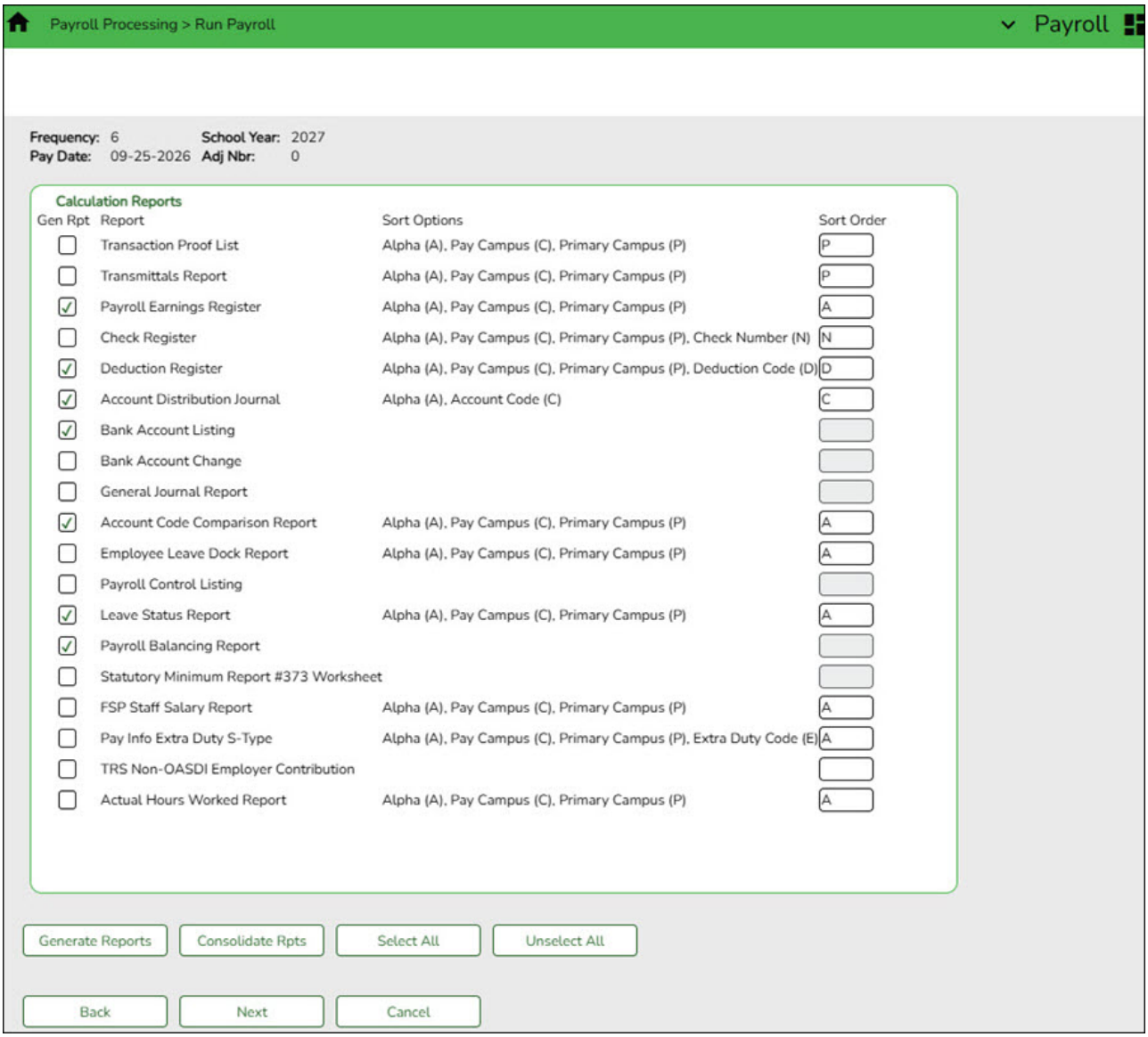
Calculate a sample payroll to identify any errors that need to be corrected prior to processing the first payroll.

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.



Review the selected **Calculation Reports** to verify the accuracy of data for the new year.



STOP

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

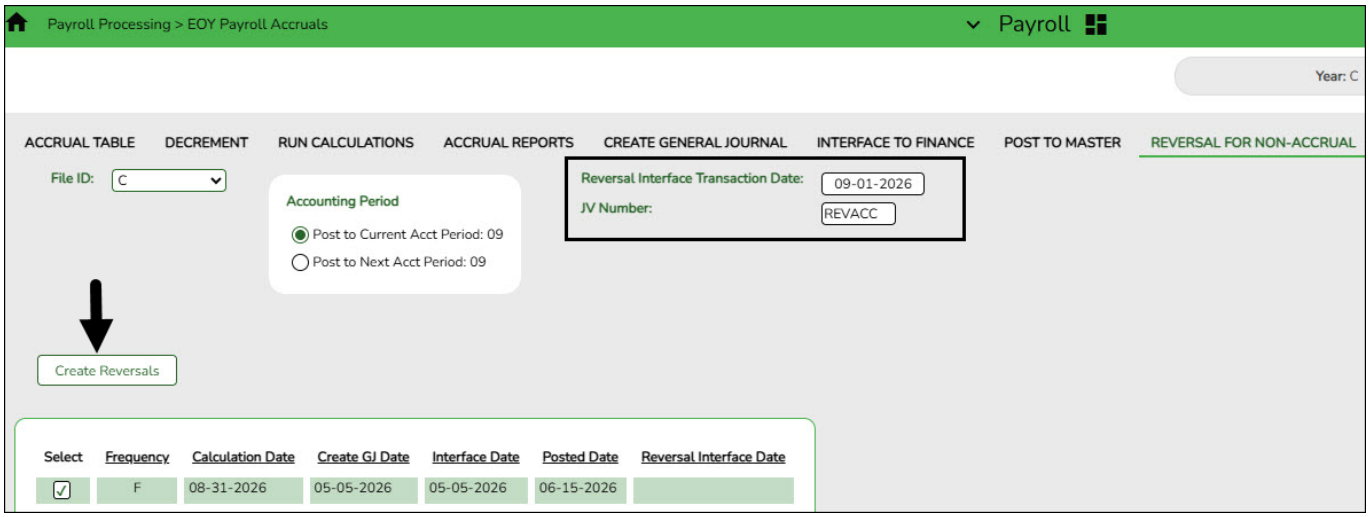
Reverse accruals.

(If applicable) 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.



❑ Click **Create Reversals** to create the reversal transactions. The EOY Accrual General Journal Transactions report is displayed. If you receive a message stating that there are no rows to process for the reversal, no further action is required.

❑ 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**.


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