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

Table of Contents

ASCENDER - First Payroll of the School Year (July Start LEAs) 1

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

Created: 10/16/2023
Reviewed: 06/27/2025
Revised:

CAUTION: Before addressing the steps in this guide:

- If applicable or if your LEA uses monthly accruals, ensure that the End-of-Year (EOY) Accruals for June Year-End LEAs process is complete.
- Ensure that the Finance EOY Process is complete.

The purpose of this document is to guide you through the necessary steps to process the first payroll of the school year for July start LEAs. All steps in this guide are based on the First Payroll of the School Year (September Start LEAs) guide. This version has been specifically formatted for July Start LEAs.

> **Note**: Certain steps in this guide must be reviewed again as each group of employees begins their new pay cycle (e.g., July, August, and September contract start dates).

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

- 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

Verify important payroll items:

Payroll Verification Items

Review and address the the applicable Payroll verification items. This should be completed before each group of employees start their new pay for the new year.

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

❑	Verify that service records were created and/or updated with leave.
❑	Verify that **Distribution** codes are accurate and reflect the correct fiscal year.
❑	Verify that the applicable **Distribution** codes have a federal **Fund to Grant Code**. (240 may not have a grant code)
❑	Verify that the **Original Employment Date** or **Latest Re-Employ Date** fields are populated.
❑	Verify if there are any changes to the **Employment Type**, **Retiree Employment Type** and/or **Sub Type** fields.
❑	Verify all retirees for applicable surcharges.
❑	Verify that the contract **Begin** and **End Dates** are within the applicable school year.
❑	Verify the **Number of Days Employed**.
❑	Verify the **% of Day Assigned** (Did employees change from part-time/full-time?)
❑	Verify the **Number of Months** in the contract.
❑	Verify the **Number of Payments** and **Number of Remaining Payments**.
❑	Verify TRS eligibility using the View Employee Information screen in the TRS RE Portal.
❑	Verify the employees who are coded Non-TRS eligible (should only be seasonal, subs, retirees, etc.)
❑	Verify unemployment. Per the TASB May 2017 newsletter, superintendent wages are now subject to unemployment. Student workers are the only exempt exceptions.
❑	Reference the FICA/Medicare - Quick Reference 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)
❑	Verify salaries, distribution codes, and whether **Expense 373** is selected for all applicable employees.

❑	Verify the **State Min Days** field on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab for all employees including support staff. Select the number of days closest to their **# of Days Employed**.
❑	Verify that **Payoff Dates** for active employees reflect June, July, or August.
❑	Verify new **Deductions**. Deductions can either be manually entered or imported.
❑	Verify next year payroll to budget.
❑	Verify employee status; active or inactive. If the employee is inactive, the **Termination Date** must be populated. Verify that an ED90 has been submitted for non-returning employees.
❑	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.
❑	Subs - Run a user-created report to verify the following information: • TRS Member Positions • Contract Begin and End Dates (First day when sub begins work for the school year through last day of school) • FICA Eligibility • No TRS
❑	Retirees - Run a user-created report to verify the following information: • Retiree Employment Type Code • TRS member positions • Contract Begin and End Dates (First day when retiree begins work for the school year through last day of school) • FICA Eligibility • No TRS
❑	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.
❑	Ensure that auxiliary role IDs are set up for applicable employees. This task is included in the TSDS PEIMS Fall Submission Data for Business guide. It is important to verify that this field and additional business data for Fall PEIMS for applicable staff are reported accurately. All business-related data that is reported for Fall PEIMS is listed in the linked guide.

EOY Flowchart for July Start LEAs

First Payroll of the School Year (July Start LEAs)

Reminder: The steps in this guide need to be addressed again in August for all employees with August contracts. Reference the First Payroll of the School Year (September Start LEAs) guide.

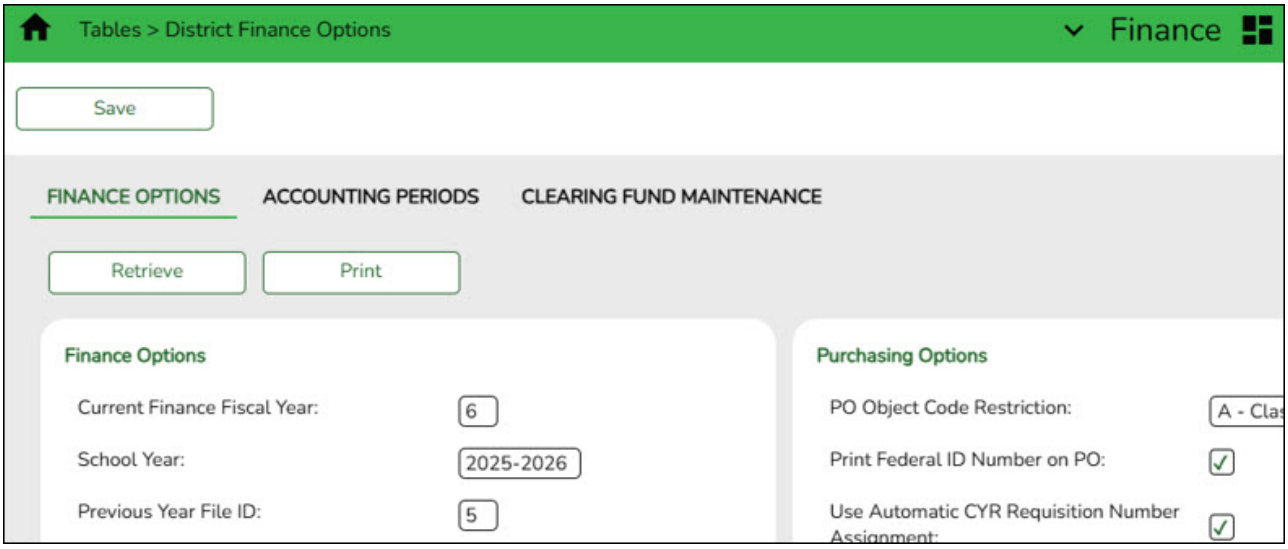
1. Verify finance options.

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.



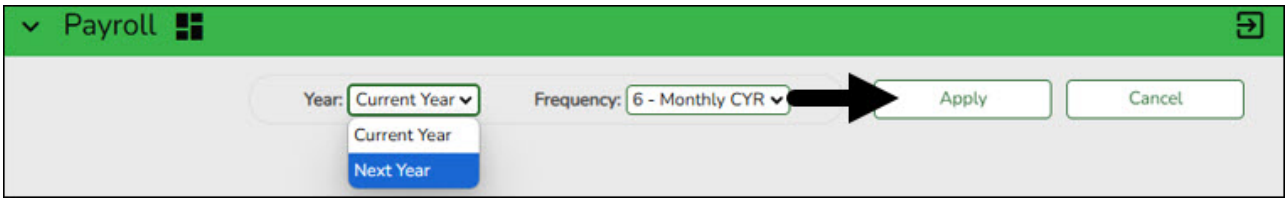
2. Verify payroll frequency.

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

Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

Payroll > Reports > User Created Reports

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.
- Identify all employees with 11, 12, and/or 13 in the **# of Months in Contract** field on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab as these are the employees that will be moved. Before July payroll, the first group should be 12-month employees with July contracts, before August payroll, the second group should be 11-month employees with August contracts, and then before September payroll, it should be 10-month employees with September contracts.

> **Note**: If changes are required, you can continue to update data when it is moved to the Current Year frequency.

- Verify payoff dates in the next year payroll frequency. You may use the above criteria to copy employee data from next year to current year.
- Verify that Distribution information has been updated for those employees being moved. It is important that only the specified groups are moved to the Current Year frequency at the appropriate times (July contracts before July payroll, August contracts before August payroll, and September contracts before the September payroll), as each group starts their pay in the new fiscal year.

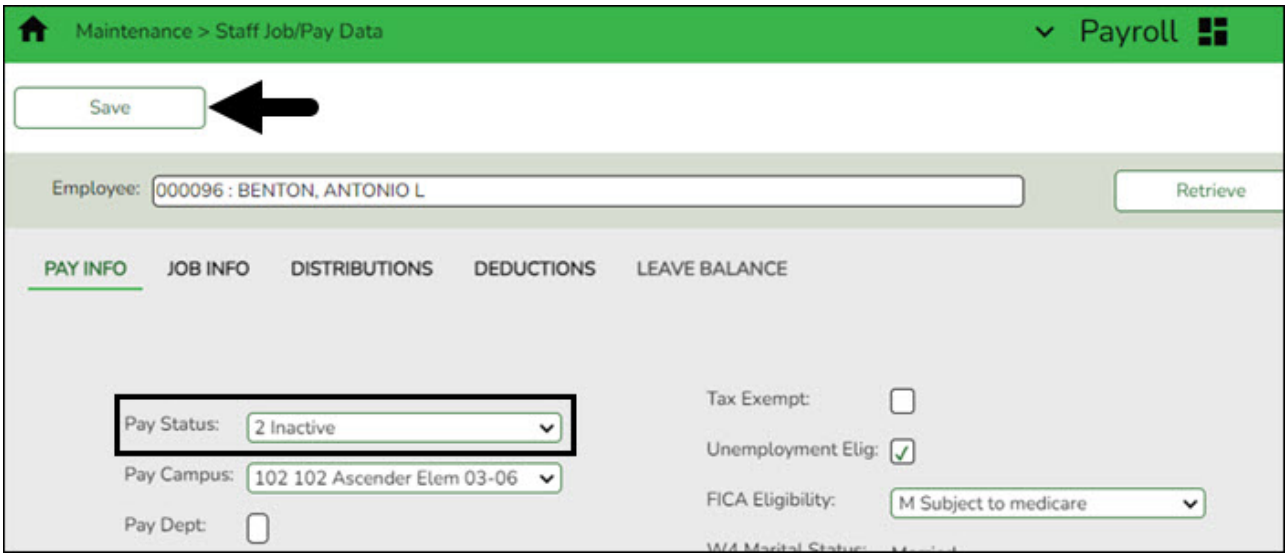
Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing

Generate the HRS6150 report to verify the pay status of applicable employees. Employees being moved must have an *Active* pay status. Ensure that any employees who should not be moved at this time are set to *Inactive*. For example, when moving the July contracts, you want the 11- and 10-month employees to be set to Inactive at that time. As you move each group, ensure all employees who do not need to be moved to the Current Year frequency are set to *Inactive*. The status is updated in the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab.

Print and/or save this report.

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

Use the Pay Info tab to inactivate an employee. 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).



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

4. Copy NYR tables to CYR.

Copy NYR tables to CYR

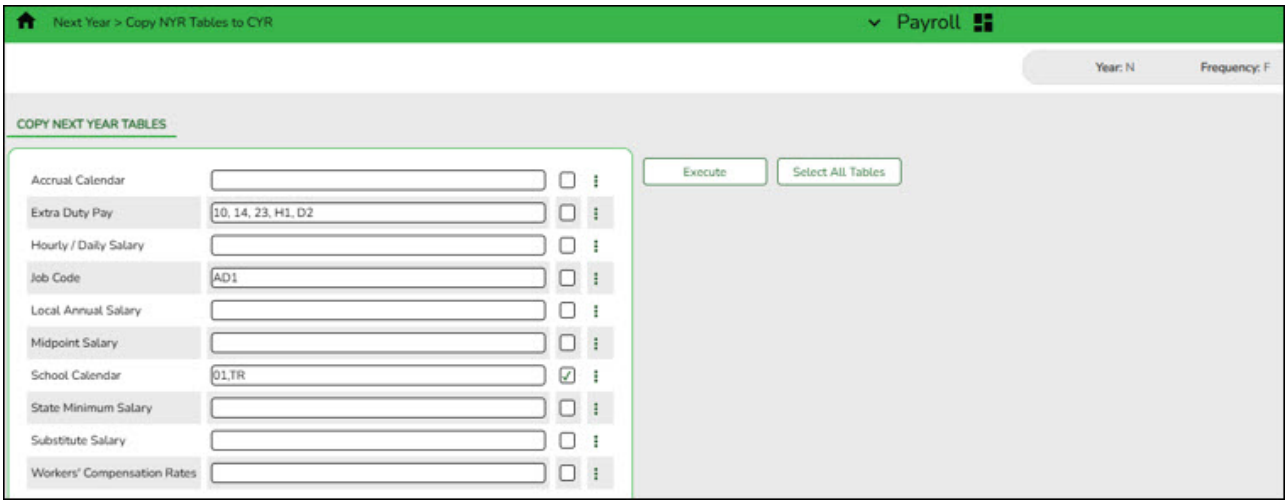
Do not copy all tables at this time. Review only for employees with July contracts who receive their first paycheck in July. Only copy tables that are applicable to the group of employees currently being moved. For example, when updating Current Year payroll information for the July employees, only move specific table information for July contracts. This process will be repeated in August for employees with August contracts and then in September for employees with September contracts.

Log on to the next year payroll frequency.

Payroll > Next Year > Copy NYR Tables to CYR

Copy the necessary school calendar information from Next Year to Current Year. The school calendars should be moved at the same time as a specific group of employees are moved from Next Year to Current Year. For example, if you are moving July contract employees to the current year payroll, only move workday/school calendars for July contract employees to current year payroll, etc.

CAUTION: Take caution when moving tables from the Next Year frequency to the Current Year. Keep in mind that selecting the main checkbox indicates that you want all tables selected for the move; however, you can select the ellipsis for each table and select more specific options.



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

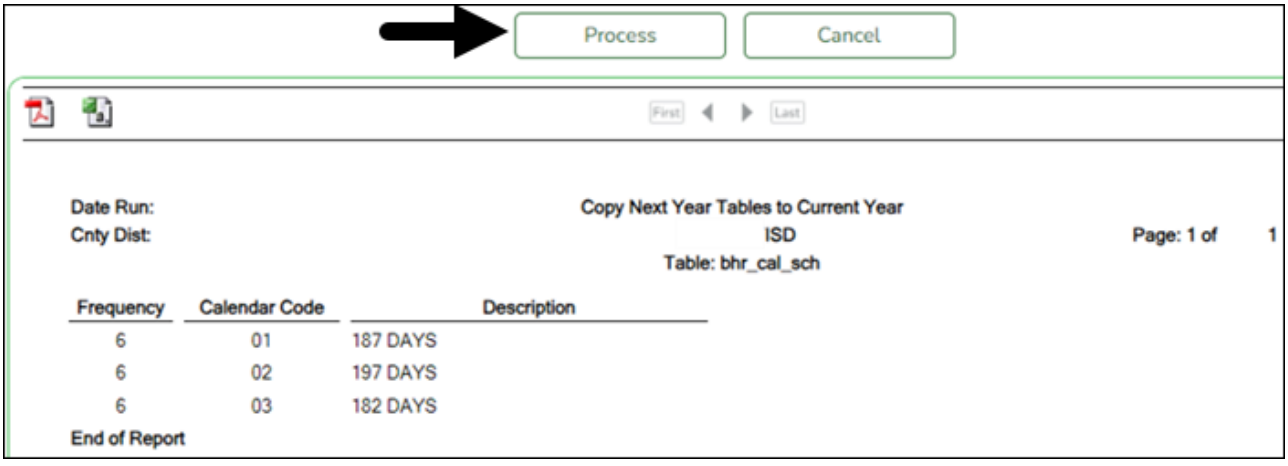
OR

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

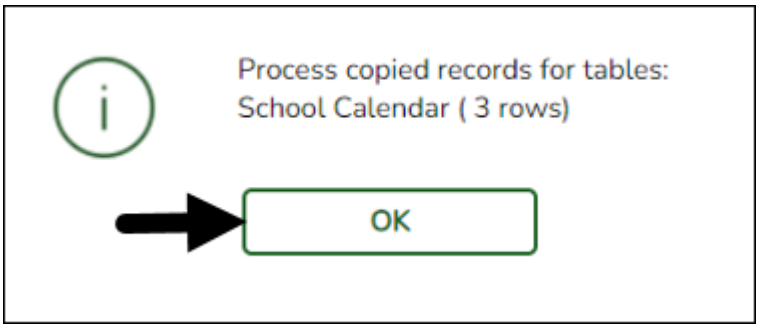
❑ Click ⋮ for the **School Calendar**, **Extra Duty Pay**, and **Job Code** fields to open a pop-up window containing the corresponding tables. Select the applicable tables and click **OK** to populate the selected tables in the applicable fields.

> **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 active staff to the CYR.

Copy active staff to the CYR

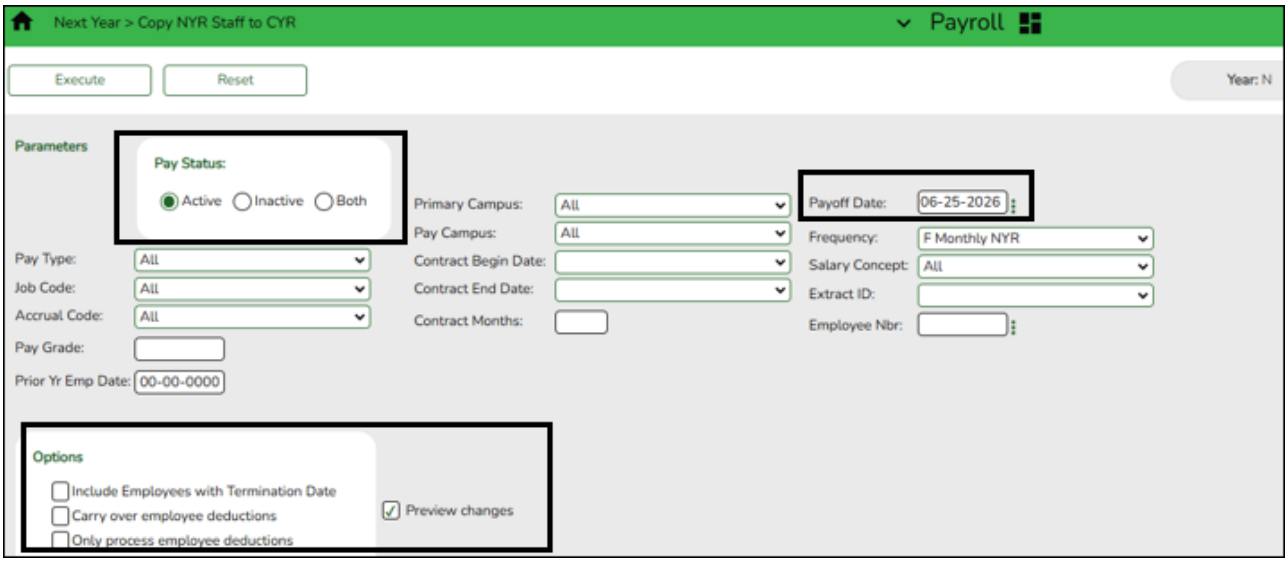
Complete this step only for employees with July contracts who receive their first paycheck in July. Use the list of employees from the User Created report run on Step 3. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

Log on to the next year payroll frequency.

Payroll > Next Year > Copy NYR Staff to CYR

Copy active employees with July contracts 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: 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.



☐ 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).

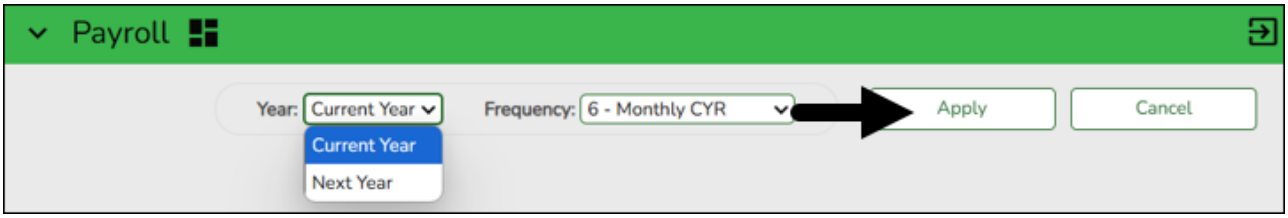
☐ Select **Preview Changes**.

☐ Click **Execute**. Review the list and click **Process**.

6. 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.

7. Update District HR options.

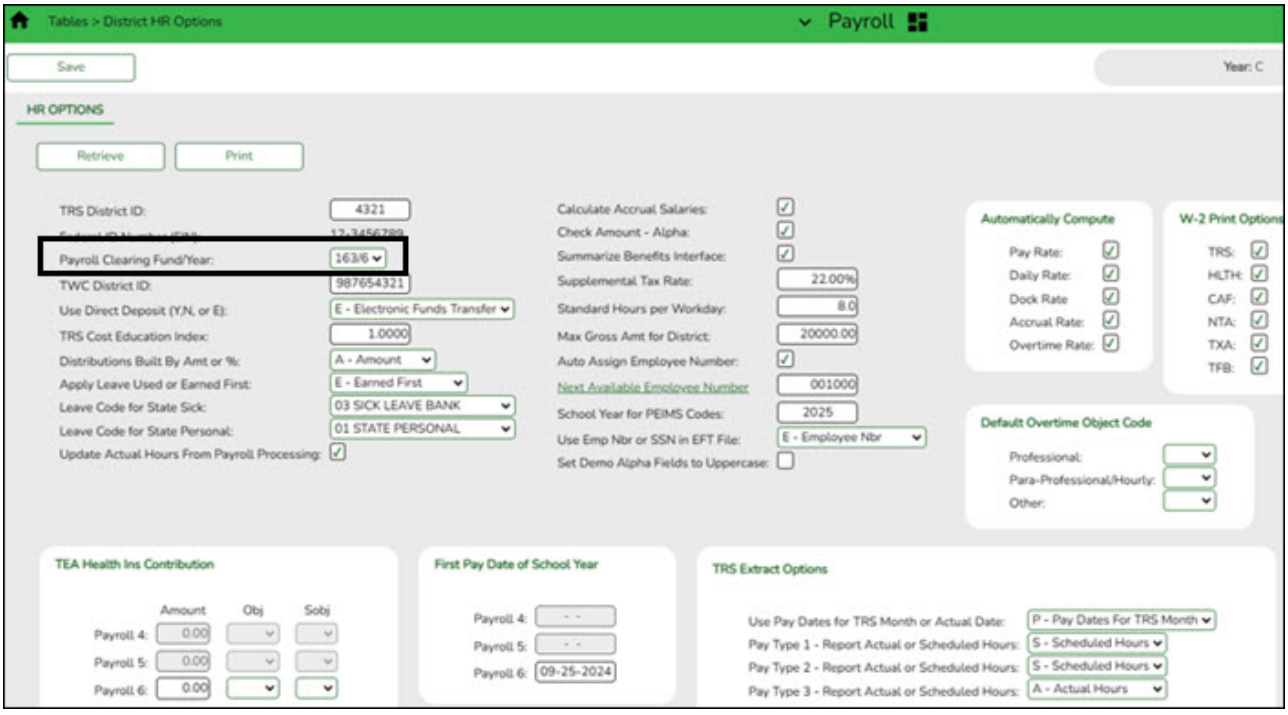
Update District HR options

Payroll > Tables > District HR Options

Update only the the **Payroll Clearing Fund/Year** field.

The **Payroll Clearing Fund/Year** field should be set to 163/X or 863/X. 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.

Reminder: The **First Pay Date of the School Year** field should be a September pay date, even for July start LEAs. Do not change this date at this time, it will be updated in a later step.



CAUTION: No payrolls should be processed for the new (upcoming) school year prior to the date populated in **First Pay Date of the School Year** field.

Additional first pay date notes

Fiscal Year versus School Year

- 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.

❑ Click **Save**.

8. Complete fund to grant information.

Complete fund to grant information

Log on to the current year payroll frequency.

Personnel > Tables > Salaries > Fund to Grant

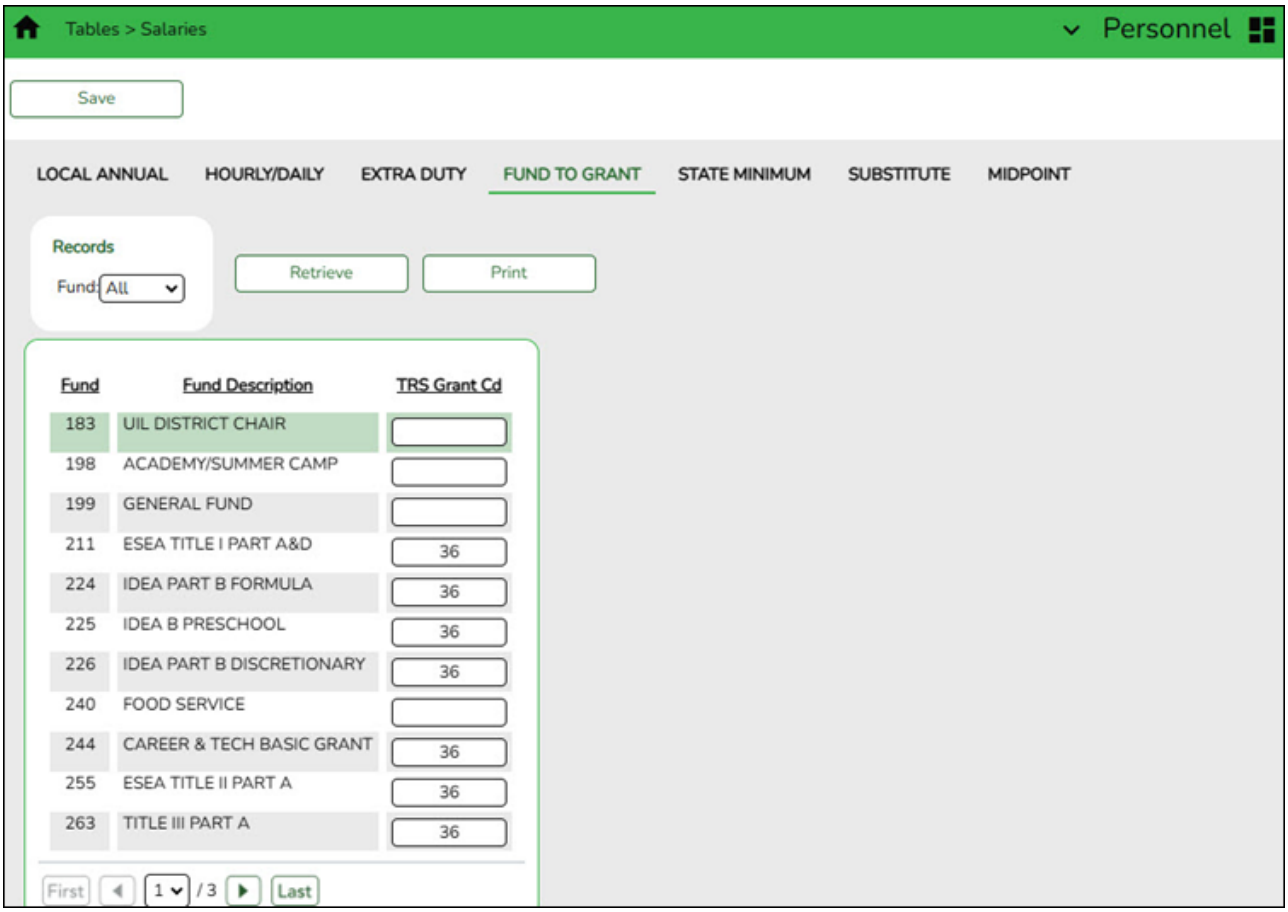
IMPORTANT: All applicable federal grants must have a fund to grant code listed in the **TRS Grant Cd** field on this tab. If not, TRS federal grant care and TRS federal grant deposit amounts **will not** be calculated for that specific fund during payroll.

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.



9. Generate the Account Code Comparison report.

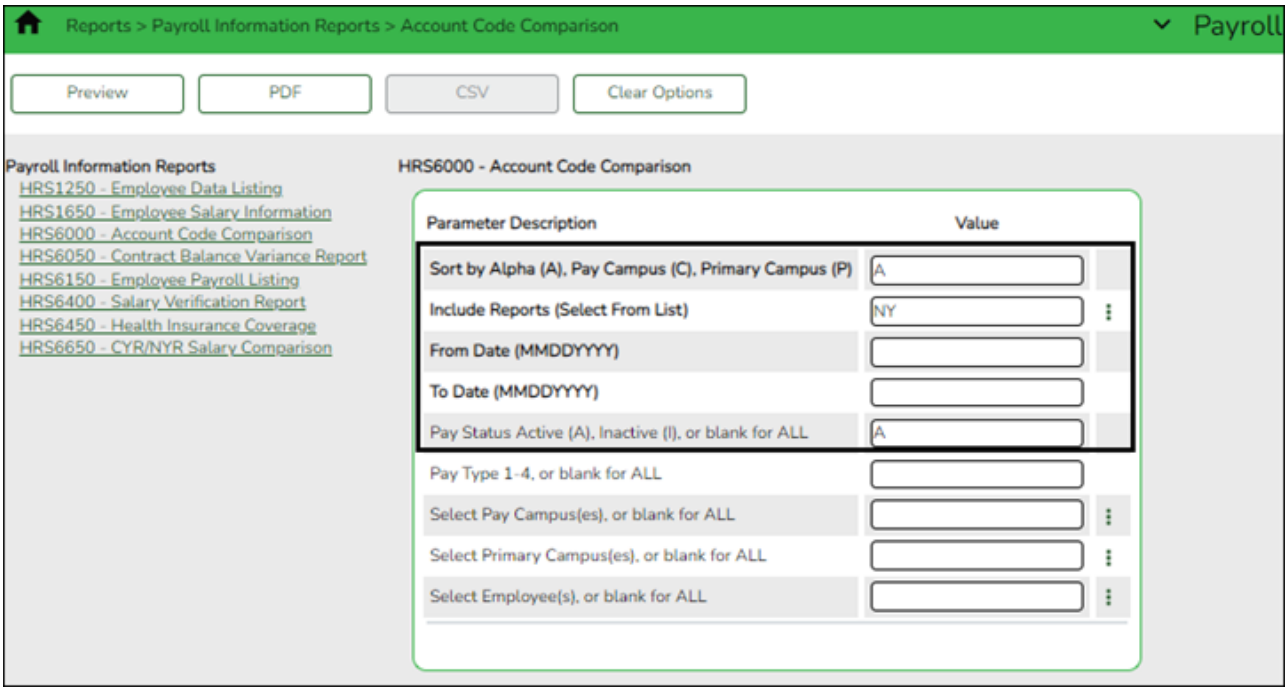
Generate the Account Code Comparison report

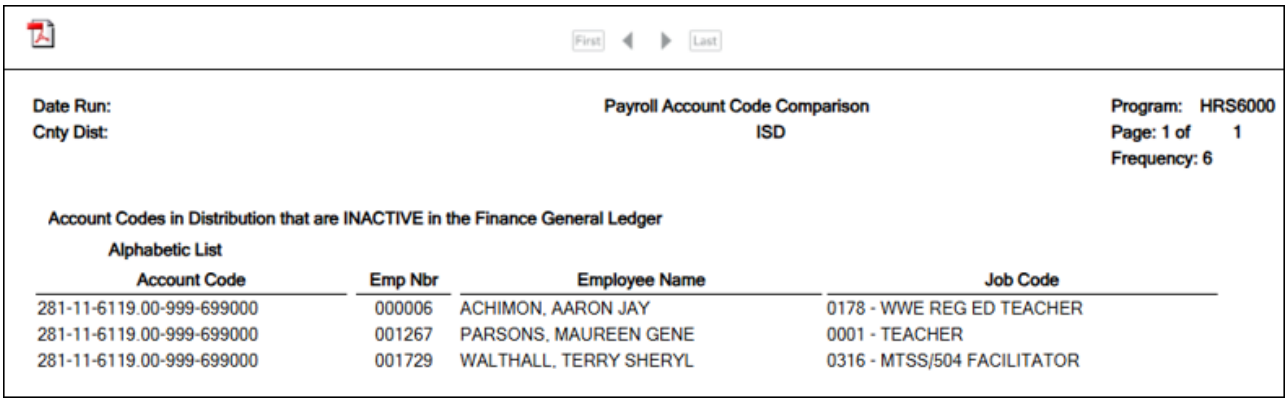
Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

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. Verify for the applicable group of employees currently being moved from NY payroll to CY.

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) for July payroll.





Date Run:
Cnty Dist:

Payroll Account Code Comparison
ISD

Program: HRS6000
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
281-11-6119.00-999-699000	000006	ACHIMON, AARON JAY	0178 - WWE REG ED TEACHER
281-11-6119.00-999-699000	001267	PARSONS, MAUREEN GENE	0001 - TEACHER
281-11-6119.00-999-699000	001729	WALTHALL, TERRY SHERYL	0316 - MTSS/504 FACILITATOR

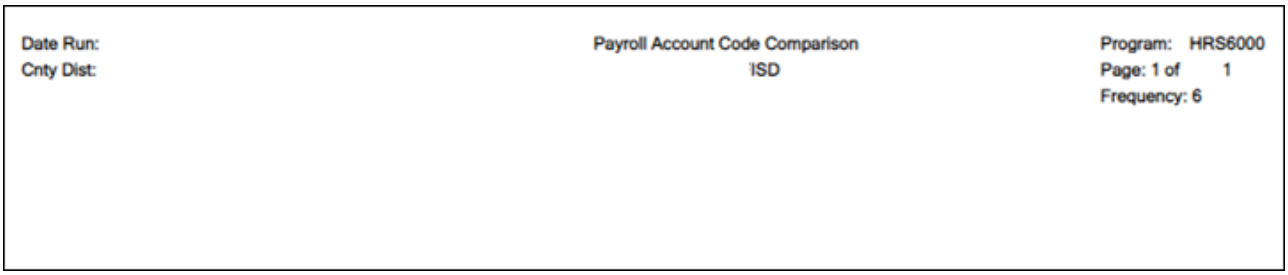
- Review the report and correct all of the errors.
- Verify that all employee master distribution records have matching accounts in Finance.

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 5 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.



10. Generate the Employee Payroll Listing report.

Generate the Employee Payroll Listing report

Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

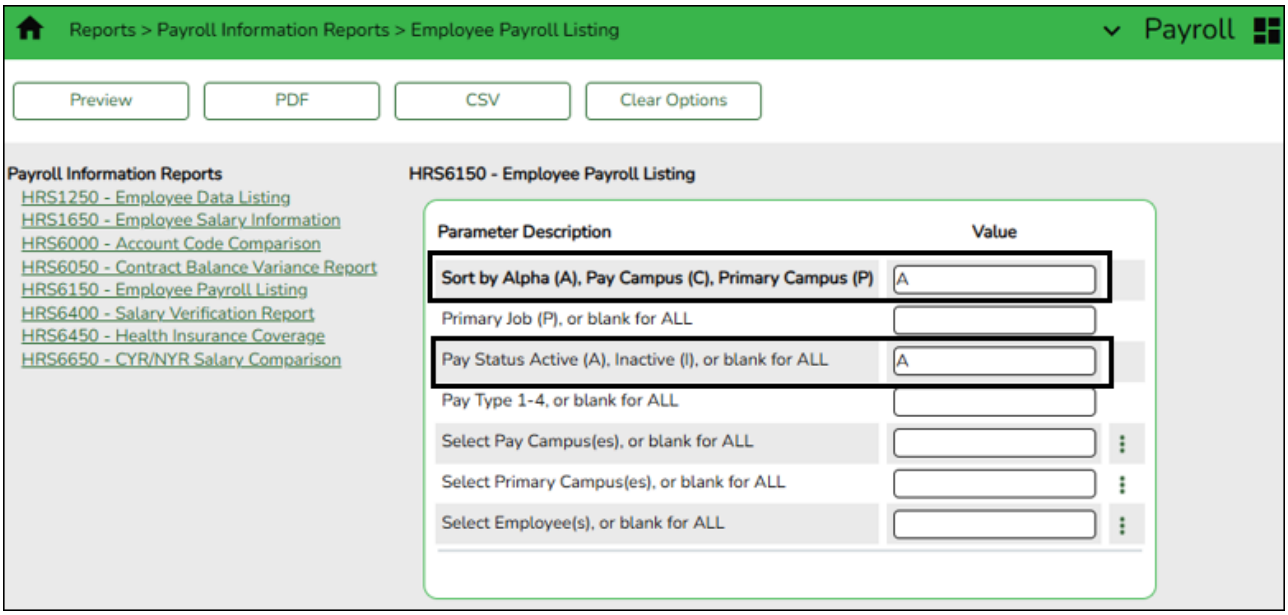
Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing or a User Created Report

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 and review it for accuracy. Review for employees with July contracts. 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.



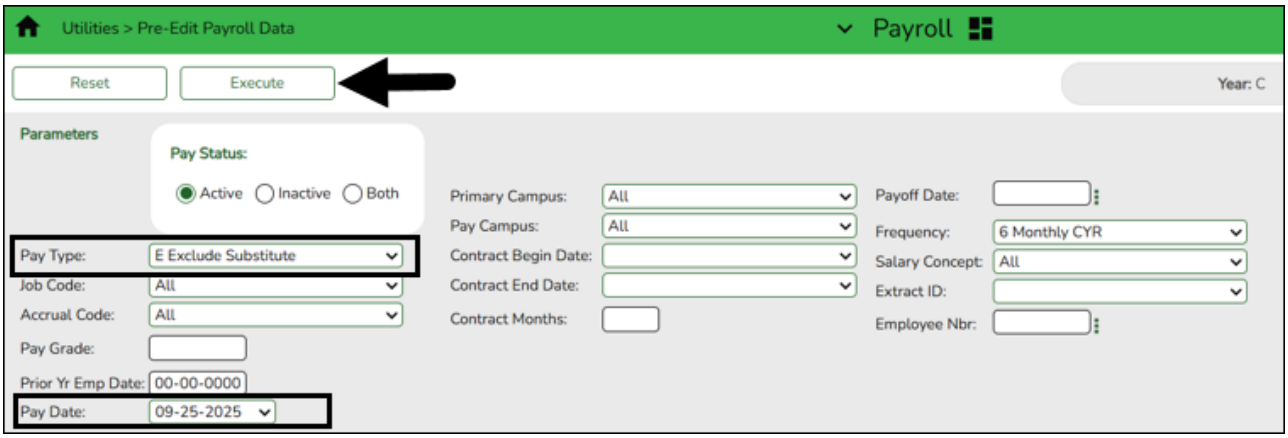
11. Correct necessary payroll errors.

Correct necessary payroll errors

Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

Payroll > Utilities > Pre-Edit Payroll Data

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

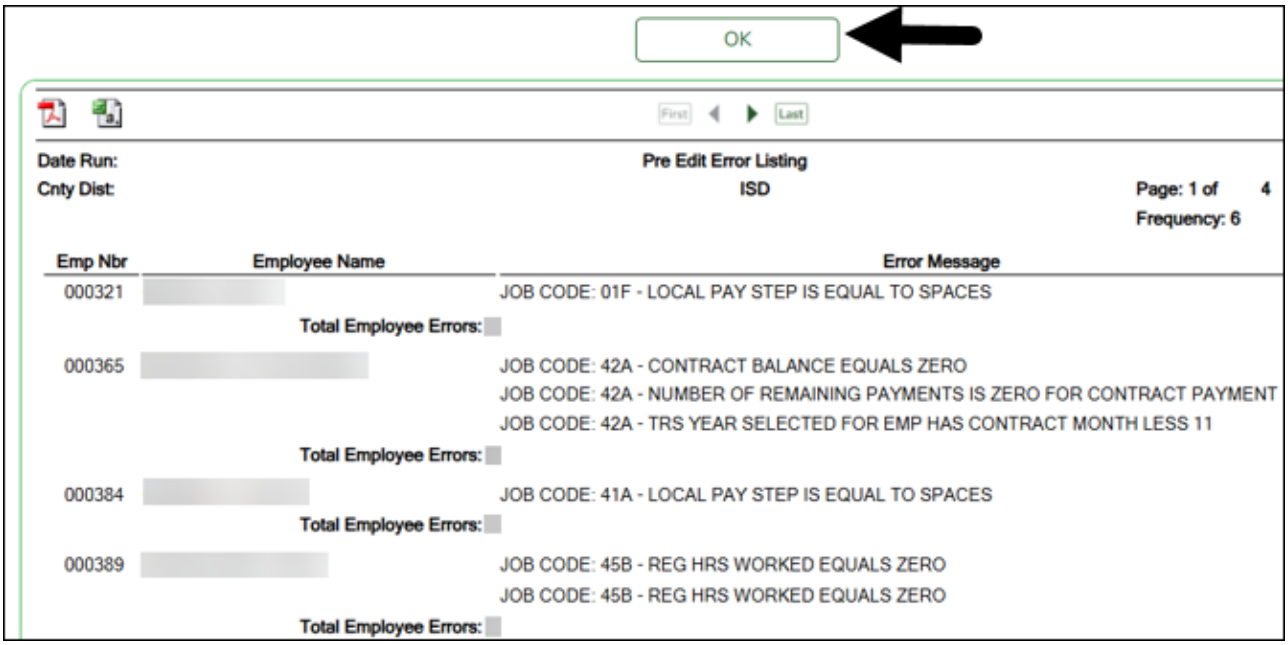


❑ Under **Pay Status**, select **Active**.

❑ 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.

12. Address leave.

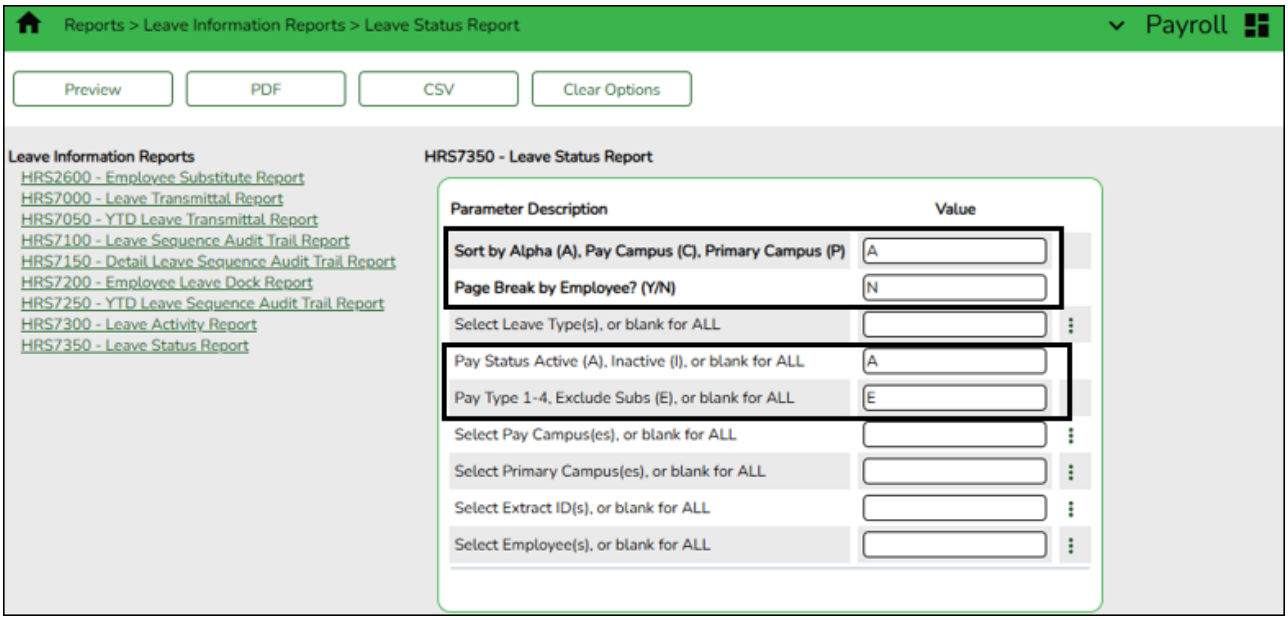
Address leave

If applicable at this time, complete this step only for employees with July contracts who receive their first paycheck in July. Follow your LEA's local policy guidelines to determine when to update leave balances for employees with July contracts as it may be updated later.

Depending on when leave is provided, this process may be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

Payroll > Utilities > Mass Update > Leave

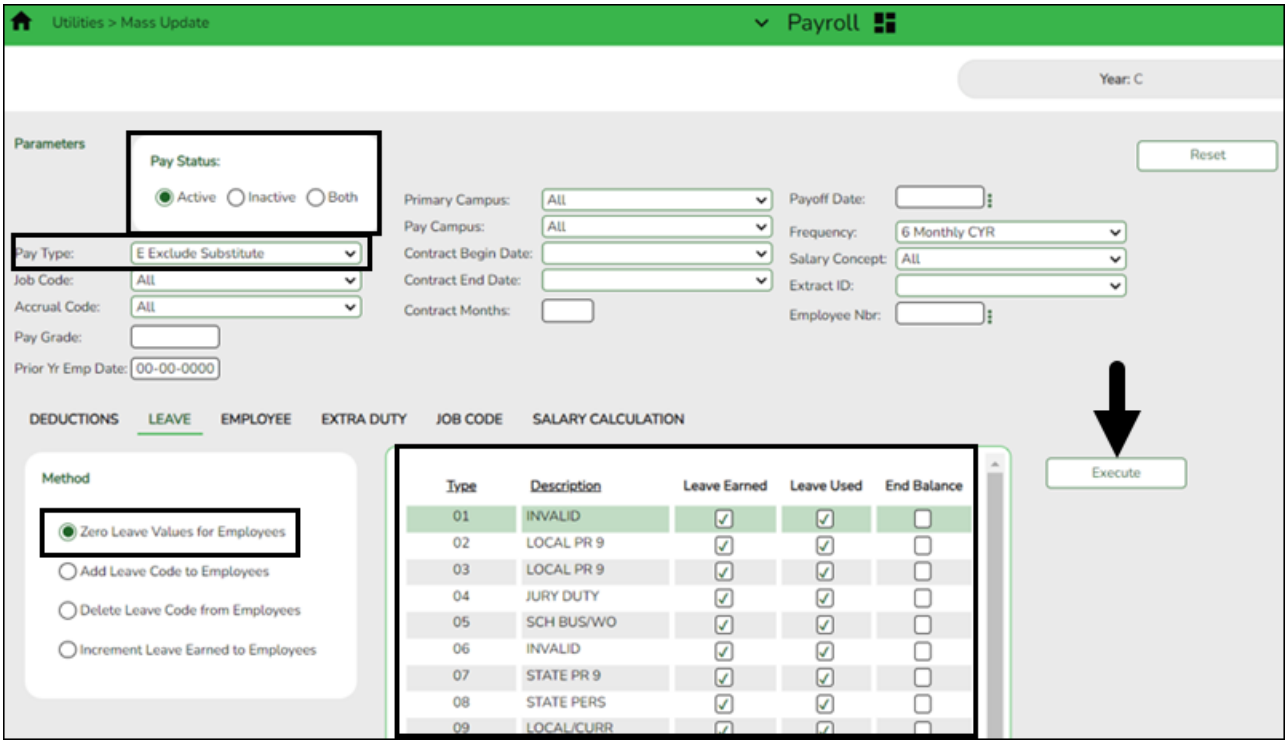
❑ In the current year payroll frequency, generate the Payroll > Reports > Leave Information Reports > HRS7350 - Leave Status Report for active employees and exclude substitutes. Print and/or save this report and review it for accuracy.



❑ 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.

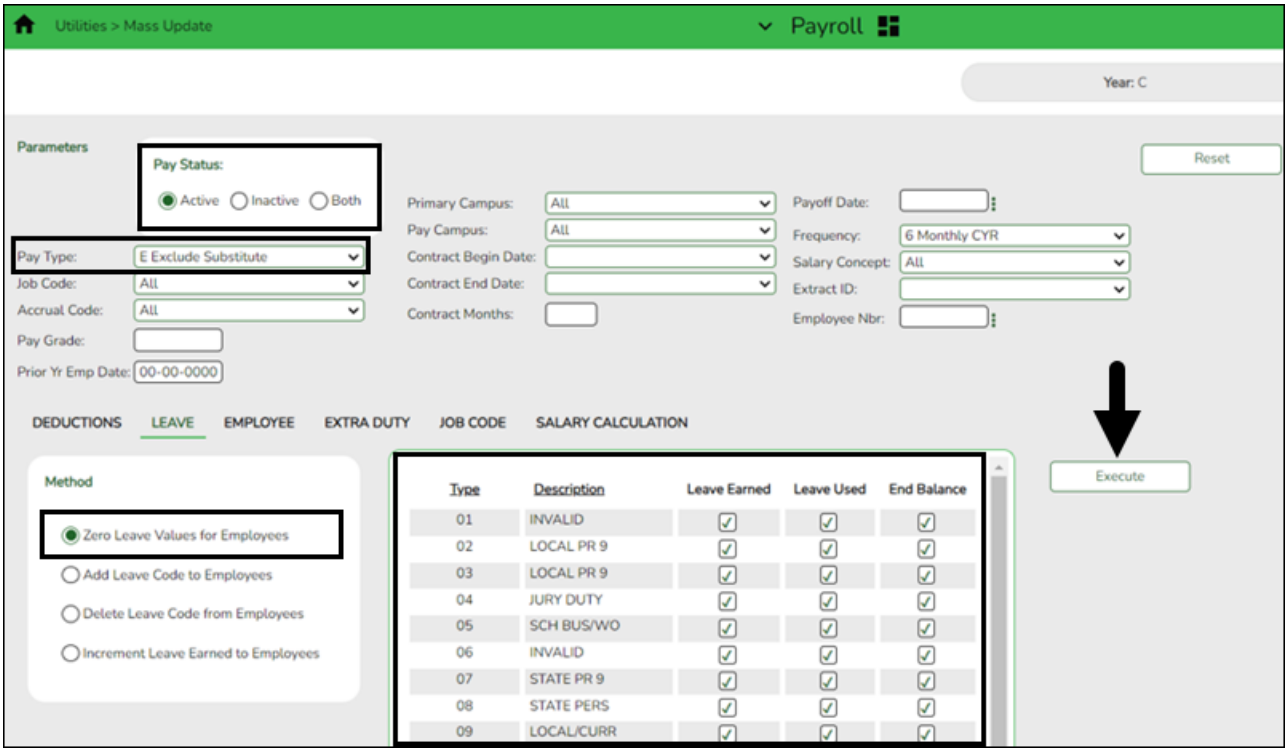
1a. This step clears the **Leave Used** and **Leave Earned** fields and rolls the ending balances to the following year beginning balances:



- 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.

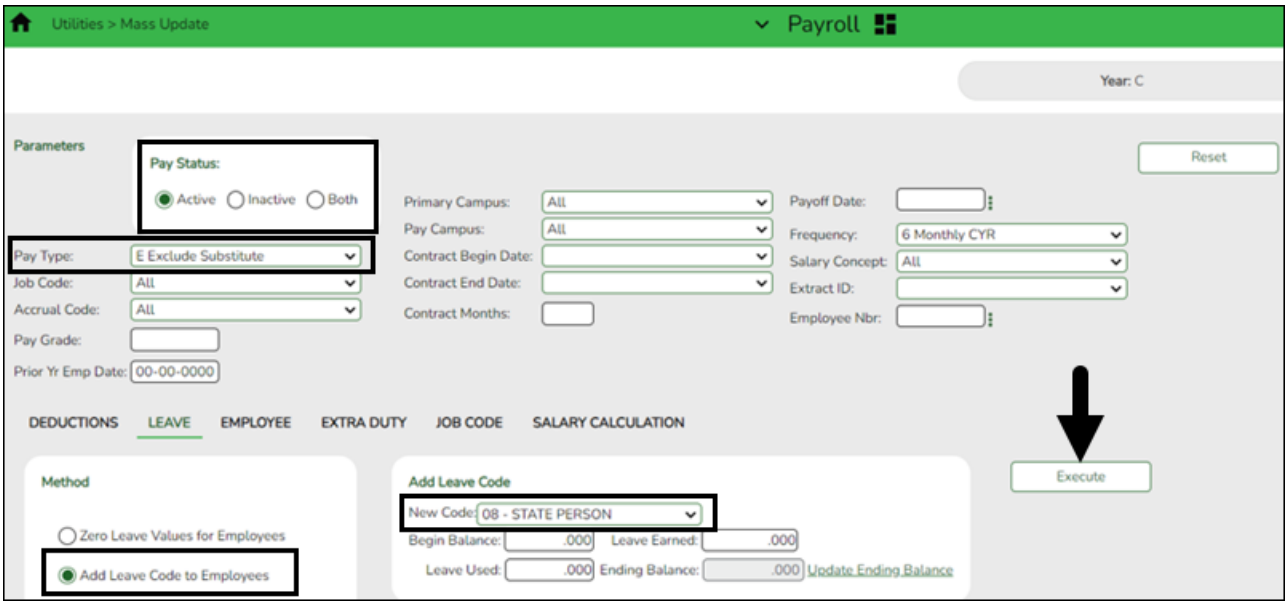
- Do not select **End Balance** unless you want to set the balance to zero for that specific leave type. If this field is not selected, the 2024-2025 ending balances are rolled to the beginning balance fields for the 2025-2026 school year.
- Click **Execute**.
- Review and print the report.

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



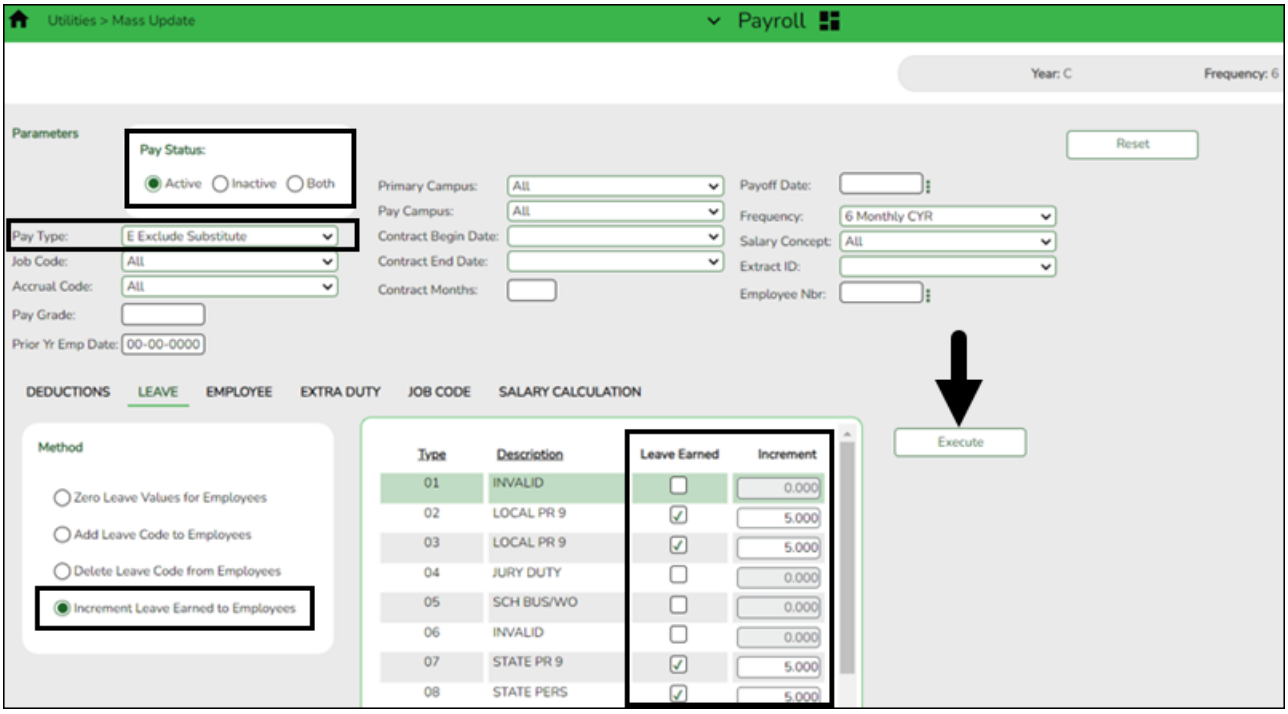
- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Zero Leave Values for Employees**.
- Select **Leave Earned**, **Leave Used**, and **End Balance** for all leave types you want to zero out completely and not carry forward 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.



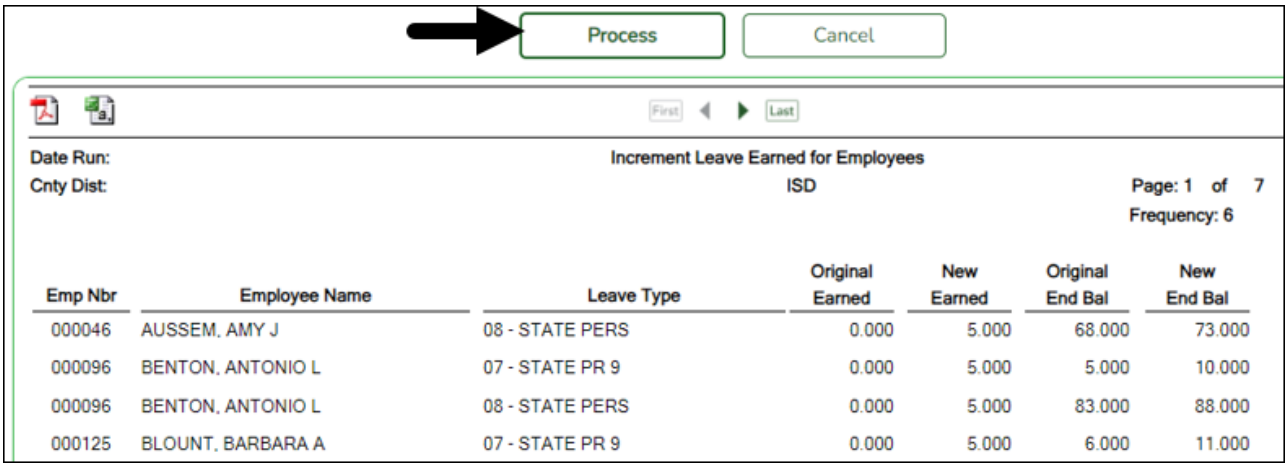
- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Add Leave Code to Employees**.
- In the **New Code** field, select the leave code.
- Do not add balances.
- Click **Execute**.
- Review and print the report. The report 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:



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**.

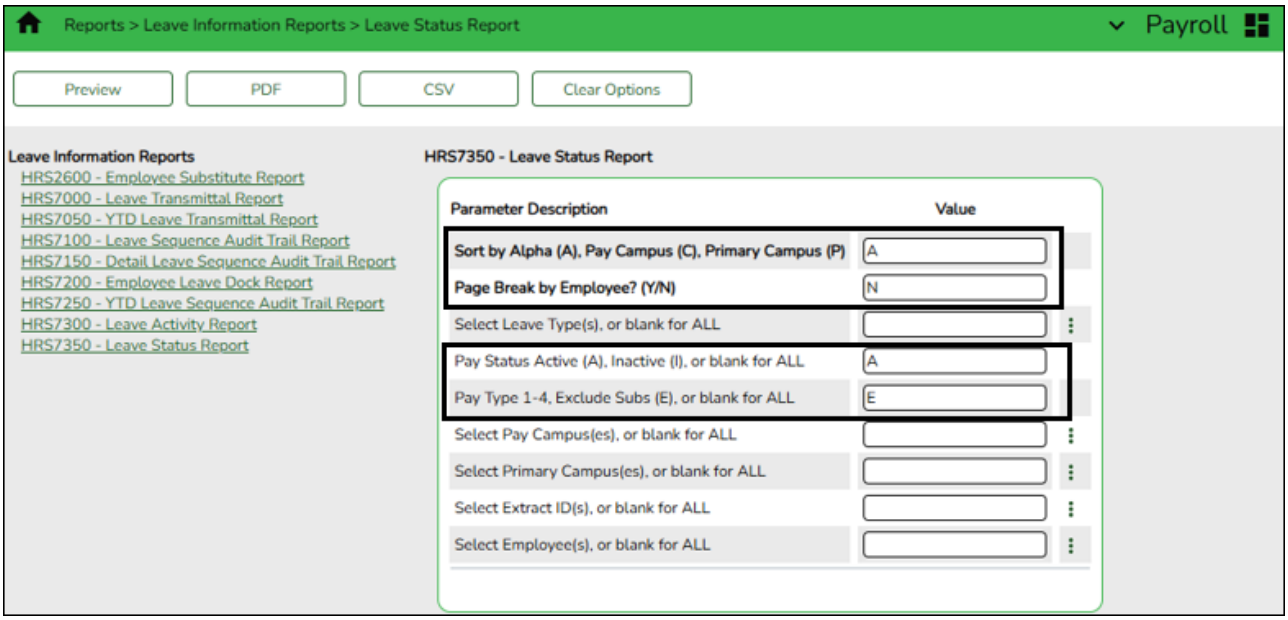


Emp Nbr	Employee Name	Leave Type	Original Earned	New Earned	Original End Bal	New End Bal
000046	AUSSEM, AMY J	08 - STATE PERS	0.000	5.000	68.000	73.000
000096	BENTON, ANTONIO L	07 - STATE PR 9	0.000	5.000	5.000	10.000
000096	BENTON, ANTONIO L	08 - STATE PERS	0.000	5.000	83.000	88.000
000125	BLOUNT, BARBARA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

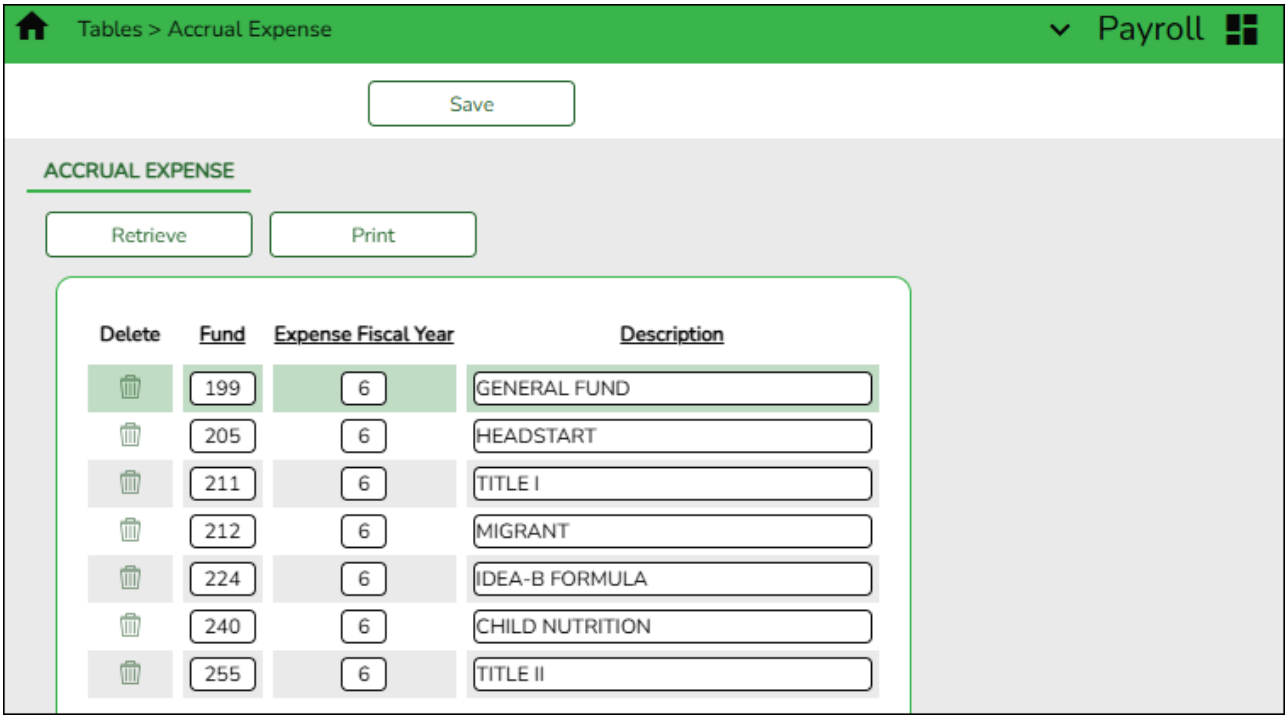
13. (If applicable) Verify the accrual expense table.

(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.



14. Generate the Contract Balance Variance Report.

Generate the Contract Balance Variance Report

Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

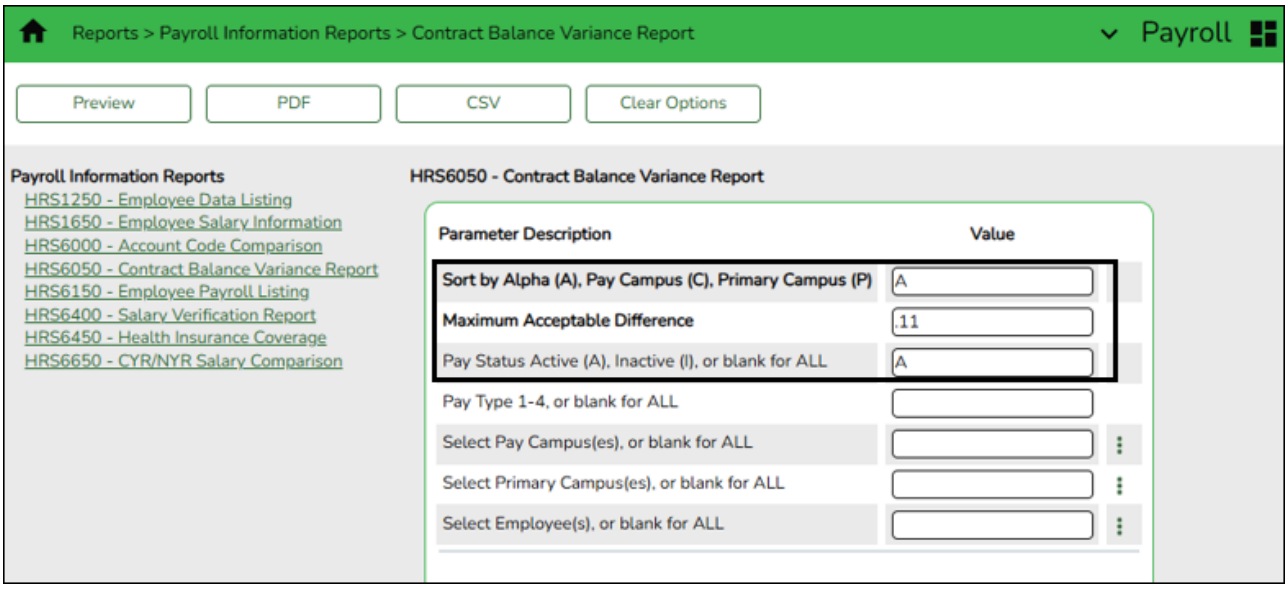
Payroll > Reports > Payroll Information Reports > HRS6050 - Contract Balance Variance Report

Complete the applicable report parameters and generate the report. Print and/or save this report. This report should have been reviewed during the Finance EOY Process but be sure to verify 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 them 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



Date Run:
Cnty Dist:
Variance Threshold: 0.11

Contract Balance Variance Report
ISD

Program: HRS6050
Page: 1 of 1
Frequency: 6

Emp Nbr	Employee Name	Job Cd	Pay Rate	Remain Pymts	Computed Bal	Actual Bal	Variance
003349		41A	1,685.46	12	20,225.52	20,225.22	-.30
003462		41A	1,652.25	12	19,827.00	18,827.00	-1,000.00

Campus Variance: -1,000.30 Campus Jobs with Variance: 2 Campus Avg. Variance: 500.15

Total All Variance: -1,000.30 Total Jobs with Variance: 2 Avg. Variance All: 500.15

End of Report

15. Generate the Employee Verification report.

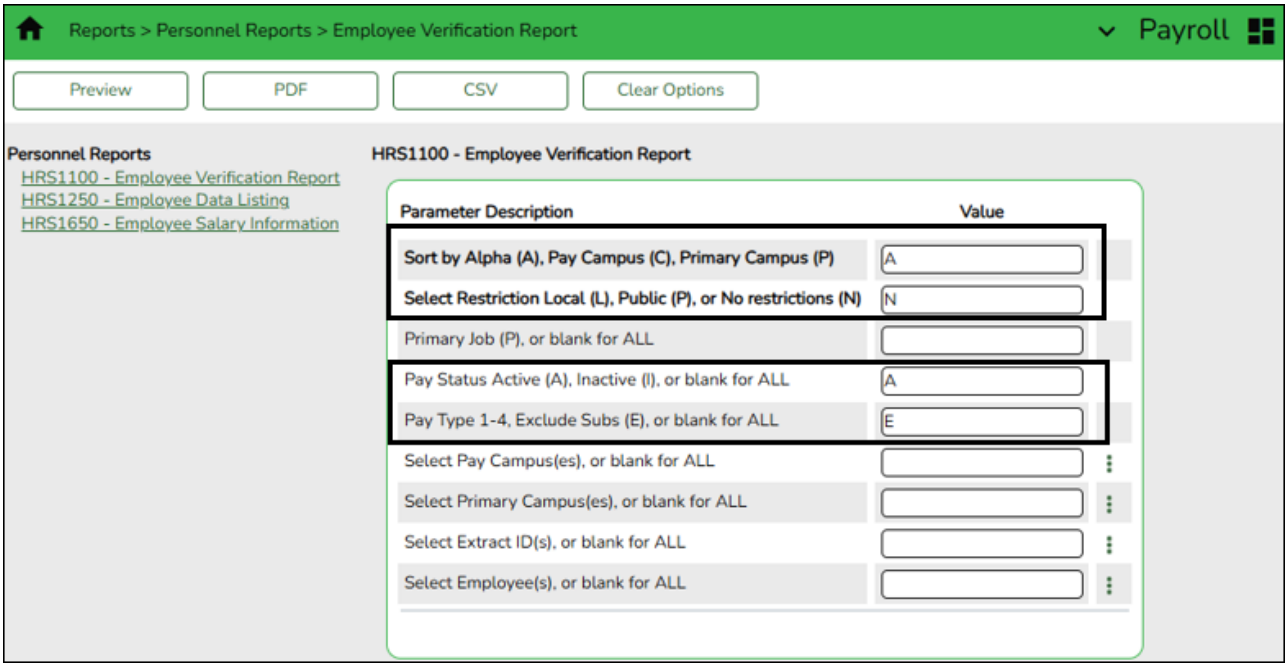
Generate the Employee Verification report

Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

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*. Verify for the applicable group of employees currently being moved from NY payroll to CY.

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



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:
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 / Pay Type	GRD/LVL / /Sched / Pay Rate
000006	ACHIMON, AARON JAY	11-27-2000	1 - Active professional		1 - Active		0178 - WWE REG ED TEACHER	
F	36911 CR 412			☐	107 - ASCENDER 107		107 - ASCENDER 107 Elementary	
	Alamo City TX 25497	21	02		08-25-2026	100%	20	10T / 22 /
07-12-1960	(555)586-0643	21	02		11-01-2000	61,800.00	1	5,150.00
000007	ADAM, AARON L	08-09-2003	4 - Resigned		1 - Active		0163 - MREC REG ED	
F	2030 BIG BEAR DRIVE			☐	106 - ASCENDER 106		106 - ASCENDER 106 Elementary	
	Alamo City TX 28178	18	00		08-25-2026	100%	18	10T / 18 /
02-04-1959	(555)258-3965	18	00		08-14-2024	59,800.00	1	4,983.33
000074	ARNOLD, ALYSSA LEIGH	07-24-2000	2 - Active auxillary per		1 - Active		0701 - CUSTODIAN	
F	60830 VIRGINIA PARKWAY 916			☐	905 - 905 School		905 - 905 School	
	Alamo City TX 25497	00	29		06-25-2026	100%	701	10 /
01-17-1964	(555)514-0181	00	23		07-01-2000	36,482.00	2	3,040.17

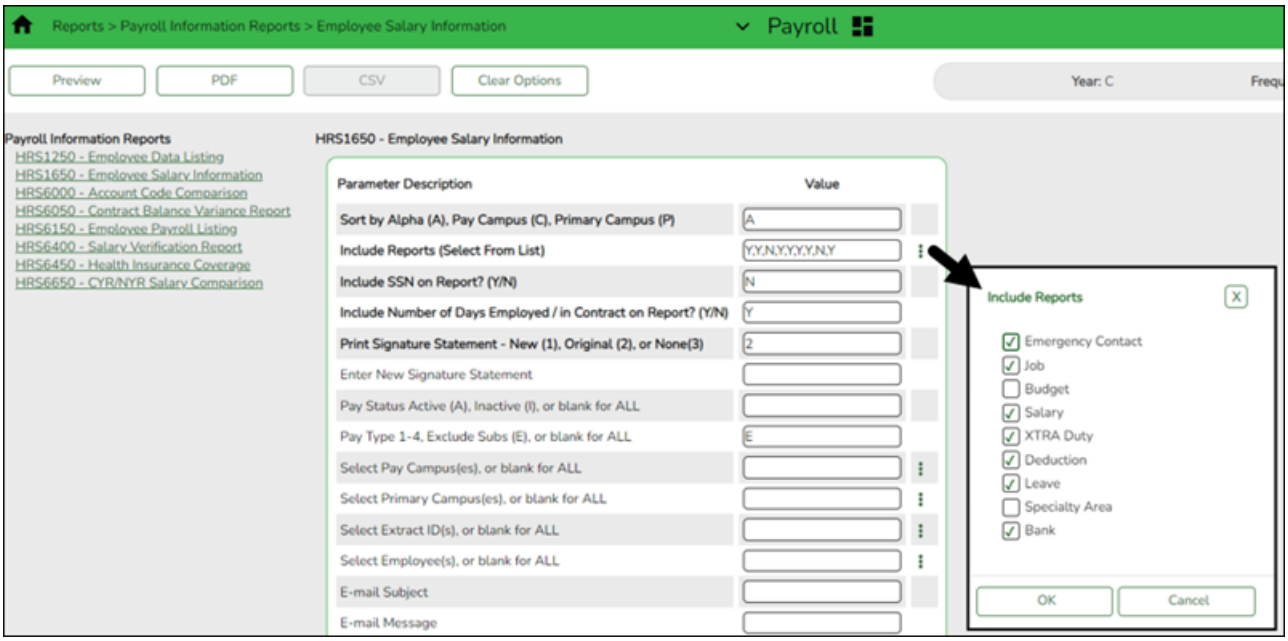
16. Generate the Employee Salary Information report.

Generate the Employee Salary Information report

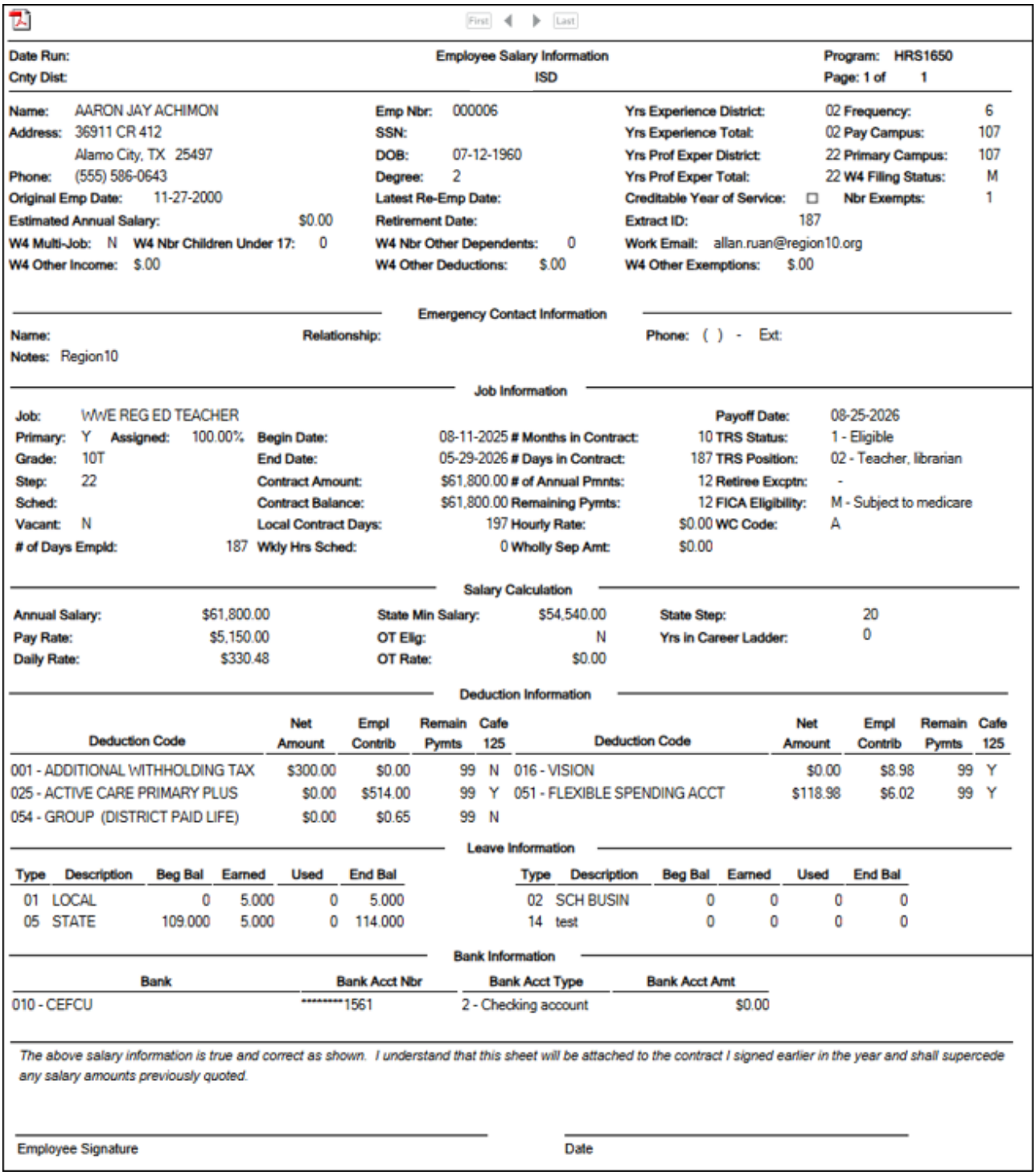
Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

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. Verify for the applicable group of employees currently being moved from NY payroll to CY.



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



Employee Salary Information

Date Run:
Cnty Dist:
ISD
Program: HRS1650
Page: 1 of 1

Name: AARON JAY ACHIMON
Address: 36911 CR 412
Alamo City, TX 25497
Phone: (555) 586-0643
Original Emp Date: 11-27-2000
Estimated Annual Salary: $0.00
W4 Multi-Job: N W4 Nbr Children Under 17: 0
W4 Other Income: $.00

Emp Nbr: 000006
SSN:
DOB: 07-12-1960
Degree: 2
Latest Re-Emp Date:
Retirement Date:
W4 Nbr Other Dependents: 0
W4 Other Deductions: $.00

Yrs Experience District: 02 Frequency: 6
Yrs Experience Total: 02 Pay Campus: 107
Yrs Prof Exper District: 22 Primary Campus: 107
Yrs Prof Exper Total: 22 W4 Filing Status: M
Creditable Year of Service: ☐ Nbr Exempts: 1
Extract ID: 187
Work Email: allan.ruan@region10.org
W4 Other Exemptions: $.00

Emergency Contact Information

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

Job Information

Job: WWE REG ED TEACHER
Primary: Y Assigned: 100.00%
Grade: 10T
Step: 22
Sched:
Vacant: N
# of Days Empld: 187

Begin Date: 08-11-2025
End Date: 05-29-2026
Contract Amount: $61,800.00
Contract Balance: $61,800.00
Local Contract Days: 197
Wkly Hrs Sched: 0

Months in Contract: 10
Days in Contract: 187
of Annual Pmnts: 12
Remaining Pymts: 12
Hourly Rate: $0.00
Wholly Sep Amt: $0.00

Payoff Date: 08-25-2026
TRS Status: 1 - Eligible
TRS Position: 02 - Teacher, librarian
Retiree Excptn: -
FICA Eligibility: M - Subject to medicare
WC Code: A

Salary Calculation

Annual Salary: $61,800.00
Pay Rate: $5,150.00
Daily Rate: $330.48

State Min Salary: $54,540.00
OT Elig: N
OT Rate: $0.00

State Step: 20
Yrs in Career Ladder: 0

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	109.000	5.000	0	114.000	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

17. Calculate a sample payroll.

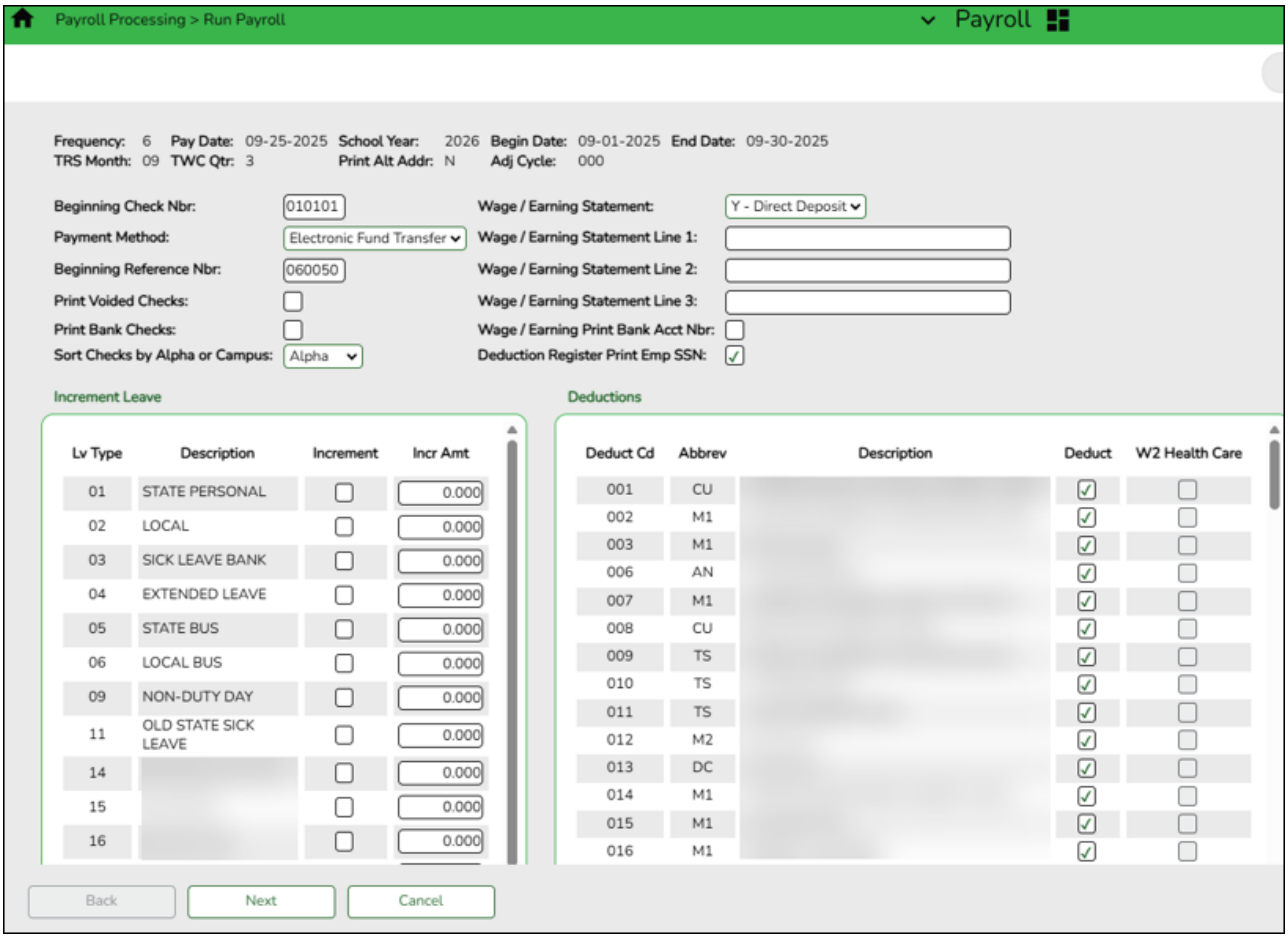
Calculate a sample payroll

Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

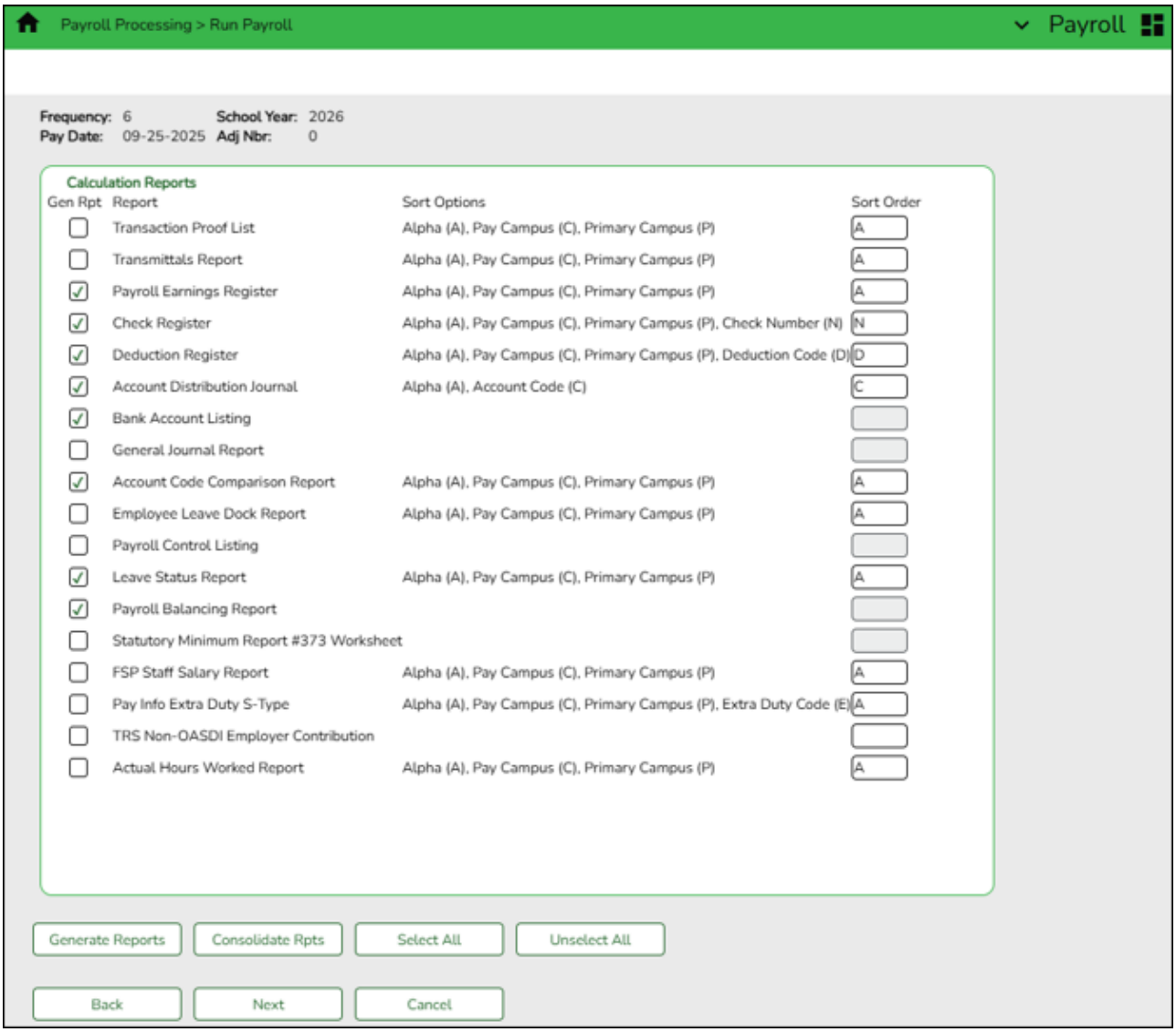
Payroll > Payroll Processing > Run Payroll

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

the first payroll in July.



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



Review the following pre-post reports from the Run Payroll process prior to running your actual payroll (important for July, August, and September):

- Personnel > Reports > Personnel Reports > HRS1000 - Roster of Personnel: Review and save for the auditors.
- Payroll > Reports > Payroll Reports > HRS2400 - Bank Account Listing: Review for accuracy.

Address the following steps when preparing for the September payroll. Review Steps 3-5, 9-12, and 14-17 of this document before continuing to the following steps.

```
 - ++Update District HR
options.|{{page>general:firstpayrolloftheschoolyear_julystart:step7&inline}}
++
 - ++Enter school year pay
dates.|{{page>general:firstpayrolloftheschoolyear_julystart:step8&inline}}++
 - ++(If applicable) Complete the accrual
calendar.|{{page>general:firstpayrolloftheschoolyear_julystart:step9&inline}
```

```
}++
 - ++Verify/update TRS
rates.|{{page>general:humanresources:checklists:firstpayrolloftheschoolyearc
hecklist:trsrates&inline}}++
 - ++Verify/update Unemployment
rates.|{{page>general:humanresources:checklists:firstpayrolloftheschoolyearc
hecklist:unemploymentrates&inline}}++
 - ++Verify/update Workers' Compensation
rates.|{{page>general:humanresources:checklists:firstpayrolloftheschoolyearc
hecklist:step12&inline}}++
 - ++Recalculate the state minimum
salary.|{{page>general:humanresources:checklists:firstpayrolloftheschoolyear
checklistmass_update_salary&inline}}++
 - ++(If applicable) Update substitute
information.|{{page>general:humanresources:checklists:firstpayrolloftheschoo
lyearchecklist:step13&inline}}++
 - ++Review data for September
employees.|{{page>general:review_data_for_september_employees&inline}}++
 - ++(If necessary) Mass update employee
experience.|{{page>general:firstpayrolloftheschoolyear_julystart:step23&inli
ne}}++
 - ++Verify payoff
dates.|{{page>general:humanresources:checklists:firstpayrolloftheschoolyearc
hecklist:step24&inline}}++
 - ++(If available)  Import annual benefits
file.|{{page>general:humanresources:checklists:firstpayrolloftheschoolyearch
ecklist:importbenefitsfile&inline}}++
 - ++Generate the Employee Salary Information
report.|{{page>general:humanresources:checklists:firstpayrolloftheschoolyear
checklist:step26&inline}}++
 - ++Calculate a sample
payroll.|{{page>general:humanresources:checklists:firstpayrolloftheschoolyea
rchecklist:step27&inline}}++
```

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover