



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

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CAUTION: Do not begin this process until the following processes are complete:

- If applicable or if your LEA processes 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. Also, ensure that all applicable end dates are updated for TSDS reporting purposes. For example, responsibility records, paraprofessional, and auxiliary roles.
- 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 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.

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).

Maintenance > Staff Job/Pay Data Payroll

Save

Employee: 000096 : BENTON, ANTONIO L Retrieve

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

Pay Status: 2 Inactive Tax Exempt

Pay Campus: 102 102 Ascender Elem 03-06 Unemployment Elig

Pay Dept: FICA Eligibility: M Subject to medicare

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

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

Copy NYR tables to CYR

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.

Next Year > Copy NYR Tables to CYR Payroll

Year: N Frequency: F

COPY NEXT YEAR TABLES

Execute Select All Tables

Accrual Calendar		<input type="checkbox"/>	:
Extra Duty Pay	10, 14, 23, H1, D2	<input type="checkbox"/>	:
Hourly / Daily Salary		<input type="checkbox"/>	:
Job Code	AD1	<input type="checkbox"/>	:
Local Annual Salary		<input type="checkbox"/>	:
Midpoint Salary		<input type="checkbox"/>	:
School Calendar	01,TR	<input checked="" type="checkbox"/>	:
State Minimum Salary		<input type="checkbox"/>	:
Substitute Salary		<input type="checkbox"/>	:
Workers' Compensation Rates		<input type="checkbox"/>	:

- 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.](#)

Process Cancel

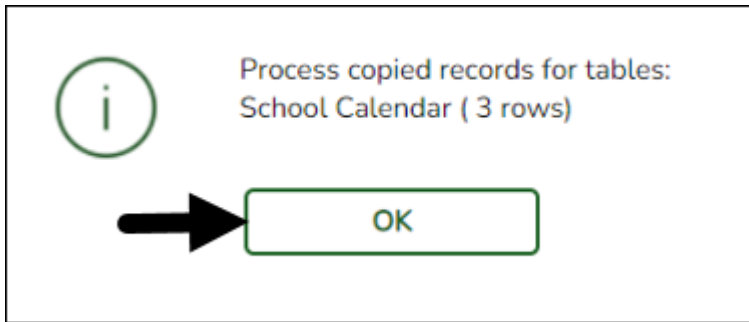
First Last

Date Run: Copy Next Year Tables to Current Year
 Cnty Dist: ISD
 Table: bhr_cal_sch Page: 1 of 1

Frequency	Calendar Code	Description
6	01	187 DAYS
6	02	197 DAYS
6	03	182 DAYS

End of Report

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.

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.

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, 2025, pay and accruals are updated in the 2026 school YTD and the 2025 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, 2025, pay and TRS amounts are updated in the 2026 school YTD and the 2026 TRS YTD. If the employee accrues, a 2026 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.

Tables > Salaries Personnel

Save

LOCAL ANNUAL HOURLY/DAILY EXTRA DUTY FUND TO GRANT STATE MINIMUM SUBSTITUTE MIDPOINT

Records

Fund: All

Fund	Fund Description	TRS Grant Cd
183	UIL DISTRICT CHAIR	<input type="text"/>
198	ACADEMY/SUMMER CAMP	<input type="text"/>
199	GENERAL FUND	<input type="text"/>
211	ESEA TITLE I PART A&D	<input type="text" value="36"/>
224	IDEA PART B FORMULA	<input type="text" value="36"/>
225	IDEA B PRESCHOOL	<input type="text" value="36"/>
226	IDEA PART B DISCRETIONARY	<input type="text" value="36"/>
240	FOOD SERVICE	<input type="text"/>
244	CAREER & TECH BASIC GRANT	<input type="text" value="36"/>
255	ESEA TITLE II PART A	<input type="text" value="36"/>
263	TITLE III PART A	<input type="text" value="36"/>

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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.

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

- 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.

Date Run:	Payroll Account Code Comparison	Program: HRS6000	
Cnty Dist:	ISD	Page: 1 of 1	
		Frequency: 6	
Account Codes in Distribution that are INACTIVE in the Finance General Ledger			
Alphabetic List			
Account Code	Emp Nbr	Employee Name	Job Code
224-11-6119.00-999-723000			
224-11-6119.00-999-723000			
224-11-6119.00-999-723000			

If all account codes exist, a blank report should be generated.

Date Run:
Cnty Dist:

Payroll Account Code Comparison
ISD

Program: HRS6000
Page: 1 of 1
Frequency: 6

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.

Pre Edit Error Listing		
Date Run:	ISD	
Cnty Dist:	Page: 1 of 5	
		Frequency: 6
Emp Nbr	Employee Name	Error Message
000041		JOB CODE: 0600 - LOCAL PAY GRADE IS EQUAL TO SPACES JOB CODE: 0600 - LOCAL PAY STEP IS EQUAL TO SPACES
Total Employee Errors: 2		
000085		JOB CODE: 0609 - LOCAL PAY GRADE IS EQUAL TO SPACES JOB CODE: 0609 - LOCAL PAY STEP IS EQUAL TO SPACES
Total Employee Errors: 2		
000112		JOB CODE: 0653 - LOCAL PAY GRADE IS EQUAL TO SPACES JOB CODE: 0653 - LOCAL PAY STEP IS EQUAL TO SPACES JOB CODE: 0653 - TRS YEAR SELECTED FOR EMP HAS CONTRACT MONTH LESS 11
Total Employee Errors: 3		
000146		JOB CODE: 0100 - CONTRACT BALANCE EQUALS ZERO JOB CODE: 0100 - LOCAL PAY GRADE IS EQUAL TO SPACES JOB CODE: 0100 - LOCAL PAY STEP IS EQUAL TO SPACES JOB CODE: 0100 - NUMBER OF REMAINING PAYMENTS IS ZERO FOR CONTRACT PAYMENT
Total Employee Errors: 4		

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.](#)

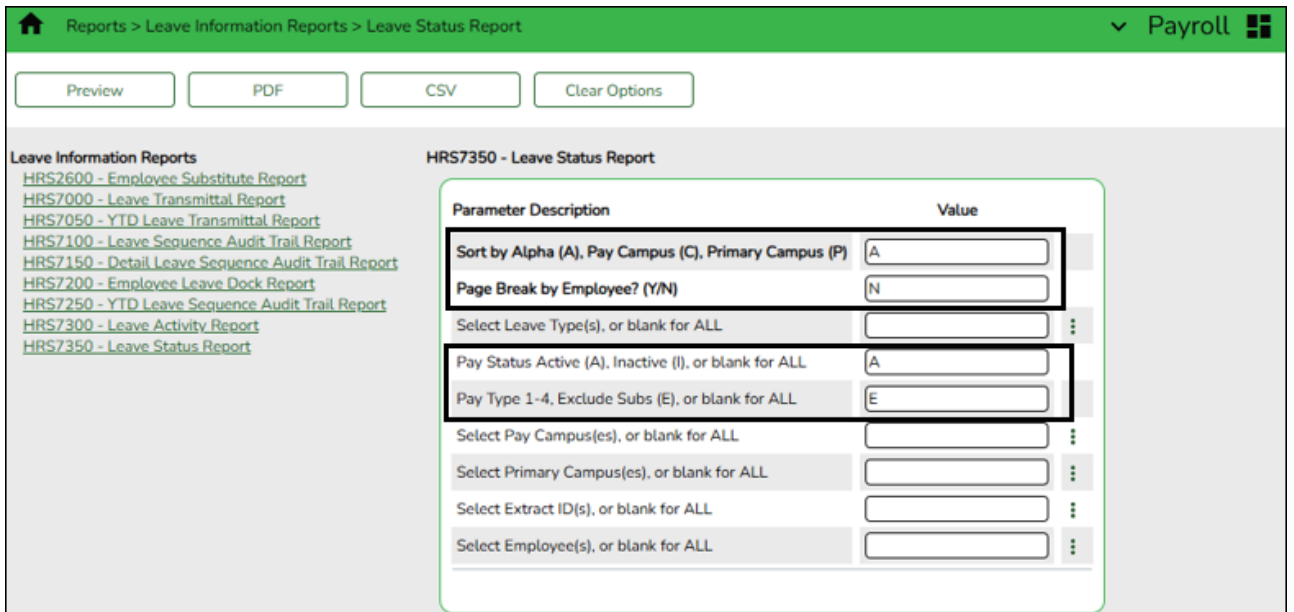
Address leave

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](#)

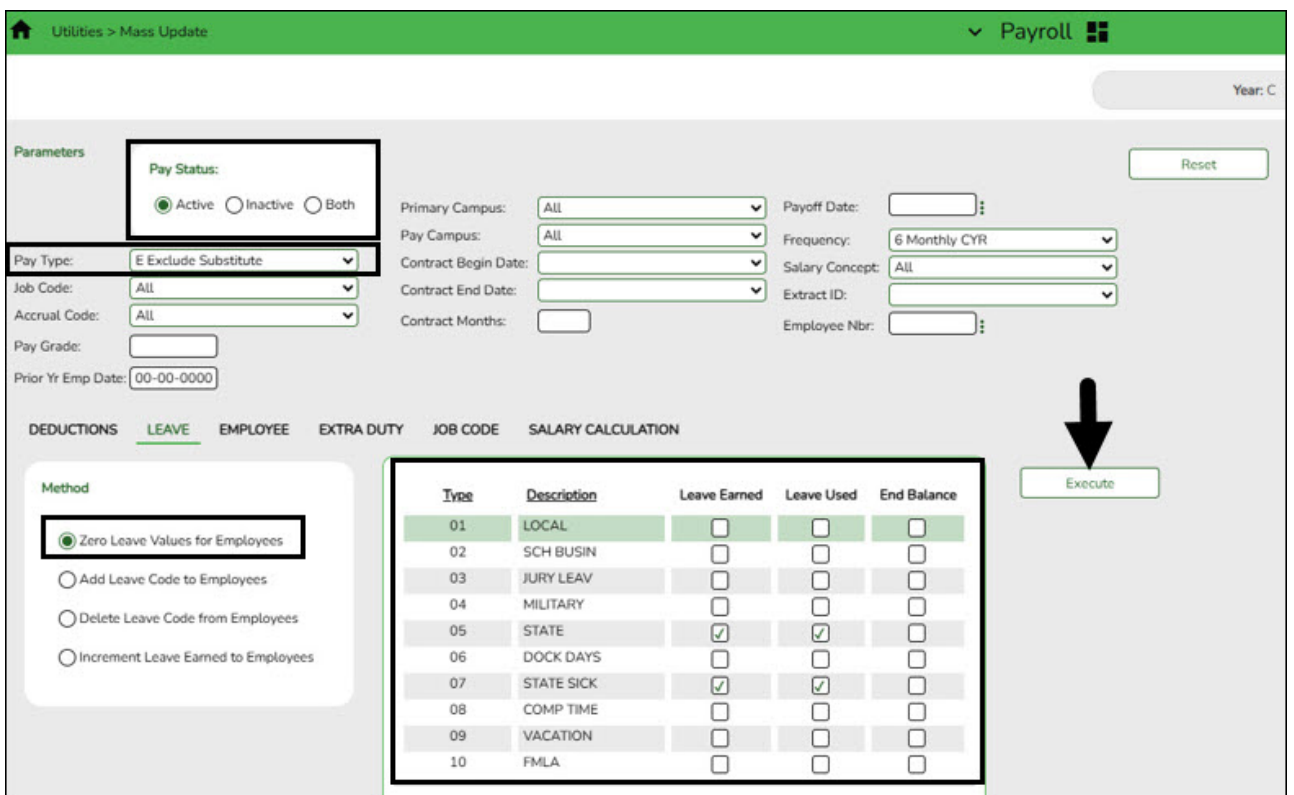
In the current year payroll frequency, generate the [Payroll > Reports > Leave Information Reports > HRS7350 - Leave Status Report](#) for active employees and exclude substitutes. Print and/or save this report and review it for accuracy.



□ 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 2025-2026 ending balances are rolled to the beginning balance fields for the 2026-2027 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.

Utilities > Mass Update Payroll

Year: C

Parameters

Pay Status: Active Inactive Both

Reset

Pay Type: Primary Campus: Payoff Date: Frequency: Salary Concept: Extract ID: Employee Nbr:

Job Code: Contract Begin Date: Contract End Date: Contract Months:

Accrual Code: Pay Grade: Prior Yr Emp Date:

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Method

Zero Leave Values for Employees

Add Leave Code to Employees

Delete Leave Code from Employees

Increment Leave Earned to Employees

Type	Description	Leave Earned	Leave Used	End Balance
01	LOCAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02	SCH BUSIN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
03	JURY LEAV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04	MILITARY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05	STATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	DOCK DAYS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
07	STATE SICK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	COMP TIME	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09	VACATION	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	FMLA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Execute

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Zero Leave Values for Employees**.
- 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.

The screenshot shows the 'Utilities > Mass Update' payroll interface. The 'Parameters' section includes 'Pay Status' (Active selected), 'Pay Type' (E Exclude Substitute), 'Job Code' (All), 'Accrual Code' (All), 'Pay Grade' (empty), and 'Prior Yr Emp Date' (00-00-0000). The 'Add Leave Code' section shows 'New Code' (01 - LOCAL LEAVE DAYS), 'Begin Balance' (.000), 'Leave Earned' (.000), 'Leave Used' (.000), and 'Ending Balance' (.000). An 'Execute' button is highlighted with a downward arrow.

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

3. This step increments leave earned to employees:

Utilities > Mass Update Payroll

Year: C

Parameters

Pay Status:
 Active Inactive Both

Pay Type: E Exclude Substitute

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All

Payoff Date:

Pay Campus: All

Frequency: 6 Monthly CYR

Contract Begin Date:

Contract End Date:

Contract Months:

Salary Concept: All

Extract ID:

Employee Nbr:

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

Method

Zero Leave Values for Employees

Add Leave Code to Employees


Delete Leave Code from Employees



Increment Leave Earned to Employees

Type	Description	Leave Earned	Increment
01	LOCAL	<input checked="" type="checkbox"/>	5.000
02	SCH BUSIN	<input type="checkbox"/>	0.000
03	JURY LEAV	<input type="checkbox"/>	0.000
04	MILITARY	<input type="checkbox"/>	0.000
05	STATE	<input checked="" type="checkbox"/>	5.000
06	DOCK DAYS	<input type="checkbox"/>	0.000
07	STATE SICK	<input checked="" type="checkbox"/>	5.000
08	COMP TIME	<input type="checkbox"/>	0.000
09	VACATION	<input checked="" type="checkbox"/>	8.000
10	FMLA	<input type="checkbox"/>	0.000

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**.



◀ ▶

Date Run:

Cnty Dist:

Increment Leave Earned for Employees

ISD

Page: 2 of 42


Frequency: 6

Emp Nbr	Employee Name	Leave Type	Original Earned	New Earned	Original End Bal	New End Bal
000223	BOWERS, BETH PONSE	05 - STATE	0.000	5.000	25.000	30.000
000223	BOWERS, BETH PONSE	07 - STATE SICK	0.000	5.000	0.000	5.000
000267	BURAS, BRIAN A	01 - LOCAL	0.000	5.000	0.000	5.000
000267	BURAS, BRIAN A	05 - STATE	0.000	5.000	10.000	15.000
000267	BURAS, BRIAN A	07 - STATE SICK	0.000	5.000	6.500	11.500

- 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.

Reports > Leave Information Reports > Leave Status Report
Payroll 

Leave Information Reports

- [HRS2600 - Employee Substitute Report](#)
- [HRS7000 - Leave Transmittal Report](#)
- [HRS7050 - YTD Leave Transmittal Report](#)
- [HRS7100 - Leave Sequence Audit Trail Report](#)
- [HRS7150 - Detail Leave Sequence Audit Trail Report](#)
- [HRS7200 - Employee Leave Dock Report](#)
- [HRS7250 - YTD Leave Sequence Audit Trail Report](#)
- [HRS7300 - Leave Activity Report](#)
- [HRS7350 - Leave Status Report](#)

HRS7350 - Leave Status Report

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<input type="text" value="A"/>
Page Break by Employee? (Y/N)	<input type="text" value="N"/>
Select Leave Type(s), or blank for ALL	<input type="text"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text" value="A"/>
Pay Type 1-4, Exclude Subs (E), or blank for ALL	<input type="text" value="E"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/>
Select Primary Campus(es), or blank for ALL	<input type="text"/>
Select Extract ID(s), or blank for ALL	<input type="text"/>
Select Employee(s), or blank for ALL	<input type="text"/>

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.

Delete	Fund	Expense Fiscal Year	Description
	199	7	GENERAL FUND
	211	7	TITLE I
	240	7	CHILD NUTRITION
	255	7	TITLE II

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

Reports > Payroll Information Reports > Contract Balance Variance Report Payroll

Preview PDF CSV Clear Options

Payroll Information Reports

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

HRS6050 - Contract Balance Variance Report

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Maximum Acceptable Difference	.11
Pay Status Active (A), Inactive (I), or blank for ALL	A
Pay Type 1-4, or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	

Date Run: Contract Balance Variance Report Program: HRS6050
 Cnty Dist: ISD Page: 1 of 1
 Variance Threshold: 0.11 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.

Reports > Personnel Reports > Employee Verification Report Payroll

Preview PDF CSV Clear Options

Personnel Reports HRS1100 - Employee Verification Report

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

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

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

Date Run: Employee Verification Report Program: HRS1100
 Crty Dist: ISD Page: 1 of 54
Frequency: 6

Emp Nbr	Employee Name	Emp Date	Emp Status	Pay Status	Job Code
Sex	Address	Term Date	Term Reason	Pay Campus	Primary Campus
Birth Date	City State Zip	Pro Yrs Exp	Non-Pro Yrs Exp	Payoff Date	St Step GRD/LVL /Sched
Telephone	Telephone	In Dist	In Dist	TRS Beg Date	Pay Type Pay Rate
000006	ACHIMON, AARON JAY	11-27-2000	1 - Active professional	1 - Active	0178 - WW/E REG ED TEACHER
F	36911 CR 412	21	02	107 - ASCENDER 107	107 - ASCENDER 107 Elementary
07-12-1960	Alamo City TX 25497	21	02	08-25-2026	20 10T / 22 /
(555)586-0643				11-01-2000	1 5,150.00
000007	ADAM, AARON L	08-09-2003	4 - Resigned	1 - Active	0163 - MREC REG ED
F	2030 BIG BEAR DRIVE	18	00	106 - ASCENDER 106	106 - ASCENDER 106 Elementary
02-04-1959	Alamo City TX 28178	18	00	08-25-2026	18 10T / 18 /
(555)258-3965				08-14-2024	1 4,983.33
000074	ARNOLD, ALYSSA LEIGH	07-24-2000	2 - Active auxiliary per	1 - Active	0701 - CUSTODIAN
F	60830 VIRGINIA PARKWAY 916	00	29	905 - 905 School	905 - 905 School
01-17-1964	Alamo City TX 25497	00	23	06-25-2026	701 / 10 /
(555)514-0181				07-01-2000	2 3,040.17

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

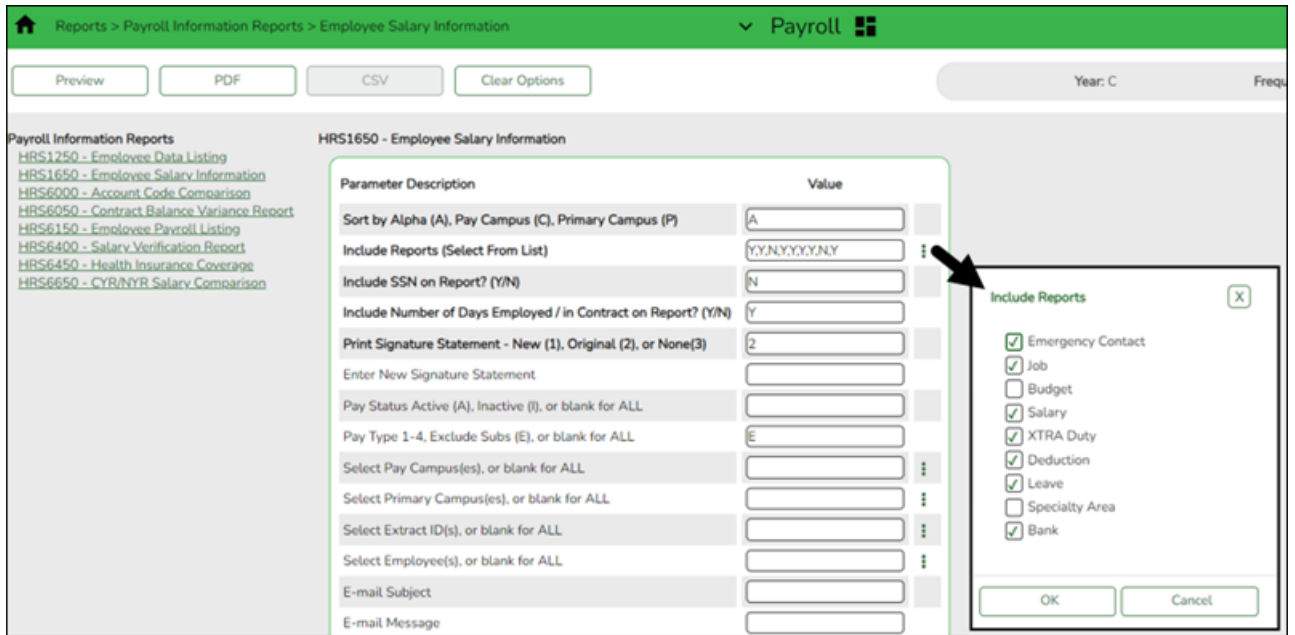
Generate the Employee Salary Information report

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.

Date Run:		Employee Salary Information				Program: HRS1650	
Cnty Dist:		ISD				Page: 1 of 1	
Name:	AARON JAY ACHIMON	Emp Nbr:	000006	Yrs Experience District:	02	Frequency:	6
Address:	36911 CR 412 Alamo City, TX 25497	SSN:		Yrs Experience Total:	02	Pay Campus:	107
Phone:	(555) 586-0643	DOB:	07-12-1960	Yrs Prof Exper District:	22	Primary Campus:	107
Original Emp Date:	11-27-2000	Degree:	2	Yrs Prof Exper Total:	22	W4 Filing Status:	M
Estimated Annual Salary:	\$0.00	Latest Re-Emp Date:		Creditable Year of Service:	<input type="checkbox"/>	Nbr Exempts:	1
W4 Multi-Job:	N	W4 Nbr Children Under 17:	0	Retirement Date:		Extract ID:	187
W4 Other Income:	\$0.00	W4 Nbr Other Dependents:	0	W4 Other Deductions:	\$0.00	Work Email:	allan.ruan@region10.org
						W4 Other Exemptions:	\$0.00

Emergency Contact Information		
Name:	Relationship:	Phone: () - Ext:
Notes:	Region10	

Job Information			
Job:	WVE REG ED TEACHER	Payoff Date:	08-25-2026
Primary:	Y Assigned: 100.00%	Begin Date:	08-11-2025 # Months in Contract: 10
Grade:	10T	End Date:	05-29-2026 # Days in Contract: 187
Step:	22	Contract Amount:	\$61,800.00 # of Annual Pmnts: 12
Sched:		Contract Balance:	\$61,800.00 Remaining Pymts: 12
Vacant:	N	Local Contract Days:	197
# of Days Empld:	187	Hourly Rate:	\$0.00
	Wkly Hrs Sched:	0	Wholly Sep Amt: \$0.00

Salary Calculation			
Annual Salary:	\$61,800.00	State Min Salary:	\$54,540.00
Pay Rate:	\$5,150.00	OT Elig:	N
Daily Rate:	\$330.48	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.

Payroll Processing > Run Payroll Payroll

Year: C

Frequency: 6 Pay Date: 07-25-2026 School Year: 2026 Begin Date: 07-01-2026 End Date: 07-31-2026
 TRS Month: 07 TWC Qtr: 3 Print Alt Addr: N Adj Cycle: 000

Beginning Check Nbr: Wage / Earning Statement:

Payment Method: Wage / Earning Statement Line 1:

Beginning Reference Nbr: Wage / Earning Statement Line 2:

Print Voided Checks: Wage / Earning Statement Line 3:

Print Bank Checks: Wage / Earning Print Bank Acct Nbr:

Sort Checks by Alpha or Campus: Deduction Register Print Emp SSN:

Increment Leave

Lv Type	Description	Increment	Incr Amt
01	CATASTROPHIC LEAVE P	<input type="checkbox"/>	<input type="text" value="0.000"/>
06	VACATION DAYS	<input type="checkbox"/>	<input type="text" value="0.000"/>
07	STATE SICK	<input type="checkbox"/>	<input type="text" value="0.000"/>
08	ST PRSNL LV	<input type="checkbox"/>	<input type="text" value="0.000"/>
09	LOCAL LEAVE	<input type="checkbox"/>	<input type="text" value="0.000"/>
10		<input type="checkbox"/>	<input type="text" value="0.000"/>
12		<input type="checkbox"/>	<input type="text" value="0.000"/>
20		<input type="checkbox"/>	<input type="text" value="0.000"/>
99		<input type="checkbox"/>	<input type="text" value="0.000"/>
C1		<input type="checkbox"/>	<input type="text" value="0.000"/>
C2		<input type="checkbox"/>	<input type="text" value="0.000"/>
C3		<input type="checkbox"/>	<input type="text" value="0.000"/>
C4		<input type="checkbox"/>	<input type="text" value="0.000"/>
C5		<input type="checkbox"/>	<input type="text" value="0.000"/>

[Select All](#) [Unselect All](#)

Deductions

Deduct Cd	Abbrev	Description	Deduct	W2 Health Care
001	WH		<input checked="" type="checkbox"/>	<input type="checkbox"/>
002	UD		<input checked="" type="checkbox"/>	<input type="checkbox"/>
003	UD		<input checked="" type="checkbox"/>	<input type="checkbox"/>
004	CU		<input checked="" type="checkbox"/>	<input type="checkbox"/>
005	TS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
006	UD		<input checked="" type="checkbox"/>	<input type="checkbox"/>
007	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
008	M2		<input checked="" type="checkbox"/>	<input type="checkbox"/>
009	M3		<input checked="" type="checkbox"/>	<input type="checkbox"/>
010	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
011	LI		<input checked="" type="checkbox"/>	<input type="checkbox"/>
012	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
013	LI		<input checked="" type="checkbox"/>	<input type="checkbox"/>
014	LI		<input checked="" type="checkbox"/>	<input type="checkbox"/>
019	HI		<input checked="" type="checkbox"/>	<input type="checkbox"/>
020	HI		<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Select All](#) [Unselect All](#)

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

Payroll Processing > Run Payroll Payroll

Year: C

Frequency: 6 School Year: 2026
 Pay Date: 07-25-2026 Adj Nbr: 0

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

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

- o [Personnel > Reports > Personnel Reports > HRS1000 - Roster of Personnel](#): Review and save for the auditors.
- o [Payroll > Reports > Payroll Reports > HRS2400 - Bank Account Listing](#): Review for accuracy.

Address the following steps when preparing for the September payroll. Review Steps 2-6, 9-12, and 14-17 in the first section of this guide before continuing to the following steps.

1. [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.

The screenshot shows the 'District HR Options' configuration page. Key fields are highlighted with red boxes: 'Payroll Clearing Fund/Year' is set to '163/7' and 'School Year for PEIMS Codes' is set to '2027'. Other visible fields include TRS District ID (4321), TWC District ID (123456789), and various checkboxes for 'Automatically Compute' and 'W-2 Print Options'.



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 the 10-month employees are paid from September through August, this date should be September.
- If your fiscal year is July through June and all employees (including 10-month employees) are paid from August through July, those employees should all have **TRS Year** selected on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.

- If the **First Pay Date of School Year** field has an August date, a new school YTD is created and updated with all pay and accrual amounts. The TRS YTD is updated in the old school year. For example, if the first pay date of the school year is August 25, 2025, pay and accruals are updated in the 2026 school YTD and the 2025 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 2026 school YTD and the 2026 TRS YTD. If the employee accrues, a 2025 school YTD is also created.
- If your fiscal year is September through August and the 10-month employees are paid from September through August, this date should be September.
- If end-of-year payroll accruals are performed for August days worked and the first paycheck is in September, the first pay date should be September.
- All non-standard employees (those employees who receive their first check in July or August) should have **TRS Year** selected on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.

This 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.

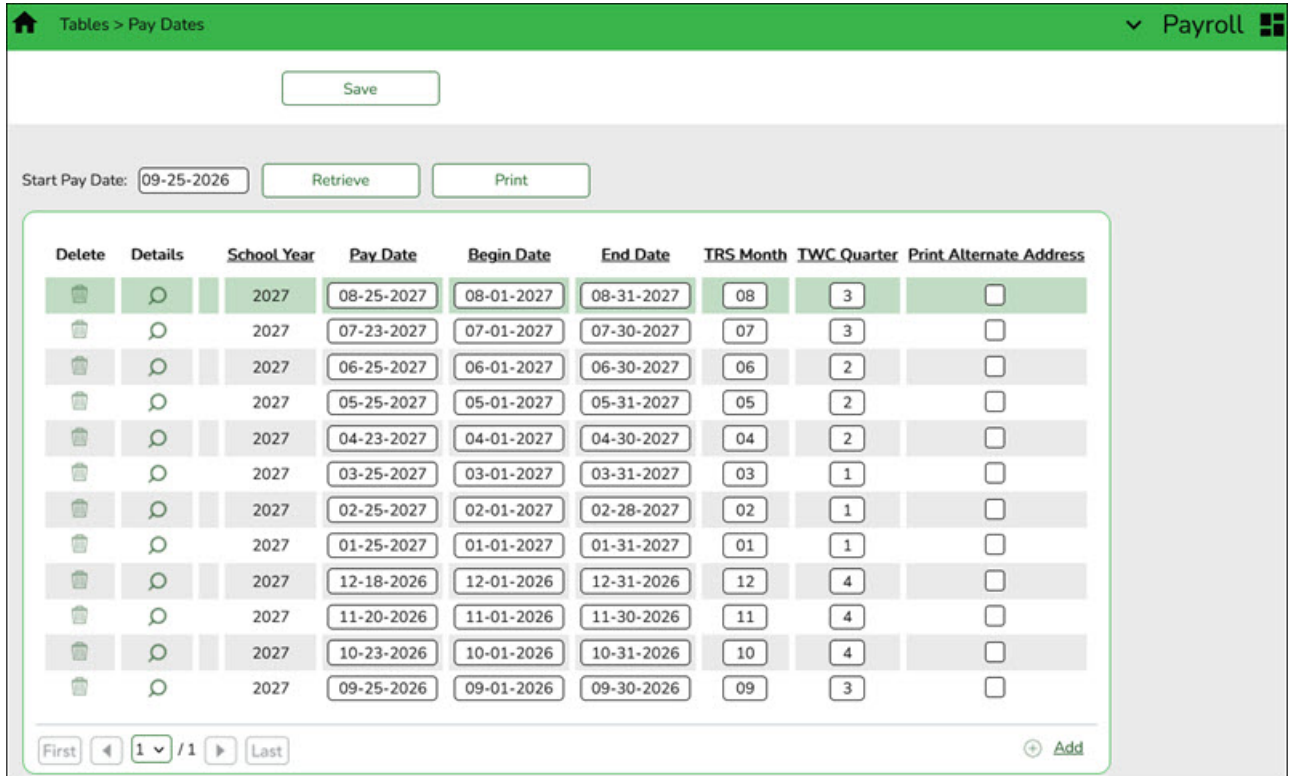
Click **Save**.

2. 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**.



3. (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](#)

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.

Tables > Accrual Calendars Payroll

Save

ACCRUAL CALENDAR

Retrieve Print

Delete	Details	Accrual Code	Total Days Worked
		A	207.0
		B	187.0
		C	226.0
		D	0.0
		E	0.0
		F	0.0
		G	0.0

Delete	Pay Date	Days Worked
	08-25-2026	21.00
	09-25-2026	21.00
	10-23-2026	20.00
	11-20-2026	17.00
	12-18-2026	16.00
	01-25-2027	17.00
	02-25-2027	20.00
	03-25-2027	16.00
	04-23-2027	21.00
	05-25-2027	21.00
	06-25-2027	17.00
	07-23-2027	0.00
	08-25-2027	0.00

Add Add

- 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.

4. [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.

Tables > Tax/Deductions Payroll

Save

School Year:

CAUTION: Be sure to type the new school year (2027) and click **Retrieve** before updating the rates.

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

TRS Rate	Member Retirement Contribution:	<input type="text" value="8.25%"/>	
TRS Insurance	Member Care Contribution:	<input type="text" value="0.65%"/>	Employer Paid: <input type="checkbox"/>
District Rate	State Contribution:	<input type="text" value="8.250%"/>	
TRS Care Rate	Federal TRS Care:	<input type="text" value="1.25%"/>	
TRS Care Emplr Contrib	RE TRS Care Contribution:	<input type="text" value="0.75%"/>	
TRS IRS Salary Cap:		<input type="text" value="345,000.00"/>	
TRS Non-OASDI Rate	Public Education Employer Contribution (PEEC):	<input type="text" value="2.000%"/>	

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**.

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

Verify/update Unemployment rates

Log on to the current year pay frequency.

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

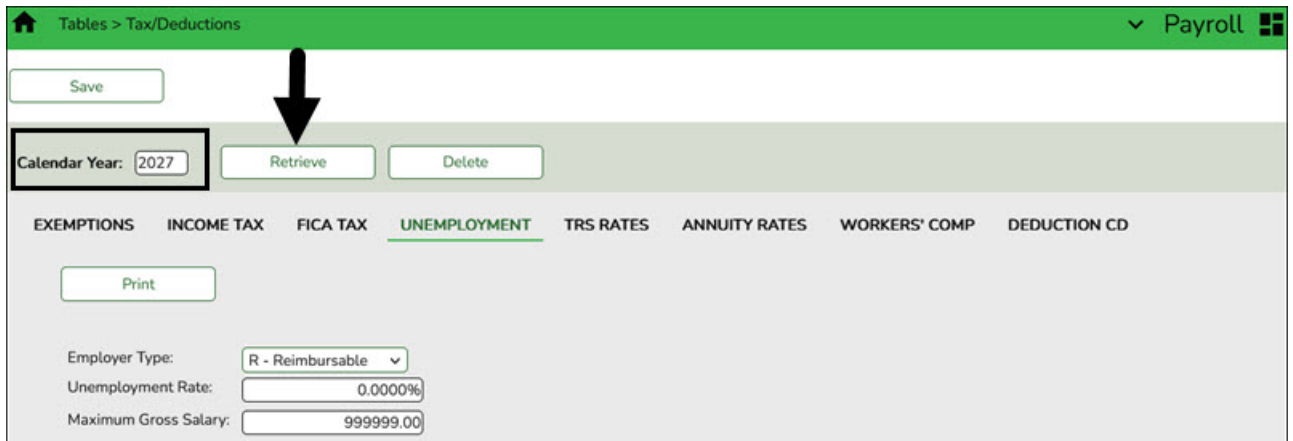
Notes:

- 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**.



Tables > Tax/Deductions Payroll

Save

Calendar Year: 2027 Retrieve Delete

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

Print

Employer Type: R - Reimbursable

Unemployment Rate: 0.0000%

Maximum Gross Salary: 999999.00

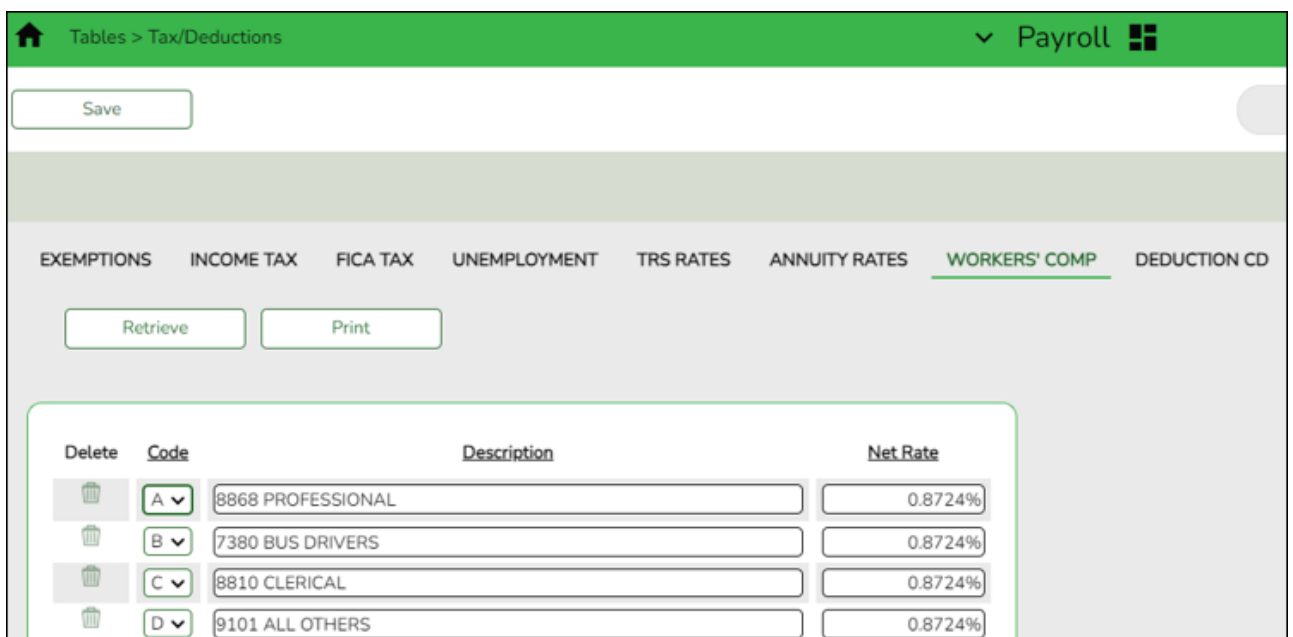
- Verify the accuracy of the rates.
- Make the necessary updates and click **Save**.

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

Verify/update Workers' Compensation rates

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

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



Tables > Tax/Deductions Payroll

Save

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

Retrieve Print

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

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

Codes, descriptions, and rates 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.

7. [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 minimum 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**.

8. (If applicable) Update substitute information.

(If applicable) Update substitute information

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

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

9. Review data for September employees.

Review data for September employees

Log on to the CYR payroll frequency.

Verify that all applicable data has been updated for all employees with a September contract. Refer to the **Before You Begin** section of this guide to review the **Payroll Verification Items**.

Generate the following Payroll Reports to thoroughly review data prior to running the September payroll:

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

Date Run:		School YTD (Sept 1 Thru Aug 31 2027)							Program: HRS3050		
Cnty Dist:		ISD							Page: 54 of 54		
Pay Period: -- thru -- Payrun Date: --									Frequency: 6		
Employee Name	Contract	Non Contr	Supplement	NTRS Ex	FICA Tax	Med Tax	Abs Ded	TRS Dep	Reg Hrs	Ovtm Hrs	
Emp Nbr	Prim Campus	Ovtm Grs	Empir Cont	NTax Allow	NTRS Bs	Bus Allow	Emplr 457	TEA Contr	NT NP Bus	Empl Dep	
	Accrual Code	Emplr Care	NPay Bus	Accru Pay	FICA Accru	E HI Acc	E An Acc	457 Accru	TEA Acc	Unemp Acc	
	A Fed Dep	A Fed Care	Accru Care	Ret Pensn	Care Surc	New TRS	Misc Ded	A Misc Ded	A 403B FICA		
District Totals:											
Contract Pay			.00	Non-TRS Non-Tax Bus Allow			.00	Absence Deduction		.00	
Non-Contract Pay			.00	Non-TRS Bus Allow			.00	TRS Deposit		.00	
Supplemental Pay			.00	FICA Tax			.00	Accrued Pay		1,974,320.39	
Accrued Federal Deposit		8,789.91		Medicare Tax			.00	Unemployment Accrued		.00	
Emplr Health Insurance Accrued			.00	FICA/Medicare Accrued		27,816.40		Emplr 457 Accrued		.00	
Emplr Annuity Accrued			.00	Accrued Federal Care		1,331.79		Non-TRS Reimbr Excess		.00	
Emplr Annuity Contrib			.00	Overtime Gross			.00	Non-TRS Reimbr Base		.00	
Emplr 457 Contrib			.00	TEA Health Ins Accrued			.00	Non-Pay Bus Allowance		.00	
TEA Health Ins Contrib			.00	Emplr TRS Care Accrued		14,696.27		Non-Tax NPay Bus Allow		.00	
Emplr TRS Care Contrib			.00	New TRS Member Contrib			.00	Emplr TRS Care Surcharge		.00	
Ret Emplr Pension Surcharge			.00	Emplr Dependent Care			.00	Emplr Dependent Care Accru		.00	
Emplr Misc Ded Contrib			.00	Emplr Misc Ded Contrib Accru			.00	Emplr 403B FICA Contrib Accru		.00	
End of Report											

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

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

Preview PDF CSV Clear Options

Year To Date Reports

- [HRS3000 - Calendar Year To Date Report](#)
- [HRS3050 - School Year To Date Report](#)
- [HRS3100 - YTD Report Workers' Compensation](#)
- [HRS3150 - Annual Payroll Report](#)
- [HRS3200 - YTD Payroll Earnings Register](#)
- [HRS3250 - YTD Account Distribution Journal](#)
- [HRS3300 - YTD Accrual Payroll Account Distribution](#)
- [HRS3325 - YTD Expenditure Payroll Account Distr](#)
- [HRS3350 - Combined YTD Deduction Register](#)
- [HRS3400 - YTD Check Register](#)
- [HRS3450 - YTD Payroll Control Listing](#)
- [HRS3500 - YTD Wage and Earning Statements](#)
- [HRS3550 - School YTD Accrual Payroll Account Distr](#)
- [HRS3600 - Payroll Balancing Report](#)
- [HRS3650 - YTD Special Adjustment Report](#)

HRS3550 - School YTD Accrual Payroll Account Distr

Parameter Description	Value
School Year (YYYY)	2027
Summary (S) or Detail (D) information for employees, or Fund Recap (R) only	R
Print Acct Codes with zero accrual amounts? (Y/N)	Y
Include report of variances between School YTD and Distribution History? (Y/N)	Y
Print Acct Codes not in General Ledger? (Y/N)	Y
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, Exclude Subs (E), or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	

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

Date Run:		School YTD Accrual Payroll Account Distribution Journal for 2027Recap								Program: HRS3550	
Cnty Dist:		ISD								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	
/ / /		.00	140.25	.00	.00	.00	.00	.00	.00	.00	
199-6	Total	906,273.77	.00	.00	.00	.00	.00	.00	.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	
/ / /		.00	13,756.94	.00	.00	.00	.00	.00	.00	.00	
199	Total	906,273.77	1,840,083.32	25,948.62	.00	.00	.00	.00	.00	.00	
/ / /		.00	13,756.94	.00	.00	.00	.00	.00	.00	.00	
211-7	Total	.00	2,793.73	31.21	.00	.00	230.48	34.92	.00	.00	
/ / /		.00	20.95	.00	.00	.00	.00	.00	.00	.00	
224-7	Total	.00	15,106.60	211.92	.00	.00	1,246.29	188.83	.00	.00	
/ / /		.00	113.30	.00	.00	.00	.00	.00	.00	.00	
255-7	Total	.00	991.32	11.08	.00	.00	81.78	12.39	.00	.00	
/ / /		.00	7.43	.00	.00	.00	.00	.00	.00	.00	
288-7	Total	.00	720.99	8.06	.00	.00	59.48	9.01	.00	.00	
/ / /		.00	5.41	.00	.00	.00	.00	.00	.00	.00	
289-7	Total	.00	91,578.05	1,283.07	.00	.00	7,171.88	1,086.64	.00	.00	
/ / /		.00	651.99	.00	.00	.00	.00	.00	.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							

Payroll > Reports > Payroll Information Reports > HRS6000 - Account Code Comparison

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

Reports > Payroll Information Reports > Contract Balance Variance Report
Payroll

Preview
PDF
CSV
Clear Options

Payroll Information Reports

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

HRS6050 - Contract Balance Variance Report

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

Date Run:		Contract Balance Variance Report					Program: HRS6050	
Cnty Dist:		ISD					Page: 1 of 1	
Variance Threshold: 0.11							Frequency: 6	
Emp Nbr	Employee Name	Job Cd	Pay Rate	Remain Pymts	Computed Bal	Actual Bal	Variance	
		0178	5,191.67	12	62,300.04	60,000.00	-2,300.04	
Campus Variance:		-2,300.04	Campus Jobs with Variance:		1	Campus Avg. Variance: 2,300.04		
Total All Variance:		-2,300.04	Total Jobs with Variance:		1	Avg. Variance All: 2,300.04		
End of Report								

Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing OR
 Payroll > Reports > HRS9000 - User Created Report

Payroll > Utilities > Pre-Edit Payroll Data

Review the following pre-post report from the Payroll > Payroll Processing > Run Payroll process before running your actual September payroll: HRS2250 - Deduction Register by Employee - Verify deductions are correct.

If leave was not updated in an earlier step, be sure to update appropriate leave balances now.

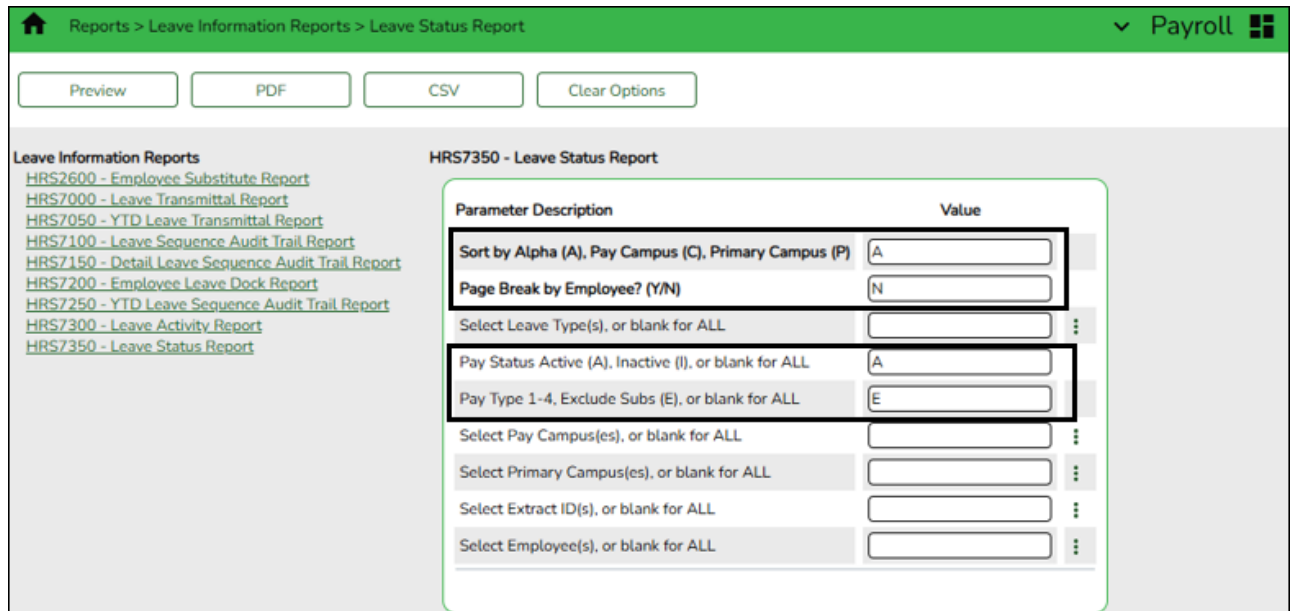
[Address leave.](#)

Address leave

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

Update the employee master leave record balances.

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



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:

Utilities > Mass Update Payroll

Year: C

Parameters

Pay Status:
 Active Inactive Both

Pay Type: E Exclude Substitute

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All

Payoff Date:

Pay Campus: All

Frequency: 6 Monthly CYR

Contract Begin Date:

Contract End Date:

Contract Months:

Salary Concept: All

Extract ID:

Employee Nbr:

Method

Zero Leave Values for Employees

Add Leave Code to Employees

Delete Leave Code from Employees

Increment Leave Earned to Employees

LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Type	Description	Leave Earned	Leave Used	End Balance
01	LOCAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	SCH BUSIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	JURY LEAV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	MILITARY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	STATE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06	DOCK DAYS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	STATE SICK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
08	COMP TIME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09	VACATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	FMLA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 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**.
- 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.

Utilities > Mass Update Payroll

Year: C

Parameters

Pay Status:
 Active Inactive Both

Pay Type: E Exclude Substitute

Job Code: All
 Accrual Code: All
 Pay Grade:
 Prior Yr Emp Date: 00-00-0000

Primary Campus: All
 Pay Campus: All
 Contract Begin Date:
 Contract End Date:
 Contract Months:

Payoff Date:
 Frequency: 6 Monthly CYR
 Salary Concept: All
 Extract ID:
 Employee Nbr:

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Method

Zero Leave Values for Employees
 Add Leave Code to Employees
 Delete Leave Code from Employees
 Increment Leave Earned to Employees

Type	Description	Leave Earned	Leave Used	End Balance
01	LOCAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02	SCH BUSIN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
03	JURY LEAV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04	MILITARY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05	STATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	DOCK DAYS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
07	STATE SICK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	COMP TIME	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09	VACATION	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	FMLA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

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

The screenshot shows the 'Utilities > Mass Update' payroll interface. The 'Parameters' section includes 'Pay Status' (Active selected), 'Pay Type' (E Exclude Substitute), 'Job Code' (All), 'Accrual Code' (All), 'Pay Grade' (empty), and 'Prior Yr Emp Date' (00-00-0000). The 'Add Leave Code' section shows 'New Code' (01 - LOCAL LEAVE DAYS), 'Begin Balance' (.000), 'Leave Earned' (.000), 'Leave Used' (.000), and 'Ending Balance' (.000). The 'Method' section has 'Add Leave Code to Employees' selected. An 'Execute' button is highlighted with a downward arrow.

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

3. This step increments leave earned to employees:

Utilities > Mass Update Payroll

Year: C

Parameters

Pay Status:
 Active Inactive Both

Pay Type: E Exclude Substitute

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All

Payoff Date:

Pay Campus: All

Frequency: 6 Monthly CYR

Contract Begin Date:

Contract End Date:

Contract Months:

Salary Concept: All

Extract ID:

Employee Nbr:

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

Method

Zero Leave Values for Employees

Add Leave Code to Employees


Delete Leave Code from Employees



Increment Leave Earned to Employees

Type	Description	Leave Earned	Increment
01	LOCAL	<input checked="" type="checkbox"/>	5.000
02	SCH BUSIN	<input type="checkbox"/>	0.000
03	JURY LEAV	<input type="checkbox"/>	0.000
04	MILITARY	<input type="checkbox"/>	0.000
05	STATE	<input checked="" type="checkbox"/>	5.000
06	DOCK DAYS	<input type="checkbox"/>	0.000
07	STATE SICK	<input checked="" type="checkbox"/>	5.000
08	COMP TIME	<input type="checkbox"/>	0.000
09	VACATION	<input checked="" type="checkbox"/>	8.000
10	FMLA	<input type="checkbox"/>	0.000

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**.



◀ ▶

Date Run:

Cnty Dist:

Increment Leave Earned for Employees

ISD

Page: 2 of 42


Frequency: 6

Emp Nbr	Employee Name	Leave Type	Original Earned	New Earned	Original End Bal	New End Bal
000223	BOWERS, BETH PONSE	05 - STATE	0.000	5.000	25.000	30.000
000223	BOWERS, BETH PONSE	07 - STATE SICK	0.000	5.000	0.000	5.000
000267	BURAS, BRIAN A	01 - LOCAL	0.000	5.000	0.000	5.000
000267	BURAS, BRIAN A	05 - STATE	0.000	5.000	10.000	15.000
000267	BURAS, BRIAN A	07 - STATE SICK	0.000	5.000	6.500	11.500

- 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.

Reports > Leave Information Reports > Leave Status Report
Payroll 

Leave Information Reports

- [HRS2600 - Employee Substitute Report](#)
- [HRS7000 - Leave Transmittal Report](#)
- [HRS7050 - YTD Leave Transmittal Report](#)
- [HRS7100 - Leave Sequence Audit Trail Report](#)
- [HRS7150 - Detail Leave Sequence Audit Trail Report](#)
- [HRS7200 - Employee Leave Dock Report](#)
- [HRS7250 - YTD Leave Sequence Audit Trail Report](#)
- [HRS7300 - Leave Activity Report](#)
- [HRS7350 - Leave Status Report](#)

HRS7350 - Leave Status Report

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<input type="text" value="A"/>
Page Break by Employee? (Y/N)	<input type="text" value="N"/>
Select Leave Type(s), or blank for ALL	<input type="text"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text" value="A"/>
Pay Type 1-4, Exclude Subs (E), or blank for ALL	<input type="text" value="E"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/>
Select Primary Campus(es), or blank for ALL	<input type="text"/>
Select Extract ID(s), or blank for ALL	<input type="text"/>
Select Employee(s), or blank for ALL	<input type="text"/>

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.

10. (If necessary) [Mass update employee experience](#).

(If necessary) Mass update employee experience

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

Note: This process is typically not performed until before the start of your September payroll. You must verify that service records have already been run before proceeding.



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 with July contracts.

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.

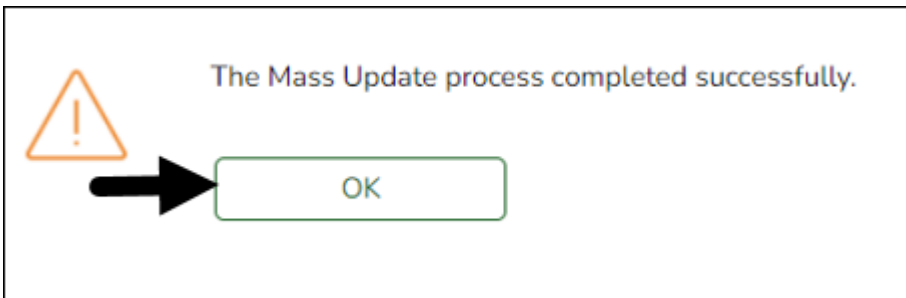
Total (Prof) Experience:

The screenshot shows the 'Mass Update' interface for Personnel. The 'Parameters' section is highlighted with a red box, showing 'Pay Status' set to 'Active' and 'Pay Type' set to '1 Contracted employee'. The 'Update Experience' section is also highlighted with a red box, showing 'Total (Prof) Experience' and 'District (Prof) Experience' both checked for incrementing from 01-15-2026. An arrow points to the 'Execute' button.

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

Emp Nbr	Employee Name	Column	From	To
		District (Prof) Experience	22	23
		Total (Prof) Experience	22	23
		District (Prof) Experience	19	20
		Total (Prof) Experience	19	20
		District (Prof) Experience	38	39
		Total (Prof) Experience	38	39

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

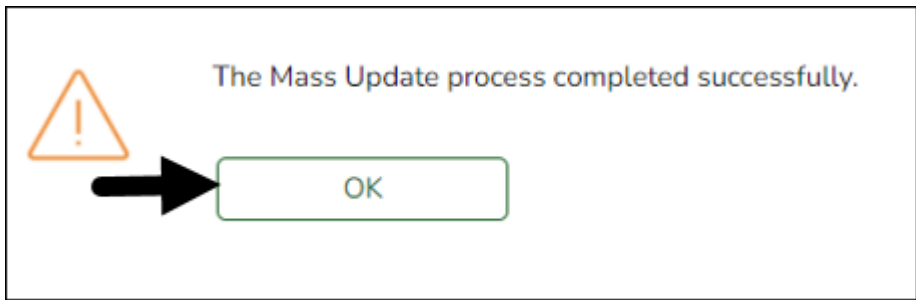


Total (Non-Prof) Experience:

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

Emp Nbr	Employee Name	Column	From	To
		District (Non-Prof) Experience	24	25
		Total (Non-Prof) Experience	30	31
		District (Non-Prof) Experience	20	21
		Total (Non-Prof) Experience	20	21
		District (Non-Prof) Experience	18	19
		Total (Non-Prof) Experience	18	19

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:

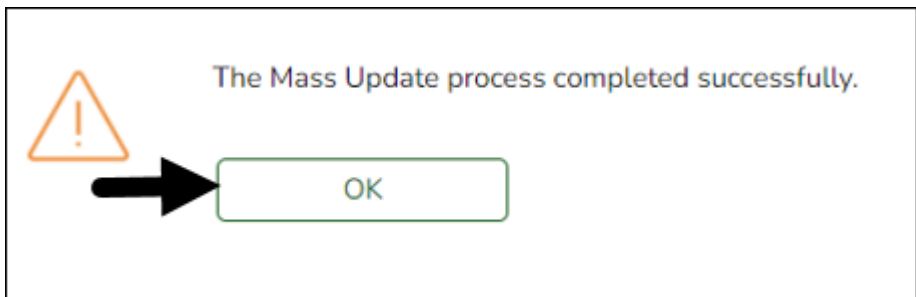
Use the **Job Code** field to select specific job codes where the prior teaching experience should be updated.

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.

Emp Nbr	Employee Name	Column	From	To
		Prior Teaching Experience	28	29
		Prior Teaching Experience	1	2
		Prior Teaching Experience	17	18
		Prior Teaching Experience	32	33

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

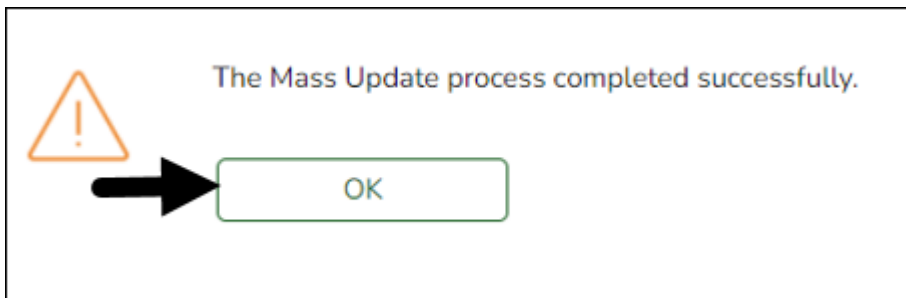


Responsibility:

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

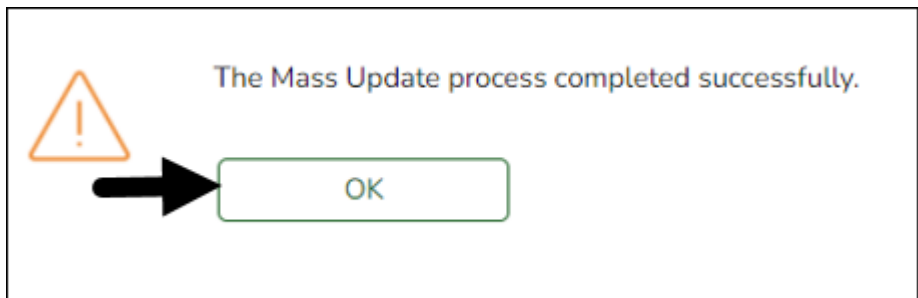
Emp Nbr	Employee Name	Campus	Co-op/SSA LEA	Staff Classification	Staff Service	Begin Date	End Date	From	To
		999		111	SS014000	07-01-2024		2026	2027
		001		114	SS003000	08-01-2024		2026	2027
		726		004	SS013000	07-01-2024		2026	2027
		999		004	SS013000	07-05-2023		2026	2027
		999		004	SS013000	07-05-2022		2026	2027

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



TRA Teaching Experience:

- Click **Execute**. The Employee Mass Update Report is displayed.
- Click **Process**. The following message is displayed.



11. [Verify payoff dates.](#)

Verify payoff dates

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

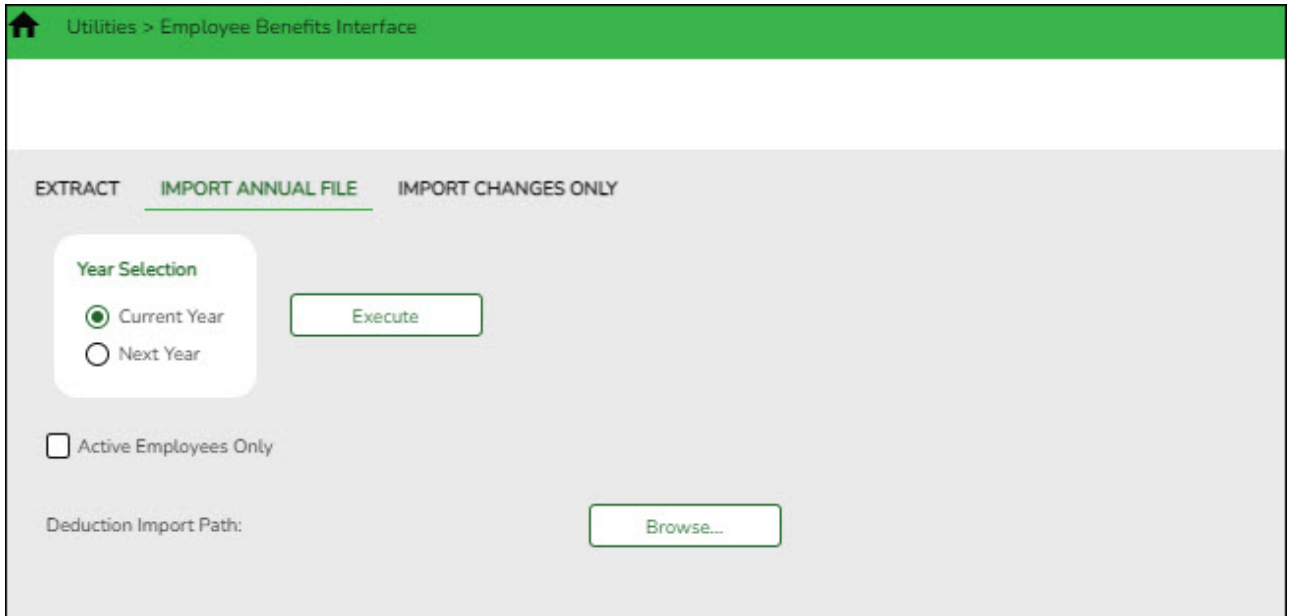
Verify that all pay type 1 and 2 employees have payoff dates that match the pay dates in the pay dates table.

12. (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.

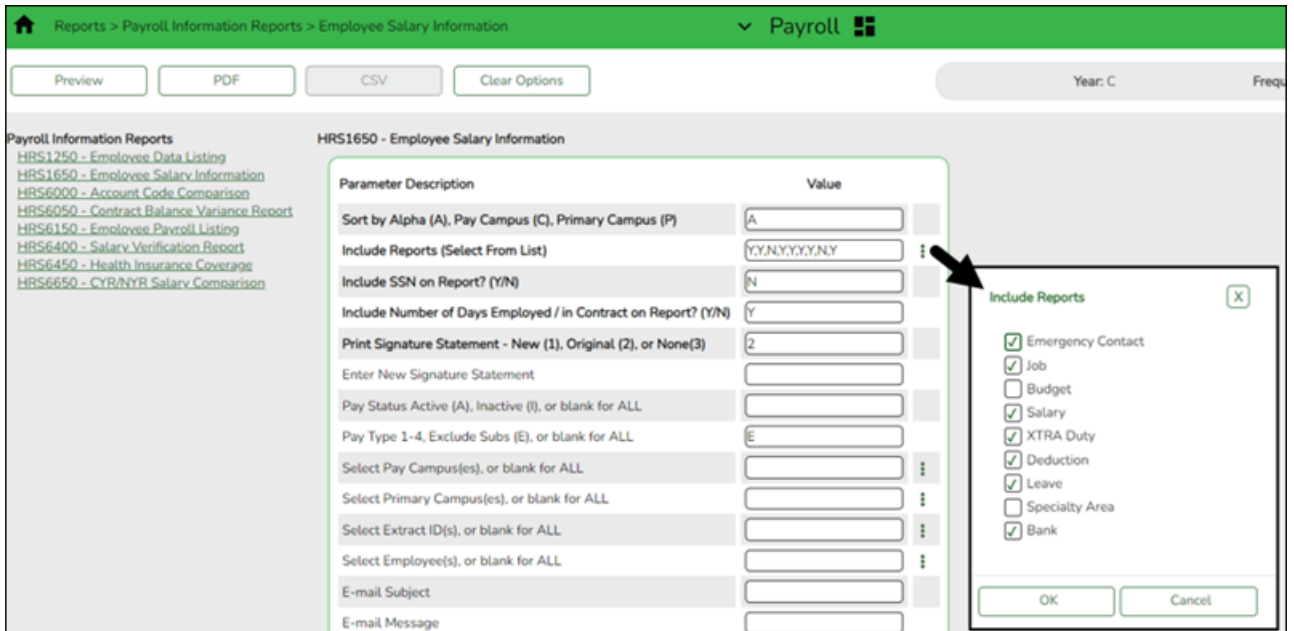


13. [Generate the Employee Salary Information report.](#)

Generate the Employee Salary Information report

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

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



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

First ◀ ▶ Last

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

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: \$0.00	Emp Nbr: 000006 SSN: _____ DOB: 07-12-1960 Degree: 2 Latest Re-Emp Date: _____ Retirement Date: _____ W4 Nbr Other Dependents: 0 W4 Other Deductions: \$0.00	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: <input type="checkbox"/> Nbr Exempts: 1 Extract ID: 187 Work Email: allan.ruan@region10.org W4 Other Exemptions: \$0.00
---	---	--

Emergency Contact Information

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

Job Information

Job: WWE REG ED TEACHER	Payoff Date: 08-25-2026	
Primary: Y Assigned: 100.00%	Begin Date: 08-11-2025 # Months in Contract: 10	TRS Status: 1 - Eligible
Grade: 10T	End Date: 05-29-2026 # Days in Contract: 187	TRS Position: 02 - Teacher, librarian
Step: 22	Contract Amount: \$61,800.00 # of Annual Pmnts: 12	Retiree Excptn: -
Sched: _____	Contract Balance: \$61,800.00 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: \$61,800.00	State Min Salary: \$54,540.00	State Step: 20
Pay Rate: \$5,150.00	OT Elig: N	Yrs in Career Ladder: 0
Daily Rate: \$330.48	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	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** _____

14. 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.

Payroll Processing > Run Payroll Payroll

Year: C

Frequency: 6 Pay Date: 07-25-2026 School Year: 2026 Begin Date: 07-01-2026 End Date: 07-31-2026
 TRS Month: 07 TWC Qtr: 3 Print Alt Addr: N Adj Cycle: 000

Beginning Check Nbr: Wage / Earning Statement:

Payment Method: Wage / Earning Statement Line 1:

Beginning Reference Nbr: Wage / Earning Statement Line 2:

Print Voided Checks: Wage / Earning Statement Line 3:

Print Bank Checks: Wage / Earning Print Bank Acct Nbr:

Sort Checks by Alpha or Campus: Deduction Register Print Emp SSN:

Increment Leave

Lv Type	Description	Increment	Incr Amt
01	CATASTROPHIC LEAVE P	<input type="checkbox"/>	<input type="text" value="0.000"/>
06	VACATION DAYS	<input type="checkbox"/>	<input type="text" value="0.000"/>
07	STATE SICK	<input type="checkbox"/>	<input type="text" value="0.000"/>
08	ST PRSNL LV	<input type="checkbox"/>	<input type="text" value="0.000"/>
09	LOCAL LEAVE	<input type="checkbox"/>	<input type="text" value="0.000"/>
10		<input type="checkbox"/>	<input type="text" value="0.000"/>
12		<input type="checkbox"/>	<input type="text" value="0.000"/>
20		<input type="checkbox"/>	<input type="text" value="0.000"/>
99		<input type="checkbox"/>	<input type="text" value="0.000"/>
C1		<input type="checkbox"/>	<input type="text" value="0.000"/>
C2		<input type="checkbox"/>	<input type="text" value="0.000"/>
C3		<input type="checkbox"/>	<input type="text" value="0.000"/>
C4		<input type="checkbox"/>	<input type="text" value="0.000"/>
C5		<input type="checkbox"/>	<input type="text" value="0.000"/>

[Select All](#) [Unselect All](#)

Deductions

Deduct Cd	Abbrev	Description	Deduct	W2 Health Care
001	WH	WORKERS COMPENSATION INS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
002	UD	UNEMPLOYMENT INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
003	UD	UNEMPLOYMENT INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
004	CU	CITY UNEMPLOYMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005	TS	TELEPHONE SERVICE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
006	UD	UNEMPLOYMENT INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
007	M1	MAINTENANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
008	M2	MAINTENANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
009	M3	MAINTENANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
010	M1	MAINTENANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
011	LI	LIABILITY INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012	M1	MAINTENANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
013	LI	LIABILITY INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
014	LI	LIABILITY INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
019	HI	HEALTH INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
020	HI	HEALTH INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Select All](#) [Unselect All](#)

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

Payroll Processing > Run Payroll Payroll

Year: C

Frequency: 6 School Year: 2026
Pay Date: 07-25-2026 Adj Nbr: 0

Calculation Reports

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



Back Cover