



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

Table of Contents

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

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

Created: 10/16/2023

Reviewed: 06/18/2026

Revised: 06/18/2026



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.

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).

Verify that the budget is moved to Finance before continuing with this process.

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

Term	Description
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.

Tables > District Finance Options

Save

FINANCE OPTIONS ACCOUNTING PERIODS CLEARING FUND MAINTENANCE

Retrieve Print

Finance Options

Current Finance Fiscal Year: 7

School Year: 2026-2027

Previous Year File ID: 6

Purchasing Options

PO Object Code Restriction: A - Class 1XXX, 2XXX

Print Federal ID Number on PO: ☒

Use Automatic CYR Requisition Number Assignment: ☒

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**.

Payroll

Year: Current Year Frequency: 6 - Monthly CYR

Current Year

Next Year

Apply Cancel

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.

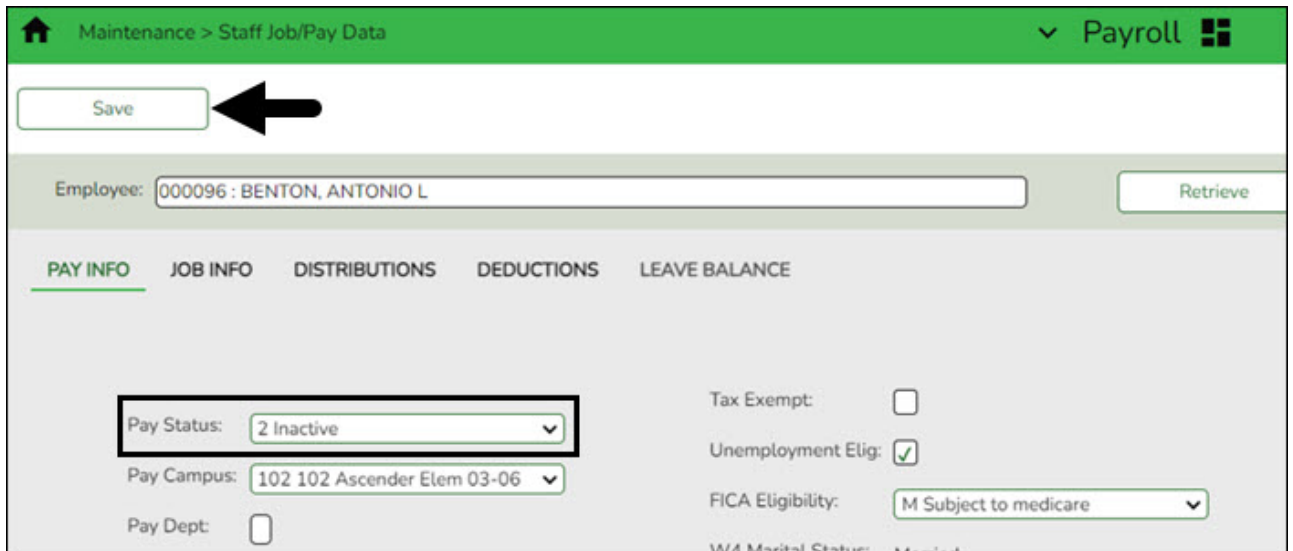
[Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing](#)

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, then review it for accuracy.

[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

Pay Campus: 102 102 Ascender Elem 03-06

Pay Dept:

Tax Exempt: ☐

Unemployment Elig: ☒

FICA Eligibility: M Subject to medicare

W/M Marital Status: Married

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

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

Copy NYR tables to CYR

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

Log on to the next year payroll frequency.

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

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



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

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

OR

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

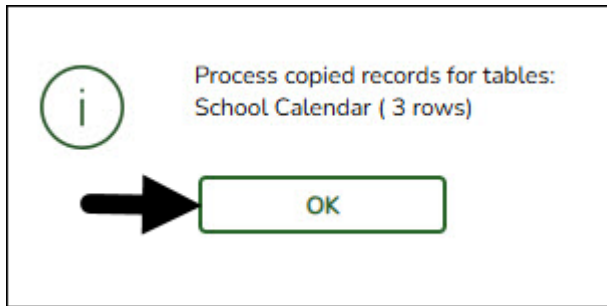
☐ If you do not want to copy the entire table, but want to include specific data from a table, click to open a pop-up window containing the corresponding tables. Select the applicable tables and click **OK** to populate the selected tables in the applicable fields.

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.](#)

Frequency	Calendar Code	Description
6	02	192 DAYS
6	03	197 DAYS
6	09	187 DAYS

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.

Reminders:



- The **First Pay Date of the School Year** field must reflect a September pay date for all LEAs, including those with a July start date. Do not change this date at this time as it will be updated in a later step.
- Do not update the **School Year for PEIMS Codes** field at this time. All LEAs, regardless of their start month, must wait until September to update this field.

The screenshot shows the 'District HR Options' form. The 'Payroll Clearing Fund/Year' field is highlighted with a red box and contains the value '163/7'. Other visible fields include 'TRS District ID' (4321), 'Federal ID Number (FIDN)' (123456789), 'TWIC District ID' (123456789), 'Use Direct Deposit (Y/N, or E)' (E - Electronic Funds Transfer), 'TRS Cost Education Index' (1.0000), 'Distributions Built By Amt or %' (P - Percentage), 'Apply Leave Used or Earned First' (U - Leave Used First), 'Leave Code for State Sick' (07 STATE SICK), 'Leave Code for State Personal' (08 ST PRSNL LV), 'Update Actual Hours From Payroll Processing' (checked), 'Calculate Accrual Salaries' (checked), 'Check Amount - Alpha' (unchecked), 'Summarize Benefits Interface' (unchecked), 'Supplemental Tax Rate' (22.00%), 'Standard Hours per Workday' (7.5), 'Max Gross Amt for District' (20000.00), 'Auto Assign Employee Number' (checked), 'Next Available Employee Number' (001000), 'School Year for PEIMS Codes' (2026), 'Use Emp Nbr or SSN in EFT File' (E - Employee Nbr), 'Set Demo Alpha Fields to Uppercase' (checked), 'Automatically Compute' (checked for Pay Rate, Daily Rate, Dock Rate, Accrual Rate, Overtime Rate), 'W-2 Print Options' (checked for TRS, HLTH, CAF, NTA, TXA, TFB), 'Default Overtime Object Code' (Professional: , Para-Professional/Hourly: , Other:), 'TEA Health Ins Contribution' (Payroll 4: 0.00, Payroll 5: 0.00, Payroll 6: 0.00), 'First Pay Date of School Year' (Payroll 4: , Payroll 5: , Payroll 6: 09-25), and 'TRS Extract Options' (Use Pay Dates for TRS Month or Actual Date: P - Pay Dates for TRS Month, Pay Type 1: S - Scheduled Hours, Pay Type 2: S - Scheduled Hours, Pay Type 3: A - Actual Hours).

[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 Retrieve Print

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

First 1 / 3 Last

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, then 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.

Reports > Payroll Information Reports > Account Code Comparison 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](#)

HRS6000 - Account Code Comparison

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

- 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			0143 - DIAGNOSTICIAN
224-11-6119.00-999-723000			0143 - DIAGNOSTICIAN
224-11-6119.00-999-723000			0143 - DIAGNOSTICIAN

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, then 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.

Reports > Payroll Information Reports > Employee Payroll Listing

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](#)

HRS6150 - Employee Payroll Listing

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Primary Job (P), or blank for ALL	
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	

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.

Utilities > Pre-Edit Payroll Data

Payroll

Reset Execute

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

Pay Date: 07-25-2026

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:

- ☐ 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.

Date Run:
Cnty Dist:

Pre Edit Error Listing
ISD

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, review it for accuracy, and retain it for your historical records.

Home Reports > Leave Information Reports > Leave Status Report Payroll

Preview PDF CSV Clear Options

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)	A
Page Break by Employee? (Y/N)	N
Select Leave Type(s), or blank for ALL	
Pay Status Active (A), Inactive (I), or blank for ALL	A
Pay Type 1-4, Exclude Subs (E), or blank for ALL	E
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Extract ID(s), or blank for ALL	
Select Employee(s), or blank for ALL	

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

Leave type codes are LEA-specific.

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

The screenshot shows the 'Utilities > Mass Update' payroll interface. The 'Parameters' section includes 'Pay Status' (Active selected), 'Pay Type' (E Exclude Substitute selected), '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' as '01 - LOCAL LEAVE DAYS', with 'Begin Balance', 'Leave Earned', 'Leave Used', and 'Ending Balance' all set to .000. The 'Method' section has 'Add Leave Code to Employees' selected. An 'Execute' button is highlighted with a large 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**.
- Print and/or save this report, then review it for accuracy. The report only displays the employees who will have the leave code added.
- Repeat this step for each leave type to be added before it is incremented in Step 3.

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

Utilities > Mass Update Payroll

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	☒	☒	☒
02	SCH BUSIN	☒	☒	☒
03	JURY LEAV	☒	☒	☒
04	MILITARY	☒	☒	☒
05	STATE	☐	☐	☐
06	DOCK DAYS	☐	☐	☐



- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Zero Leave Values for Employees**.
- Under **Leave Earned** and **Leave Used**, select all leave types to be set to zero for the new school year. Be sure to process both options at the same time to prevent inaccurate balances.
- Do not select **End Balance** unless you want to set the balance to zero for that specific leave type. If this field is not selected, the 2025-2026 ending balances are rolled to the beginning balance fields for the 2026-2027 school year.
- Click **Execute**.
- Print and/or save this report, then review it for accuracy.

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

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:

[Reset](#)

Method

☒ Zero Leave Values for Employees

☐ Add Leave Code to Employees

☐ Delete Leave Code from Employees

☐ Increment Leave Earned to Employees

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

Type	Description	Leave Earned	Leave Used	End Balance
01	LOCAL	☐	☐	☐
02	SCH BUSIN	☐	☐	☐
03	JURY LEAV	☐	☐	☐
04	MILITARY	☐	☐	☐
05	STATE	☒	☒	☐
06	DOCK DAYS	☐	☐	☐
07	STATE SICK	☒	☒	☐
08	COMP TIME	☐	☐	☐
09	VACATION	☐	☐	☐
10	FMLA	☐	☐	☐

 [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**.
- Print and/or save this report, then review it for accuracy.
- If the report is accurate, click **Process** to complete the changes.

3. This step increments leave earned to employees:

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:

Reset

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

Method

☐ Zero Leave Values for Employees

☐ Add Leave Code to Employees

☐ Delete Leave Code from Employees

☒ Increment Leave Earned to Employees

Type	Description	Leave Earned	Increment
01	LOCAL	☒	5.000
02	SCH BUSIN	☐	0.000
03	JURY LEAV	☐	0.000
04	MILITARY	☐	0.000
05	STATE	☒	5.000
06	DOCK DAYS	☐	0.000
07	STATE SICK	☒	5.000
08	COMP TIME	☐	0.000
09	VACATION	☒	8.000
10	FMLA	☐	0.000

Execute

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

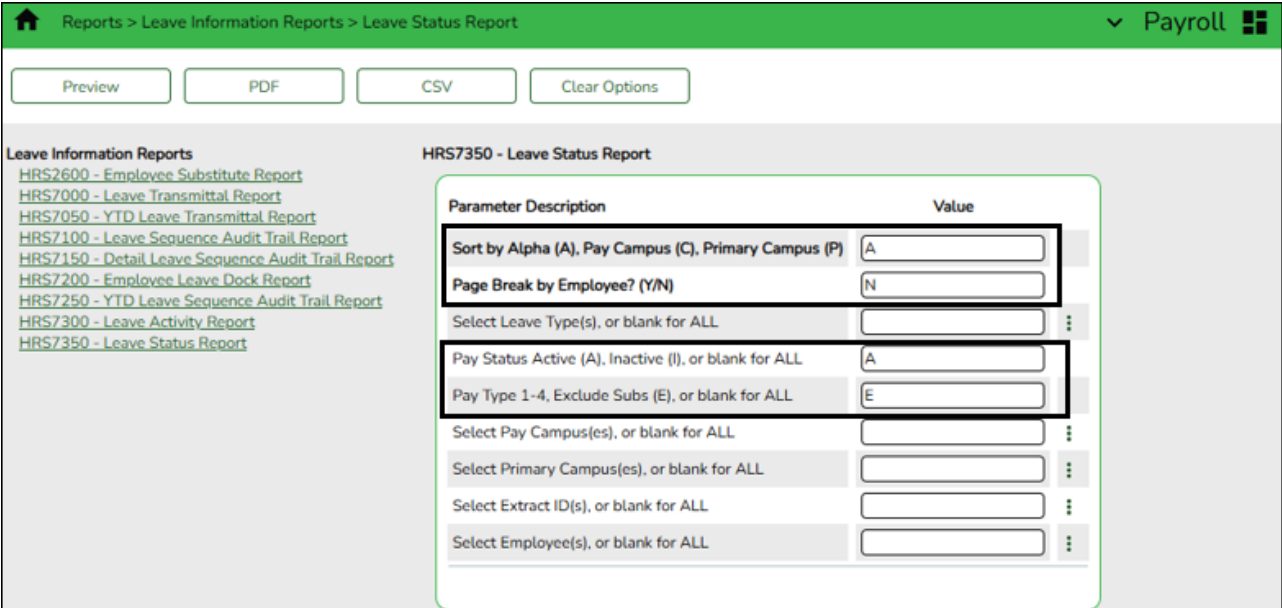
- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Increment Leave Earned to Employees**.
- Select **Leave Earned** for the applicable leave types (as defined in your local policy).
- In the **Increment** field, enter the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



Emp Nbr	Employee Name	Leave Type	Original Earned	New Earned	Original End Bal	New End Bal
		05 - STATE	0.000	5.000	25.000	30.000
		07 - STATE SICK	0.000	5.000	0.000	5.000
		01 - LOCAL	0.000	5.000	0.000	5.000
		05 - STATE	0.000	5.000	10.000	15.000
		07 - STATE SICK	0.000	5.000	6.500	11.500

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

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



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

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

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

(If applicable) Verify the accrual expense table

[Payroll > Tables > Accrual Expense](#)

If your LEA accrues monthly, verify the accrual expense table and update the fund/fiscal year to reflect the fiscal year for the new school year (e.g., 199/X and 211/X).

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

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

Generate the Contract Balance Variance Report

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

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

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



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

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, then review it for accuracy.

Reports > Personnel Reports > Employee Verification Report Payroll

Preview PDF CSV Clear Options

Personnel Reports HRS1100 - Employee Verification Report

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

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

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

Date Run:		Employee Verification Report					Program: HRS1100		
Cnty Dist:		ISD					Page: 1 of 54		
							Frequency: 6		
Emp Nbr	Employee Name	Emp Date	Emp Status		Pay Status		Job Code		
Sex	Address	Term Date	Term Reason	Cred Yr Svc	Pay Campus		Primary Campus		
	City State Zip	Pro Yrs Exp	Non-Pro Yrs Exp	Ext Lv Beg	Payoff Date	%Day Empl	St Step	GRD/LVL	/Sched
Birth Date	Telephone	In Dist	In Dist	Ext Lv End	TRS Beg Date	Annual Sal	Pay Type	Pay Rate	
		11-27-2000	1 - Active professional		1 - Active		0178 - WVE REG ED TEACHER		
				☐	107 - ASCENDER 107		107 - ASCENDER 107 Elementary		
		22	02		08-25-2027	100%	20	10T	/ 23 /
		22	02		11-01-2000	62,300.00	1		5,191.67
		08-09-2003	4 - Resigned		1 - Active		0163 - MREC REG ED		
				☐	106 - ASCENDER 106		106 - ASCENDER 106 Elementary		
		19	00		08-25-2027	100%	19	10T	/ 19 /
		19	00		08-14-2024	60,300.00	1		5,025.00
		07-15-1987	1 - Active professional		1 - Active		0662 - EXEC DIR OF		
				☐	905 - 905 School		905 - 905 School		
		38	00		06-25-2027	100%	19	42E	/ 05 /
		38	00		07-01-1987	100,000.00	1		8,333.33

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, then review it for accuracy. Verify for the applicable group of employees currently being moved from NY payroll to CY.

Reports > Payroll Information Reports > Employee Salary Information Payroll

Preview PDF CSV Clear Options Year: C

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 - CYB/NYR Salary Comparison](#)

HRS1650 - Employee Salary Information

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Include Reports (Select From List)	Y,Y,N,Y,Y,Y,N,Y
Include SSN on Report? (Y/N)	N
Include Number of Days Employed / in Contract on Report? (Y/N)	Y
Print Signature Statement - New (1), Original (2), or None(3)	2
Enter New Signature Statement	
Pay Status Active (A), Inactive (I), or blank for ALL	
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	
E-mail Subject	
E-mail Message	

Include Reports

- ☒ Emergency Contact
- ☒ Job
- ☐ Budget
- ☒ Salary
- ☒ XTRA Duty
- ☒ Deduction
- ☒ Leave
- ☐ Specialty Area
- ☒ Bank

OK Cancel

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

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: 010101 Wage / Earning Statement: A - All
 Payment Method: Electronic Fund Transfer Wage / Earning Statement Line 1:
 Beginning Reference Nbr: 010000 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: Alpha Deduction Register Print Emp SSN:

Increment Leave

Lv Type	Description	Increment	Incr Amt
01	CATASTROPHIC LEAVE P	☐	0.000
06	VACATION DAYS	☐	0.000
07	STATE SICK	☐	0.000
08	ST PRSNL LV	☐	0.000
09	LOCAL LEAVE	☐	0.000
10		☐	0.000
12		☐	0.000
20		☐	0.000
99		☐	0.000
C1		☐	0.000
C2		☐	0.000
C3		☐	0.000
C4		☐	0.000
C5		☐	0.000

Select All Unselect All

Deductions

Deduct Cd	Abbrev	Description	Deduct	W2 Health Care
001	WH		☒	☐
002	UD		☒	☐
003	UD		☒	☐
004	CU		☒	☐
005	TS		☒	☐
006	UD		☒	☐
007	M1		☒	☐
008	M2		☒	☐
009	M3		☒	☐
010	M1		☒	☐
011	LI		☒	☐
012	M1		☒	☐
013	LI		☒	☐
014	LI		☒	☐
019	HI		☒	☐
020	HI		☒	☐

Select All Unselect All

Back Next Cancel

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
☒	Transaction Proof List	Alpha (A), Pay Campus (C), Primary Campus (P)	A
☒	Transmittals Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
☒	Payroll Earnings Register	Alpha (A), Pay Campus (C), Primary Campus (P)	A
☒	Check Register	Alpha (A), Pay Campus (C), Primary Campus (P), Check Number (N)	N
☒	Deduction Register	Alpha (A), Pay Campus (C), Primary Campus (P), Deduction Code (D)	D
☒	Account Distribution Journal	Alpha (A), Account Code (C)	C
☒	Bank Account Listing		
☒	Bank Account Change		
☒	General Journal Report		
☒	Account Code Comparison Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
☒	Employee Leave Dock Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
☒	Payroll Control Listing		
☒	Leave Status Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
☒	Payroll Balancing Report		
☒	Statutory Minimum Report #373 Worksheet		
☒	FSP Staff Salary Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
☒	Pay Info Extra Duty S-Type	Alpha (A), Pay Campus (C), Primary Campus (P), Extra Duty Code (E)	E
☒	TRS Non-OASDI Employer Contribution		
☒	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):

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

First Payroll of the School Year (September)

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' form. The 'Payroll' tab is selected. The form is divided into several sections:

- HR OPTIONS:** Includes fields for TRS District ID (1337), Federal ID Number (52-888999), Payroll Clearing Fund/Year (199/7), TWC District ID (699949517), Use Direct Deposit (Y,N, or E) (E - Electronic Funds Transfer), TRS Cost Education Index (1.0000), Distributions Built By Amt or % (A - Amount), Apply Leave Used or Earned First (E - Earned First), Leave Code for State Sick (07 STATE SICK), Leave Code for State Personal (05 STATE LEAVE), and Update Actual Hours From Payroll Processing (checked).
- Calculate Accrual Salaries:** Includes checkboxes for Calculate Accrual Salaries (checked), Check Amount - Alpha (checked), Summarize Benefits Interface (unchecked), Supplemental Tax Rate (22.00%), Standard Hours per Workday (8.0), Max Gross Amt for District (30,000.00), Auto Assign Employee Number (checked), Next Available Employee Number (001865), School Year for PEIMS Codes (2027), Use Emp Nbr or SSN in EFT File (E - Employee Nbr), and Set Demo Alpha Fields to Uppercase (unchecked).
- Automatically Compute:** Includes checkboxes for Pay Rate (checked), Daily Rate (checked), Dock Rate (checked), Accrual Rate (checked), and Overtime Rate (checked).
- W-2 Print Options:** Includes checkboxes for TRS (checked), HLTH (checked), CAF (checked), NTA (checked), TXA (checked), and TFB (checked).
- Default Overtime Object Code:** Includes dropdowns for Professional (A - Actual Hours Table Date), Para-Professional/Hourly (S - Scheduled Hours), and Other (S - Scheduled Hours).
- TEA Health Ins Contribution:** Includes a table with columns Amount, Obj, and Subj for Payroll 4, 5, and 6.
- First Pay Date of School Year:** Includes dropdowns for Payroll 4, 5, and 6, with Payroll 6 set to 09-25-2026.
- TRS Extract Options:** Includes a dropdown for Use Pay Dates for TRS Month or Actual Date (A - Actual Hours Table Date) and three dropdowns for Pay Type 1, 2, and 3 (all set to S - Scheduled Hours).



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

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

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

Additional first pay date notes

Fiscal Year versus School Year

- If your fiscal year is July through June and 10-month employees are paid from September through August, this date should be September.
- If your fiscal year is July through June and all employees (including 10-month employees) are paid from August through July, those employees should all have **TRS Year** selected on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.
 - If the **First Pay Date of School Year** field has an August date, a new school YTD is created and updated with all pay and accrual amounts. The TRS YTD is updated in the old school year. For example, if the first pay date of the school year is August 25, 2026, pay and accruals are updated in the 2027 school YTD and the 2026 TRS YTD is updated. **Note:** If the **First Pay Date of School Year** field is set to a date prior to September, be sure to verify that your TRS rates correspond to the appropriate TRS reporting month.
 - If the **First Pay Date of School Year** field is updated with a September date, the school YTD and TRS YTD are updated in the current school year and if accruing, a new school YTD is created and updated with those amounts. For example, if the first pay date of the school year is September 25, 2026, pay and TRS amounts are updated in the 2027 school YTD and the 2027 TRS YTD. If the employee accrues, a 2027 school YTD is also created.
- If your fiscal year is September through August and the 10-month employees are paid from September through August, this date should be September.
- If end-of-year payroll accruals are performed for August days worked and the first paycheck is in September, the first pay date should be September.
- All non-standard employees (those employees who receive their first check in July or August) should have **TRS Year** selected on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.

This first pay date of the school year is used to determine:

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

Notes:

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

When the first pay date of the school year is changed, if any message displayed includes information about contacting your regional consultant, there are processed pay dates where amounts need to be moved from one school year to another. If these amounts are not moved, it can adversely affect school YTD historical amounts, TRS historical amounts, and reporting, workers' compensation historical amounts and reporting, and payroll accrual calculations. **Do not** proceed without addressing this issue.

☐ Click **Save**.

2. (If applicable) Update the school year for PMIS.

(If applicable) Update the school year for PMIS.

[District Administration > Options > Position Management](#)

Enter the updated school years (**Current Year**, **Next Year**, and **Minimum Foundation Year**) for PMIS and click **Save**.

Options > Position Management

Save

Retrieve Print

District Options

Use PMIS: ☐

Unemployment Eligible: ☒

FICA / Medicare Eligible:

Use Forecast Conversion Tables: ☒

Employee Must Be Assigned a Position Prior to Creating Payroll Record: ☐

Allow CYR Position Description Changes (Admin only): ☒

Allow Forecast Position Description Changes: ☒

Display Options to Ignore Pct of Day and Pct of Year for Position Records: ☒

Current Year:

Next Year:

Minimum Foundation Year:

Default Position Record Status:

3. [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**.

Tables > Pay Dates Payroll

Start Pay Date:

Delete	Details	School Year	Pay Date	Begin Date	End Date	TRS Month	TWC Quarter	Print Alternate Address
		2027	08-25-2027	08-01-2027	08-31-2027	08	3	☐
		2027	07-23-2027	07-01-2027	07-30-2027	07	3	☐
		2027	06-25-2027	06-01-2027	06-30-2027	06	2	☐
		2027	05-25-2027	05-01-2027	05-31-2027	05	2	☐
		2027	04-23-2027	04-01-2027	04-30-2027	04	2	☐
		2027	03-25-2027	03-01-2027	03-31-2027	03	1	☐
		2027	02-25-2027	02-01-2027	02-28-2027	02	1	☐
		2027	01-25-2027	01-01-2027	01-31-2027	01	1	☐
		2027	12-18-2026	12-01-2026	12-31-2026	12	4	☐
		2027	11-20-2026	11-01-2026	11-30-2026	11	4	☐
		2027	10-23-2026	10-01-2026	10-31-2026	10	4	☐
		2027	09-25-2026	09-01-2026	09-30-2026	09	3	☐

First / 1

4. (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

ACCRUAL CALENDAR

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

- 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.

5. (If applicable) Verify/update FICA rates.

(If applicable) Verify/update FICA rates.

Log on to the current year pay frequency.

Payroll > Tables > Tax/Deductions > FICA Tax

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

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



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

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

FICA Max Salary:	184,500.00		
Employee FICA Rate:	6.20%	Employee FICA Max Tax:	11,439.00
Employer FICA Rate:	6.20%	Employer FICA Max Tax:	11,439.00
Medicare Rate:	1.45%	Additional Medicare Rate:	0.90%
		Additional Medicare Salary Threshold:	200,000.00
HSA Max Employer Contribution:	4,400.00		

6. 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: 2027 Retrieve Delete

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

Delete Print

TRS Rate	Member Retirement Contribution:	8.25%	
TRS Insurance	Member Care Contribution:	0.65%	Employer Paid: ☐
District Rate	State Contribution:	8.250%	
TRS Care Rate	Federal TRS Care:	1.25%	
TRS Care Emplr Contrib	RE TRS Care Contribution:	0.75%	
TRS IRS Salary Cap:		345,000.00	
TRS Non-OASDI Rate	Public Education Employer Contribution (PEEC):	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**.

7. 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

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**.

8. 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

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.

9. 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](#)

The screenshot shows the 'Utilities > Mass Update' interface. The 'Parameters' section includes the following fields:

- Pay Status: ☒ Active ☐ Inactive ☐ Both
- Primary Campus: All
- Pay Campus: All
- Contract Begin Date:
- Contract End Date:
- Contract Months:
- Payoff Date:
- Frequency: 6 Monthly CYR
- Salary Concept: A Use annual salary table
- Extract ID:
- Employee Nbr:

The 'Type of Calculation' section has the following options:

- ☐ Salary
- ☒ State Minimum Only

An 'Execute' button is highlighted with a black arrow. A 'Reset' button is located in the top right corner.

☐ 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**.

10. (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

11. 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: Cnty Dist:		School YTD Accrual Payroll Account Distribution Journal for 2027Recap ISD										Program: HRS3550 Page: 1 of 1 Frequency: 6	
Fund / FY		Gross Pay Ret Pen Surch	Accrued Pay Emplr Care	FICA/Med Care Surch	Unemploy Tax Emplr Misc	Employer Contrib	Federal Deposit	Federal Care	TEA Hlth Ins Contrib	Emplr 457			
198-7	Total	.00	23,046.38	322.44	.00	.00	.00	.00	.00	.00			
/ / /		.00	140.25	.00	.00								
199-6	Total	906,273.77	.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								
199	Total	906,273.77	1,840,083.32	25,948.62	.00	.00	.00	.00	.00	.00			
/ / /		.00	13,756.94	.00	.00								
211-7	Total	.00	2,793.73	31.21	.00	.00	230.48	34.92	.00	.00			
/ / /		.00	20.95	.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								
255-7	Total	.00	991.32	11.08	.00	.00	81.78	12.39	.00	.00			
/ / /		.00	7.43	.00	.00								
288-7	Total	.00	720.99	8.06	.00	.00	59.48	9.01	.00	.00			
/ / /		.00	5.41	.00	.00								
289-7	Total	.00	91,578.05	1,283.07	.00	.00	7,171.88	1,086.64	.00	.00			
/ / /		.00	651.99	.00	.00								
District Totals: Gross Pay:		906,273.77	Unemployment Tax:	.00	Federal Care:	1,331.79	Emplr 457:	.00					
Accrued Pay:		1,974,320.39	Employer Contrib:	.00	TEA Hlth Ins Contrib:	.00							
FICA/Medicare Tax:		27,816.40	Federal Deposit:	8,789.91	Ret Emplr Pen Surch:	.00							
Emplr TRS Care Contrib:		14,696.27	Emplr TRS Care Surch:	.00	Emplr Misc Ded Contrib:	.00							

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)	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
		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.

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

☐ In the current year payroll frequency, generate the [Payroll > Reports > Leave Information Reports > HRS7350 - Leave Status Report](#) for active employees and exclude substitutes.

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

The screenshot shows the 'HRS7350 - Leave Status Report' interface. On the left, there is a sidebar with a list of report links: 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, and HRS7350 - Leave Status Report. The main area displays a form titled 'HRS7350 - Leave Status Report'. The form has a table with two columns: 'Parameter Description' and 'Value'. The parameters and their values are: Sort by Alpha (A), Pay Campus (C), Primary Campus (P) with value 'A'; Page Break by Employee? (Y/N) with value 'N'; Select Leave Type(s), or blank for ALL with value 'A'; Pay Status Active (A), Inactive (I), or blank for ALL with value 'A'; Pay Type 1-4, Exclude Subs (E), or blank for ALL with value 'E'; Select Pay Campus(es), or blank for ALL with value 'A'; Select Primary Campus(es), or blank for ALL with value 'A'; Select Extract ID(s), or blank for ALL with value 'A'; and Select Employee(s), or blank for ALL with value 'A'. There are also buttons for 'Preview', 'PDF', 'CSV', and 'Clear Options' at the top of the form.

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

Leave type codes are LEA-specific.

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

The screenshot shows the 'Utilities > Mass Update' payroll interface. The 'Parameters' section includes 'Pay Status' (Active selected), 'Pay Type' (E Exclude Substitute selected), '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' as '01 - LOCAL LEAVE DAYS', with 'Begin Balance', 'Leave Earned', 'Leave Used', and 'Ending Balance' all set to .000. The 'Method' section has 'Add Leave Code to Employees' selected. An 'Execute' button is highlighted with a large 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**.
- Print and/or save this report, then review it for accuracy. The report only displays the employees who will have the leave code added.
- Repeat this step for each leave type to be added before it is incremented in Step 3.

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

Utilities > Mass Update Payroll

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Pay Type: E Exclude Substitute

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All Payoff Date:

Pay Campus: All Frequency: 6 Monthly CYR

Contract Begin Date: Salary Concept: All

Contract End Date: Extract ID:

Contract Months: Employee Nbr:

[Reset](#)

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Method

☒ Zero Leave Values for Employees

☐ Add Leave Code to Employees

☐ Delete Leave Code from Employees

☐ Increment Leave Earned to Employees

Type	Description	Leave Earned	Leave Used	End Balance
01	LOCAL	☒	☒	☒
02	SCH BUSIN	☒	☒	☒
03	JURY LEAV	☒	☒	☒
04	MILITARY	☒	☒	☒
05	STATE	☐	☐	☐
06	DOCK DAYS	☐	☐	☐

↓
[Execute](#)

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Zero Leave Values for Employees**.
- Under **Leave Earned** and **Leave Used**, select all leave types to be set to zero for the new school year. Be sure to process both options at the same time to prevent inaccurate balances.
- Do not select **End Balance** unless you want to set the balance to zero for that specific leave type. If this field is not selected, the 2025-2026 ending balances are rolled to the beginning balance fields for the 2026-2027 school year.
- Click **Execute**.
- Print and/or save this report, then review it for accuracy.

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

Utilities > Mass Update Payroll 

Year: C

Parameters

Pay Status:
☒ Active ☐ Inactive ☐ Both Reset

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:

Method

☒ Zero Leave Values for Employees

☐ Add Leave Code to Employees

☐ Delete Leave Code from Employees

☐ Increment Leave Earned to Employees

Table:

Type	Description	Leave Earned	Leave Used	End Balance
01	LOCAL	☐	☐	☐
02	SCH BUSIN	☐	☐	☐
03	JURY LEAV	☐	☐	☐
04	MILITARY	☐	☐	☐
05	STATE	☒	☒	☐
06	DOCK DAYS	☐	☐	☐
07	STATE SICK	☒	☒	☐
08	COMP TIME	☐	☐	☐
09	VACATION	☐	☐	☐
10	FMLA	☐	☐	☐

 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**.
- Print and/or save this report, then review it for accuracy.
- If the report is accurate, click **Process** to complete the changes.

3. This step increments leave earned to employees:

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:

Reset

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

Method

☐ Zero Leave Values for Employees

☐ Add Leave Code to Employees

☐ Delete Leave Code from Employees

☒ Increment Leave Earned to Employees

Type	Description	Leave Earned	Increment
01	LOCAL	☒	5.000
02	SCH BUSIN	☐	0.000
03	JURY LEAV	☐	0.000
04	MILITARY	☐	0.000
05	STATE	☒	5.000
06	DOCK DAYS	☐	0.000
07	STATE SICK	☒	5.000
08	COMP TIME	☐	0.000
09	VACATION	☒	8.000
10	FMLA	☐	0.000

Execute

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

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

Emp Nbr	Employee Name	Leave Type	Original Earned	New Earned	Original End Bal	New End Bal
		05 - STATE	0.000	5.000	25.000	30.000
		07 - STATE SICK	0.000	5.000	0.000	5.000
		01 - LOCAL	0.000	5.000	0.000	5.000
		05 - STATE	0.000	5.000	10.000	15.000
		07 - STATE SICK	0.000	5.000	6.500	11.500

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

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

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

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.

12. (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.

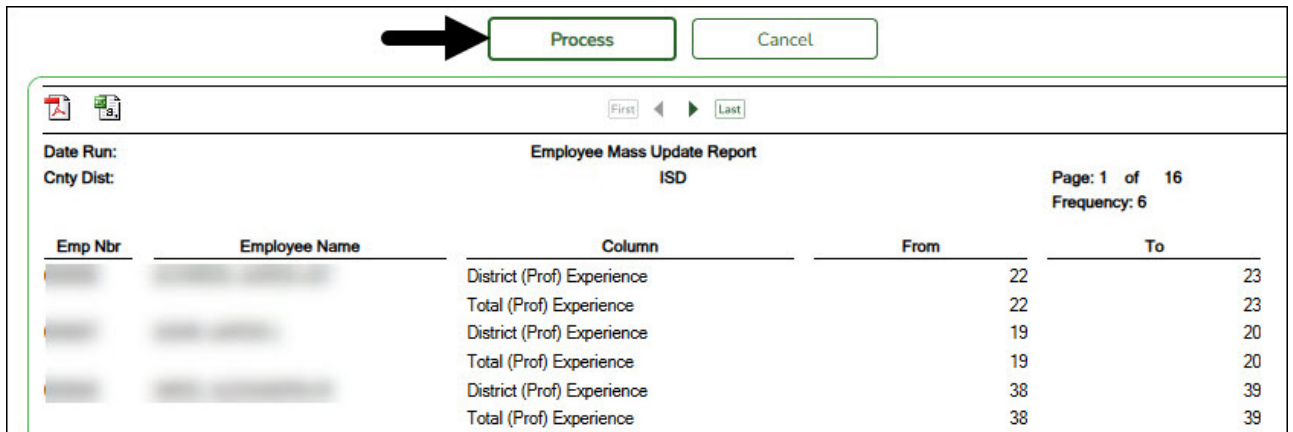
If this process has not already been completed, it must be done at this time. It is highly important to confirm that it is completed.



- 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.

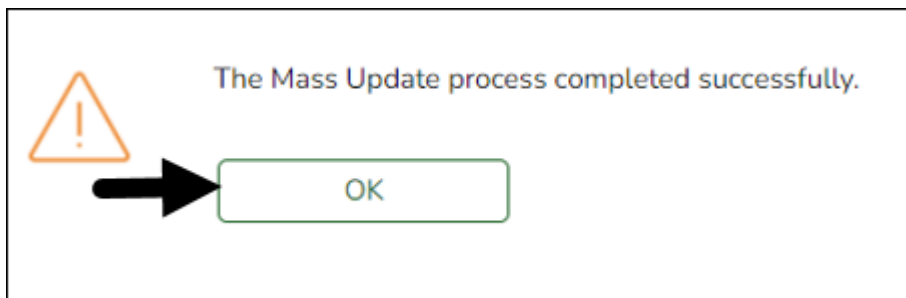
Total (Prof) Experience:

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

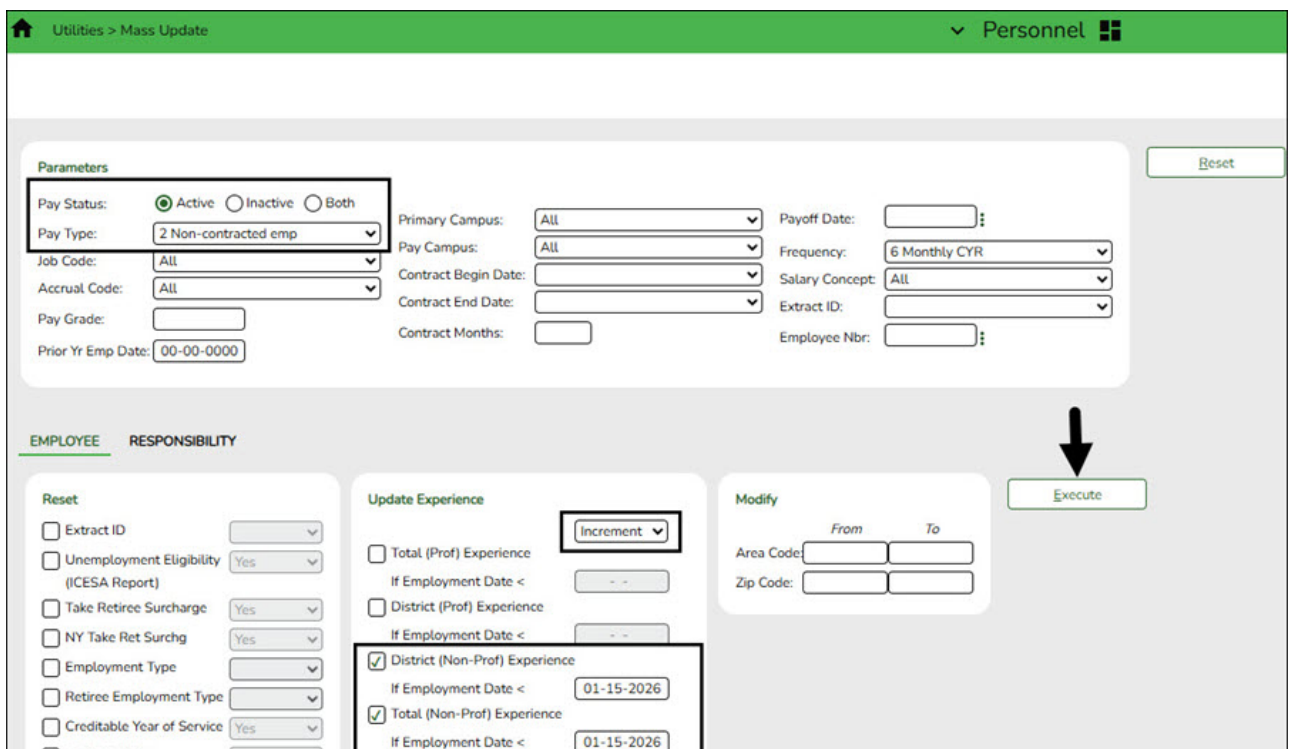


Emp Nbr	Employee Name	Column	From	To
		District (Prof) Experience	22	23
		Total (Prof) Experience	22	23
		District (Prof) Experience	19	20
		Total (Prof) Experience	19	20
		District (Prof) Experience	38	39
		Total (Prof) Experience	38	39

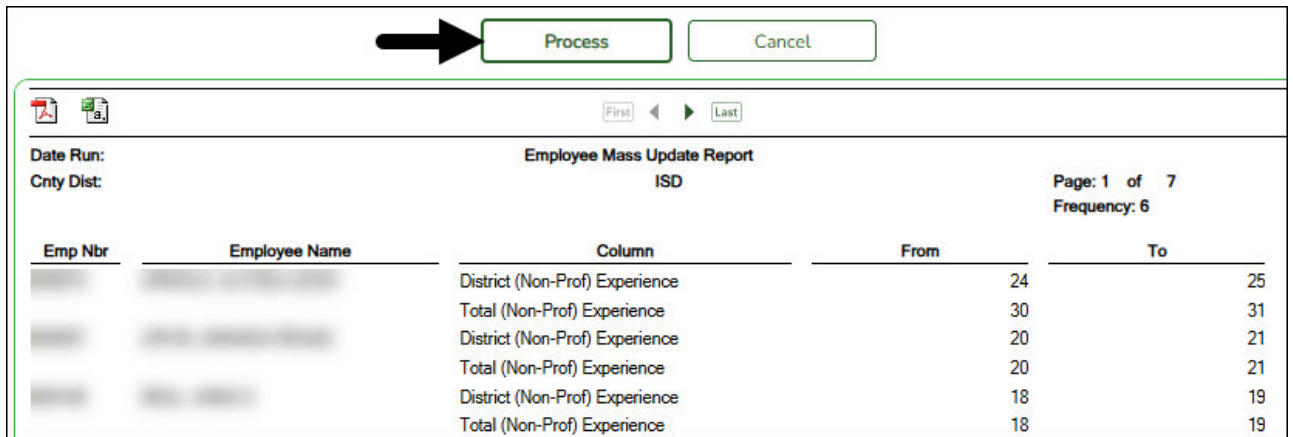
Click **Process**. The following message is displayed.



Total (Non-Prof) Experience:

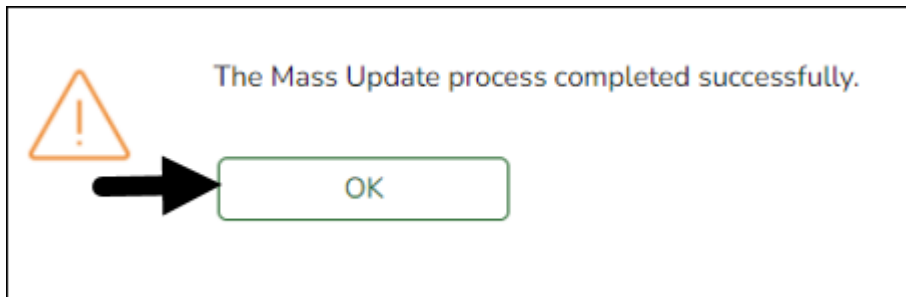


Click **Execute**. The Employee Mass Update Report is displayed.



Emp Nbr	Employee Name	Column	From	To
1000000000	JOHN DOE	District (Non-Prof) Experience	24	25
1000000000	JOHN DOE	Total (Non-Prof) Experience	30	31
1000000000	JOHN DOE	District (Non-Prof) Experience	20	21
1000000000	JOHN DOE	Total (Non-Prof) Experience	20	21
1000000000	JOHN DOE	District (Non-Prof) Experience	18	19
1000000000	JOHN DOE	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.

Utilities > Mass Update Personnel

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both
Pay Type: 1 Contracted employee
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:

EMPLOYEE
RESPONSIBILITY

Reset

☐ Extract ID
☐ Unemployment Eligibility (ICESA Report)
☐ Take Retiree Surcharge
☐ NY Take Ret Surchg
☐ Employment Type
☐ Retiree Employment Type
☐ Creditable Year of Service
☐ TRA Eligibility

Update Experience

Increment
☐ Total (Prof) Experience
If Employment Date < -- --
☐ District (Prof) Experience
If Employment Date < -- --
☐ District (Non-Prof) Experience
If Employment Date < -- --
☐ Total (Non-Prof) Experience
If Employment Date < -- --
☒ Prior Teaching Experience
If Employment Date < 01-19-2026
Job Codes: 001,0013,00

Modify

From To
Area Code:
Zip Code:

Execute

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

Process Cancel

First ◀ ▶ Last

Date Run: Employee Mass Update Report Page: 1 of 5
Cnty Dist: ISD Frequency: 6

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.

The Mass Update process completed successfully.

OK

Responsibility:

2026/09/12 23:50

52

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

Utilities > Mass Update Personnel

Parameters Reset

Pay Status: ☐ Active ☐ Inactive ☒ Both
 Pay Type:
 Job Code:
 Accrual Code:
 Pay Grade:
 Prior Yr Emp Date:

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

Payoff Date:
 Frequency:
 Salary Concept:
 Extract ID:
 Employee Nbr:

EMPLOYEE RESPONSIBILITY

Copy
 School Year

↓

Execute

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

➔ **Process**

First ◀ ▶ Last

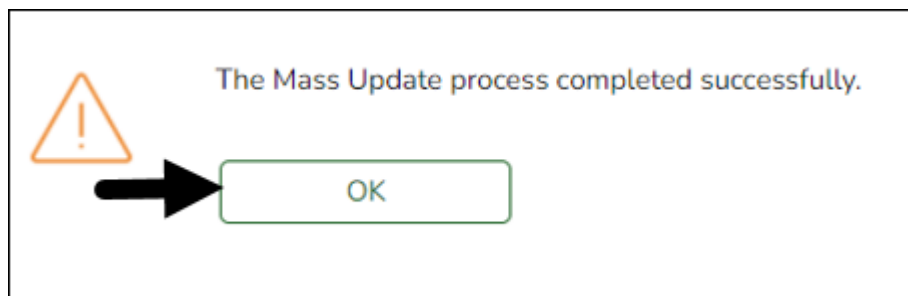
Date Run: Page: 1 of 1
 Cnty Dist: Frequency: 6

Responsibility Mass Update Report

ISD

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

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



TRA Teaching Experience:

Utilities > Mass Update Personnel

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Pay Type: 1 Contracted employee

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:

EMPLOYEE

RESPONSIBILITY

Reset

☐ Extract ID

☐ Unemployment Eligibility (ICESA Report)

☐ Take Retiree Surcharge

☐ NY Take Ret Surchg

☐ Employment Type

☐ Retiree Employment Type

☐ Creditable Year of Service

☐ TRA Eligibility

Update Experience

Increment

☐ Total (Prof) Experience

☐ District (Prof) Experience

☐ District (Non-Prof) Experience

☐ Total (Non-Prof) Experience

☐ Prior Teaching Experience

☒ TRA Teaching Experience

Modify

From

To

Area Code:

Zip Code:

Execute

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

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

13. Verify payroll dates.

Verify payroll dates

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

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

2026/09/12 23:50

54

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

Reports > User Created Reports Payroll

Save Create Report Delete Reset Year: C Frequency: 5

Report Template

☐ Public Retrieve Directory

Report Title

Employee Nbr: ☐ Active Employees Only

☐ Employee Demographic

☒ Employee Nbr	☐ Staff ID/SSN	☐ Maiden Name	☐ Phone Area Cd	☐ Last Change Date	☐ Emer Contact	☐ Hispanic/Latino
☐ Texas Unique Staff ID	☐ Address Number	☐ Former Prefix	☐ Phone Nbr	☐ Citizenship	☐ Relationship	☐ American Indian
☐ Name Prefix	☐ Street/P.O. Box	☐ Former First Name	☐ Bus Phone Area	☐ Marital Stat	☐ Emer Notes	☐ Asian
☒ First Name	☐ Apt	☐ Former Middle Name	☐ Bus Phone Nbr	☐ Other Language	☐ Emer Area Cd	☐ African American
☐ Middle Name	☐ City	☐ Former Last Name	☐ Bus Ext	☐ Local Use 1	☐ Emer Phone Nbr	☐ Pacific Islander
☒ Last Name	☐ State	☐ Former Generation	☐ Cell Area Cd	☐ Local Use 2	☐ Emer Ext	☐ White
☐ Generation	☐ Zip	☐ Driver's License	☐ Cell Phone Nbr	☐ Email		
☐ Sex	☐ Zip+4	☐ DL State	☐ Local Restriction	☐ Home Email		
☐ DOB	☐ Addr Country	☐ DL Expir Date	☐ Public Restriction	☐ Employee Notes		

☐ Job Information

☒ Job Code	☐ Percent Assigned	☒ Payoff Date	☐ Pay Grade	☐ Daily Rate	☐ Overtime Eligible	☐ Workers' Comp Cd
☒ Job Descr	☐ Department	☐ Nbr Days Employed	☐ Pay Step	☐ Hrly Rate	☐ Overtime Rate	☐ Workers' Comp Annual
☐ Primary Job	☐ Pay Type	☐ Nbr Days in Contract	☐ Pay Schedule	☐ Pay Rate	☐ Hours/Day	☐ Workers' Comp Remain
☐ Prim Campus	☐ Calendar Code	☐ Local Contract Days	☐ State Step	☐ Base Annual	☐ TRS Position Cd	☐ Exempt Status
☐ Campus Name	☐ Contract Begin Dt	☐ Nbr of Annual Pymts	☐ Contract Total	☐ Accrual Cd	☐ State Minimum Salary	☐ Incr Pay Step
☒ Nbr Mon Contr	☐ Contract End Dt	☐ Remaining Pymts	☐ Contract Balance	☐ Accrual Rate	☐ TRS Year	☐ Vacant Position
☐ Yrs of Job Exper	☐ Yrs in Career Ladder	☐ Wkly Hrs Sched	☐ Wholly Sep Amt	☐ Reg Hrs Worked	☐ Retiree Exception	

14. (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.

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

Generate the Employee Salary Information report

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

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

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

**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: 09-25-2026 School Year: 2027 Begin Date: 09-01-2026 End Date: 09-30-2026
 TRS Month: 09 TWC Qtr: 3 Print Alt Addr: N Adj Cycle: 000

Beginning Check Nbr: 029433 Wage / Earning Statement: A - All
 Payment Method: Electronic Fund Transfer Wage / Earning Statement Line 1:
 Beginning Reference Nbr: 065989 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: Alpha Deduction Register Print Emp SSN: ☐

Increment Leave

Lv Type	Description	Increment	Incr Amt
01	LOCAL LEAVE DAYS	☐	0.000
02	SCHOOL BUSINESS	☐	0.000
03	JURY LEAVE	☐	0.000
04	MILITARY LEAVE	☐	0.000
05	STATE LEAVE	☐	0.000
06	DAYS DOCKED PAY	☐	0.000
07	STATE SICK	☐	0.000
08	COMP TIME	☐	0.000
09	VACATION 226 EMPLOY	☐	0.000
10	FMLA	☐	0.000
13	VACATION 250-DAY	☐	0.000

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

Deductions

Deduct Cd	Abbrev	Description	Deduct	W2 Health Care
001	WH	ADDITIONAL WITHHOLDING TAX	☒	☐
002	M1	TEXAS TEACHERS CERTIFICATION DUES	☒	☐
003	M1	TX CHILD SUPPORT SDU	☒	☐
004	HI	ACCIDENT METLIFE	☒	☐
005	M1	ASSOCIATION OF TX PROF EDUCATORS	☒	☐
006	TR	TRS BUY BACK	☒	☐
007	M1	ACT DALLAS	☒	☐
008	M1	TX CLASSROOM TEACHERS ASSOCIATION	☒	☐
009	RI	TRS-CARE SURCHARGE	☒	☐
010	M1	OKLAHOMA CHILD SUPPORT	☒	☐
011	M1	REPAYMENT TO MISD	☒	☐
012	M1	REGION 10 CERTIFICATION PROGRAM	☒	☐
014	HI	TELAMEDICINE	☒	☐
015	HI	DENTAL	☒	☐
016	HI	VISION	☒	☐

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

Back Next Cancel

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

Payroll Processing > Run Payroll
Payroll

Frequency: 6 School Year: 2027
Pay Date: 09-25-2026 Adj Nbr: 0

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

Generate Reports Consolidate Rpts Select All Unselect All

Back Next Cancel



Back Cover