



## **business\_payroll\_juneyarend\_firstpayrolloftheschoolyear**



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# ASCENDER - First Payroll of the School Year for June Year-End LEAs

**Created:** 06/XX/2023

**Reviewed:** In Progress

**Revised:** In Progress



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

The purpose of this document is to guide you through the necessary steps to process the first payroll of the school year for June year-end LEAs. The steps included in this process need to be reviewed again in August for all employees with August contracts.

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

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

This document assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the [ASCENDER Business Overview guide](#).



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

## Before You Begin

[Before you begin:](#)

[Terms:](#)

**Terms:**

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



Review the applicable Payroll verification items before running the July payroll and then again before running the August payroll.

Ensure that accruals will zero out for contracts ending in June and July.

Verify important payroll items:

### Payroll Verification Items

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

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

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

<input type="checkbox"/>	Verify the <b>State Min Days</b> field on the <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Job Info</a> tab for all employees including support staff. Select the number of days closest to their <b># of Days Employed</b> .
<input type="checkbox"/>	Verify that <b>Payoff Dates</b> for active employees reflect June, July, or August.
<input type="checkbox"/>	Verify new <b>Deductions</b> . Deductions can either be manually entered or imported.
<input type="checkbox"/>	Verify next year payroll to budget.
<input type="checkbox"/>	Verify employee status; active or inactive.  If the employee is inactive, the <b>Termination Date</b> must be populated. Verify that an ED90 has been submitted for non-returning employees.
<input type="checkbox"/>	Verify salaries and State Minimum salary by either running a user-created report or the <a href="#">Payroll &gt; Reports &gt; Payroll Information Reports &gt; HRS6400 - Salary Verification Report</a> with <b>Pay Type 1</b> selected.
<input type="checkbox"/>	Subs - Run a user-created report to verify the following information: <ul style="list-style-type: none"> <li>• TRS Member Positions</li> <li>• Contract Begin and End Dates (First day when sub begins work for the school year through last day of school)</li> <li>• FICA Eligibility</li> <li>• No TRS</li> </ul>
<input type="checkbox"/>	Retirees - Run a user-created report to verify the following information: <ul style="list-style-type: none"> <li>• Retiree Employment Type Code</li> <li>• TRS member positions</li> <li>• Contract Begin and End Dates (First day when retiree begins work for the school year through last day of school)</li> <li>• FICA Eligibility</li> <li>• No TRS</li> </ul>
<input type="checkbox"/>	Use the <a href="#">August TRS Reporting Process</a> guide to address TRS reporting for August.
<input type="checkbox"/>	If applicable and not addressed in the August TRS Reporting Process, address August adjustment days.
<input type="checkbox"/>	Ensure that auxiliary role IDs are set up for applicable employees. This task is included in the <a href="#">TSDS PEIMS Fall Submission Data for Business</a> guide. It is important to verify that this field and additional business data for Fall PEIMS for applicable staff are reported accurately. All business-related data that is reported for Fall PEIMS is listed in the linked guide.

## First Payroll of the School Year for June Year-End LEAs Process

1. [Verify finance options.](#)

### Verify finance options

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

Verify that the **School Year** field contains the new school year. This field should not be updated prior to completing the Finance EOY Process.

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

### Verify payroll frequency

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

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

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

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

### Prepare NYR payroll for move to CYR

Complete this step for July contracts only at this time. Then, perform this step again in August for August contracts.

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

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

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

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

The screenshot shows the 'Pay Info' tab for employee 000096 : BENTON, ANTONIO L. The 'Pay Status' dropdown menu is highlighted with a black box and a black arrow pointing to it, showing '2 Inactive' selected. Other fields include 'Pay Campus: 102 102 Ascender Elem 03-06', 'FICA Eligibility: M Subject to medicare', and 'Unemployment Elig: [checked]'. There is also a 'Save' button at the top left and a 'Retrieve' button at the top right.

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

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

### Copy NYR tables to CYR

Complete this step for July contracts only at this time. Then, perform this step again in August for August contracts.

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

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

Copy all of the necessary tables. If you copied any tables prior to this step, be sure to exclude those tables at this time to avoid overwriting any necessary data such as previously made manual changes.

Next Year > Copy NYR Tables to CYR Payroll

Year: N

**COPY NEXT YEAR TABLES**


Accrual Calendar	<input type="checkbox"/>	☑	⋮
Extra Duty Pay	<input type="checkbox"/>	☑	⋮
Hourly / Daily Salary	<input type="checkbox"/>	☑	⋮
Job Code	<input type="checkbox"/>	☑	⋮
Local Annual Salary	<input type="checkbox"/>	☑	⋮
Midpoint Salary	<input type="checkbox"/>	☑	⋮
School Calendar	<input type="checkbox"/>	☑	⋮
State Minimum Salary	<input type="checkbox"/>	☑	⋮
Substitute Salary	<input type="checkbox"/>	☑	⋮
Workers' Compensation Rates	<input type="checkbox"/>	☑	⋮

Execute Select All Tables

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

OR

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

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

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

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

Process Cancel

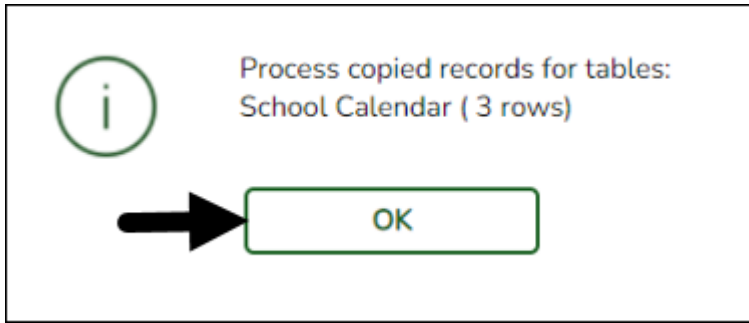
First ◀ ▶ Last

Date Run: Copy Next Year Tables to Current Year  
 Cnty Dist: ISD  
 Table: bhr\_cal\_sch Page: 1 of 1

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

End of Report

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



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

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

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

### Copy active staff to the CYR

Complete this step for July contracts only at this time. Then, perform this step again in August for August contracts.

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

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

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

In addition, consider the employee deductions. For example, if you have not updated the new insurance selections and premiums in the next year payroll, then do not copy any deductions to the current year payroll. Also, if you entered all new employees as electing insurance so that employer-paid amounts were generated to budget, then you would not want these “estimated” deductions brought to current year payroll. All insurance selections and rate changes can be made in the current year payroll frequency.

The screenshot shows the 'Payroll' interface with the following elements:

- Buttons:** 'Execute' and 'Reset' at the top left.
- Parameters:**
  - Pay Status:** Radio buttons for 'Active' (selected), 'Inactive', and 'Both'.
  - Primary Campus:** Dropdown menu set to 'All'.
  - Payoff Date:** Date field set to '08-25-2026'.
  - Pay Campus:** Dropdown menu set to 'All'.
  - Frequency:** Dropdown menu set to 'F Monthly NYR'.
  - Contract Begin Date:** Empty date field.
  - Salary Concept:** Dropdown menu set to 'All'.
  - Contract End Date:** Empty date field.
  - Extract ID:** Empty text field.
  - Contract Months:** Empty text field.
  - Employee Nbr:** Empty text field.
  - Pay Type:** Dropdown menu set to 'All'.
  - Job Code:** Dropdown menu set to 'All'.
  - Accrual Code:** Dropdown menu set to 'All'.
  - Pay Grade:** Empty text field.
  - Prior Yr Emp Date:** Text field set to '00-00-0000'.
- Options:**
  - Include Employees with Termination Date
  - Carry over employee deductions
  - Only process employee deductions
  - Preview changes

- 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).

The screenshot shows the 'Payroll' interface with the following elements:

- Year:** Dropdown menu set to 'Current Year', with a dropdown list showing 'Current Year' and 'Next Year'.
- Frequency:** Dropdown menu set to '6 - Monthly CYR'.
- Buttons:** 'Apply' and 'Cancel' buttons.

- o Click **Change**.
- o Select *Current Year*.
- o Select a pay frequency.
- o 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 the **Payroll Clearing Fund/Year** field, it should be set to 163/X or 863/X.

The screenshot shows the 'District HR Options' configuration page. The 'Payroll Clearing Fund/Year' field is highlighted with a red box and set to '163/6'. The 'School Year for PEIMS Codes' field is also highlighted with a red box and set to '2026'. In the 'First Pay Date of School Year' section, the 'Payroll 6' field is highlighted with a red box and set to '09-25-2026'. Other fields include TRS District ID (4321), Federal ID Number (12-3456789), TWC District ID (987654321), and various accrual and benefit settings.



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

□ Under **First Pay Date of School Year**, update the first pay date of the new school year for each payroll frequency. The date(s) must match the first payroll date(s) indicated on the pay dates table.



The **First Pay Date of School Year** should be a September date even for June Year-End LEAs.

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

[Additional first pay date notes](#)

## Fiscal Year versus School Year

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

This 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**.

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

## Enter school year pay dates

[Payroll > Tables > Pay Dates](#)

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

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

The screenshot shows the 'Tables > Accrual Calendars' interface. At the top, there is a 'Save' button. Below it, the 'ACCRUAL CALENDAR' section contains 'Retrieve' and 'Print' buttons. The interface is divided into two main panels. The left panel displays a table with columns: Delete, Details, Accrual Code, and Total Days Worked. It lists two entries: 'A' with 187.0 days and 'B' with 207.0 days. The right panel displays a table with columns: Delete, Pay Date, and Days Worked. It lists 12 entries with dates from 09-25-2025 to 08-25-2026 and corresponding days worked values ranging from 41.00 to 0.00. Both panels have an 'Add' button at the bottom.

Delete	Details	Accrual Code	Total Days Worked
		A	187.0
		B	207.0

Delete	Pay Date	Days Worked
	09-25-2025	41.00
	10-24-2025	22.00
	11-25-2025	15.00
	12-19-2025	15.00
	01-23-2026	20.00
	02-25-2026	19.00
	03-25-2026	17.00
	04-24-2026	21.00
	05-25-2026	17.00
	06-25-2026	0.00
	07-24-2026	0.00
	08-25-2026	0.00

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

## Complete the accrual calendar

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

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

Review the pay dates and accrual days for all applicable accrual codes **only if applicable** for July contracts. This may be necessary if you accrue employees working longer than 10 months (e.g., 11-month employees). The total number of days should equal the number of days employed for that group of employees.

Tables > Accrual Calendars Payroll

Save

ACCRUAL CALENDAR

Retrieve    Print

Delete	Details	Accrual Code	Total Days Worked
		A	187.0
		B	207.0

Delete	Pay Date	Days Worked
	08-31-2025	20.00
	09-25-2025	21.00
	10-24-2025	22.00
	11-25-2025	15.00
	12-19-2025	15.00
	01-23-2026	20.00
	02-25-2026	19.00
	03-25-2026	17.00
	04-24-2026	21.00
	05-25-2026	17.00
	06-25-2026	0.00
	07-24-2026	0.00
	08-25-2026	0.00

+ Add

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

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

#### 10. Complete fund to grant information.

### Complete fund to grant information

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

Personnel > Tables > Salaries > Fund to Grant



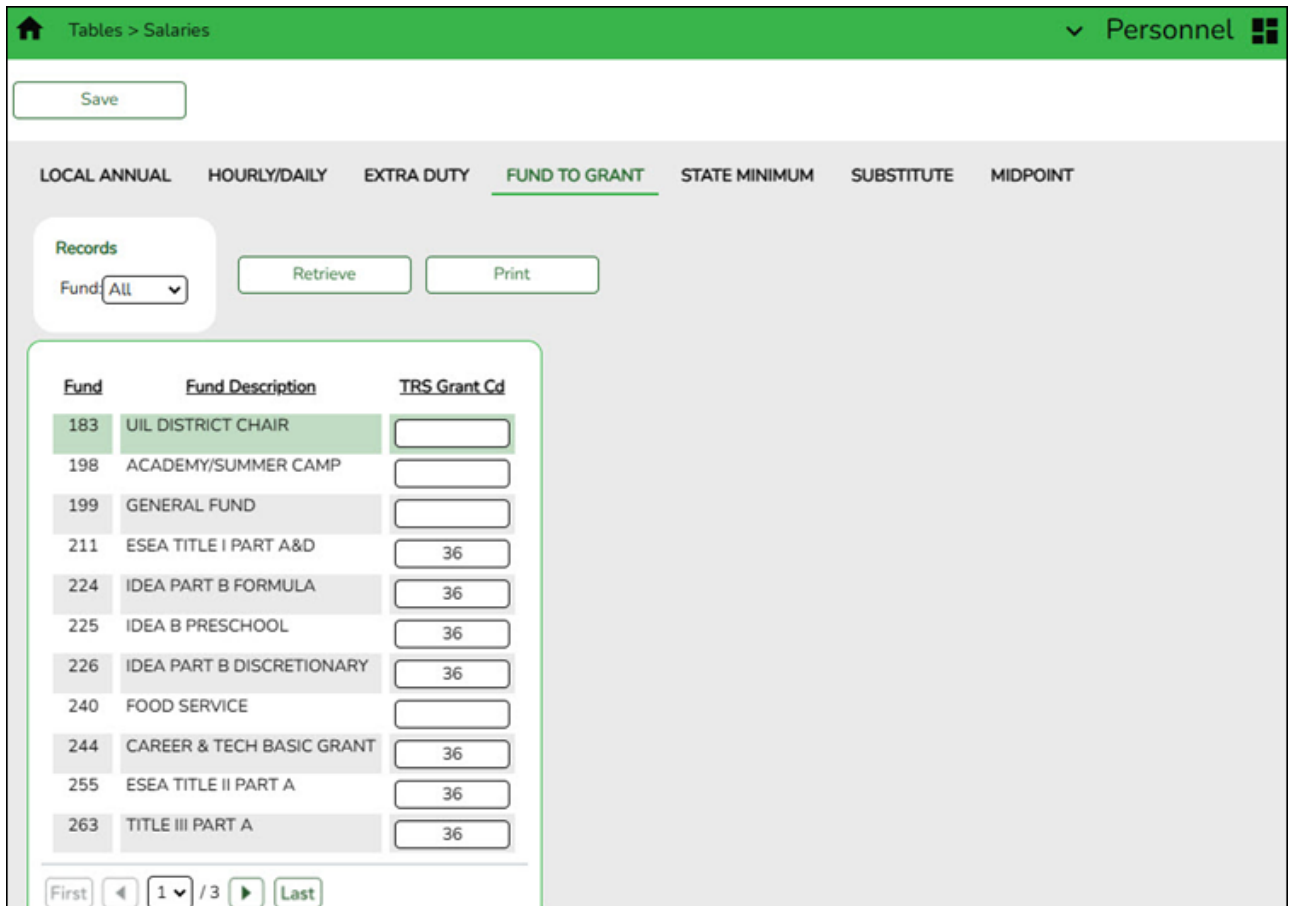
**IMPORTANT:** All applicable federal grants must have a fund to grant code listed in the **TRS Grant Cd** field on this tab. If not, TRS federal grant care and TRS federal grant deposit amounts **will not** be calculated for that specific fund during payroll.

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.



11. [Generate the Account Code Comparison report.](#)

**Generate the Account Code Comparison report**

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

Complete this step for July contracts only at this time. Then, perform this step again in August for August contracts.

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

Reports > Payroll Information Reports > Account Code Comparison Payroll

Preview PDF CSV Clear Options

Payroll Information Reports HRS6000 - Account Code Comparison

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

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

First ◀ ▶ Last

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

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

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

- If there are accounts that have a 3 for July and August start employees, perform a mass update of HR distributions. You can either mass update records by fund/year using the [Payroll > Utilities > Mass Change Payroll Account Codes > Mask Crosswalk](#) page **OR** mass update all records by using the [Payroll > Utilities > Mass Update > Employee](#) tab. Employees who are paid out of federal funds may need their distributions reviewed and changed for a different fund year, if necessary. For example, federal funds may still be available for the previous year.
- If there are other accounts that need to be added, add them on the [Finance > Maintenance > Create Chart of Accounts](#) page.

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

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

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

### Generate the Employee Payroll Listing report

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

Complete this step for July contracts only at this time. Then, perform this step again in August for August contracts.

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

Verify that all current employees are listed and that distribution information was updated for July contracts before the employees start their pay in the new fiscal year.

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	

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

### Correct necessary payroll errors

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

Complete this step for July contracts only at this time. Then, perform this step again in August for August contracts.

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

Emp Nbr	Employee Name	Error Message
000321		JOB CODE: 01F - LOCAL PAY STEP IS EQUAL TO SPACES
		Total Employee Errors: 1
000365		JOB CODE: 42A - CONTRACT BALANCE EQUALS ZERO JOB CODE: 42A - NUMBER OF REMAINING PAYMENTS IS ZERO FOR CONTRACT PAYMENT JOB CODE: 42A - TRS YEAR SELECTED FOR EMP HAS CONTRACT MONTH LESS 11
		Total Employee Errors: 3
000384		JOB CODE: 41A - LOCAL PAY STEP IS EQUAL TO SPACES
		Total Employee Errors: 1
000389		JOB CODE: 45B - REG HRS WORKED EQUALS ZERO JOB CODE: 45B - REG HRS WORKED EQUALS ZERO
		Total Employee Errors: 2

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

14. [Address leave.](#)

**Address leave**

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

Update the employee master leave record balances.

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

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.

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

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

Execute

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

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

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

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

The 'LEAVE' tab is selected, showing a 'Method' section with 'Zero Leave Values for Employees' selected. Below this is a table with columns: Type, Description, Leave Earned, Leave Used, and End Balance. The table lists 9 leave types, all with checkboxes checked in the 'Leave Earned', 'Leave Used', and 'End Balance' columns.

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

An 'Execute' button is located at the bottom right, with a large black arrow pointing down to it.

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

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

Utilities > Mass Update Payroll

Year: C

Parameters

Pay Status:  Active  Inactive  Both

Pay Type: **E Exclude Substitute**

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All

Payoff Date:

Pay Campus: All

Frequency: 6 Monthly CYR

Contract Begin Date:

Salary Concept: All

Contract End Date:

Extract ID:

Contract Months:

Employee Nbr:

Reset

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Method

Zero Leave Values for Employees

**Add Leave Code to Employees**

Add Leave Code

New Code: **08 - STATE PERSON**

Begin Balance: .000 Leave Earned: .000

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

Execute

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

3. This step increments leave earned to employees:

Utilities > Mass Update Payroll

Year: C Frequency: 6

Parameters

Pay Status:  Active  Inactive  Both

Pay Type: **E Exclude Substitute**

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All

Payoff Date:

Pay Campus: All

Frequency: 6 Monthly CYR

Contract Begin Date:

Salary Concept: All

Contract End Date:

Extract ID:

Contract Months:

Employee Nbr:

Reset

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Method

Zero Leave Values for Employees

Add Leave Code to Employees

Delete Leave Code from Employees

**Increment Leave Earned to Employees**

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

Execute

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

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



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

- Click **OK**.

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

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

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

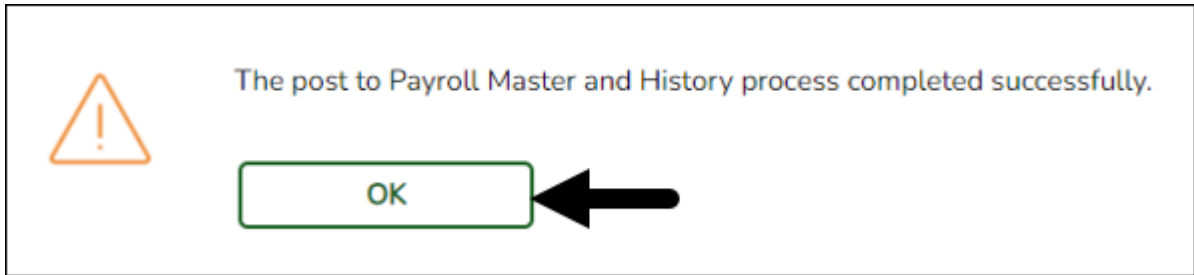
15. [Post to master file.](#)

### Post to master file

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

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

- Select a data row to be posted. If more than one frequency is used, there may be multiple data rows displayed.
- Click **Post**. The following message is displayed.



- Click **OK**.

16. (If applicable) [Verify the accrual expense table.](#)

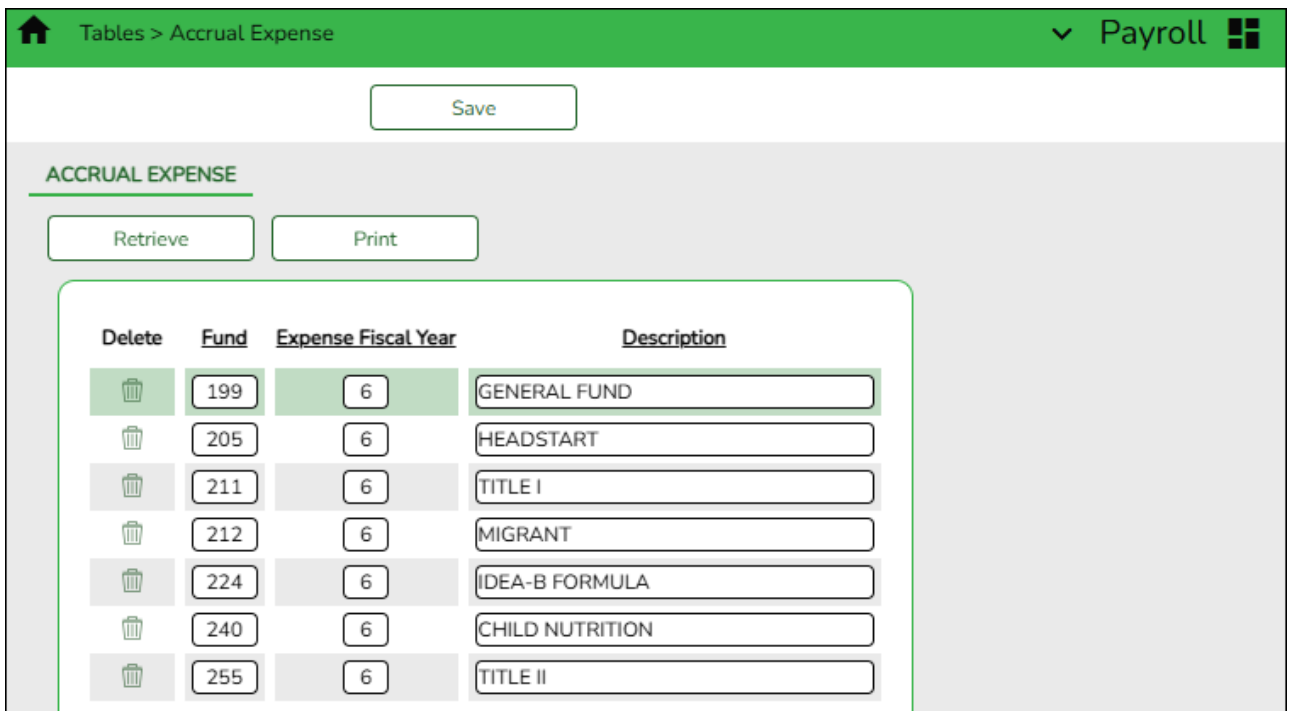
**(If applicable) Verify the accrual expense table**

[Payroll > Tables > Accrual Expense](#)

Complete this step for July contracts only at this time. Then, perform this step again in August for August contracts.

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.



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

## Generate the School YTD report

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

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

Verify that the accrual data is correctly posted for the 2026 school year.

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

Date Run:		School YTD (Sept 1 Thru Aug 31 2026)							Program: HRS3050	
Cnty Dist:		ISD							Page: 54 of 54	
Pay Period: -- thru -- Payrun Date: --									Frequency: 6	
Employee Name	Contract	Non Contr	Supplement	NTRS Ex	FICA Tax	Med Tax	Abs Ded	TRS Dep	Reg Hrs	Ovtrm Hrs
Emp Nbr	Prim Campus	Ovtrm Grs	Emplr Cont	NTax Allow	NTRS Bs	Bus Allow	Emplr 457	TEA Contr	NT NP Bus	Empl Dep
	Accrual Code	Emplr Care	NPay Bus	Accru Pay	FICA Accru	E HI Acc	E An Acc	457 Accru	TEA Acc	Unemp Acc
		A Fed Dep	A Fed Care	Accru Care	Ret Pensn	Care Surc	New TRS	Misc Ded	A Misc Ded	A 403B FICA
District Totals:										
Contract Pay		.00 Non-TRS Non-Tax Bus Allow			.00 Absence Deduction			.00		
Non-Contract Pay		.00 Non-TRS Bus Allow			.00 TRS Deposit			.00		
Supplemental Pay		.00 FICA Tax			.00 Accrued Pay			1,822,967.77		
Accrued Federal Deposit		8,165.53 Medicare Tax			.00 Unemployment Accrued			.00		
Emplr Health Insurance Accrued		.00 FICA/Medicare Accrued			25,673.10 Emplr 457 Accrued			.00		
Emplr Annuity Accrued		.00 Accrued Federal Care			1,237.22 Non-TRS Reimbr Excess			.00		
Emplr Annuity Contrib		.00 Overtime Gross			.00 Non-TRS Reimbr Base			.00		
Emplr 457 Contrib		.00 TEA Health Ins Accrued			.00 Non-Pay Bus Allowance			.00		
TEA Health Ins Contrib		.00 Emplr TRS Care Accrued			13,569.42 Non-Tax NPay Bus Allow			.00		
Emplr TRS Care Contrib		.00 New TRS Member Contrib			.00 Emplr TRS Care Surcharge			.00		
Ret Emplr Pension Surcharge		.00 Emplr Dependent Care			.00 Emplr Dependent Care Accru			.00		
Emplr Misc Ded Contrib		.00 Emplr Misc Ded Contrib Accru			.00 Emplr 403B FICA Contrib Accru			.00		
End of Report										

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

## Generate the School YTD Accrual Payroll Account Distribution Report

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

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

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

Preview PDF CSV Clear Options

**Year To Date Reports**

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

**HRS3550 - School YTD Accrual Payroll Account Distr**

Parameter Description	Value
School Year (YYYY)	2026
Summary (S) or Detail (D) information for employees, or Fund Recap (R) only	R
Print Acct Codes with zero accrual amounts? (Y/N)	Y
Include report of variances between School YTD and Distribution History? (Y/N)	Y
Print Acct Codes not in General Ledger? (Y/N)	Y
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, Exclude Subs (E), or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	

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

Date Run: School YTD Accrual Payroll Account Distribution Journal for 2026Recap Program: HRS3550  
 Cnty Dist: ISD Page: 1 of 1  
 Frequency: 6

Fund / FY		Gross Pay Ret Pen Surch	Accrued Pay Emplr Care	FICA/Med Care Surch	Unemploy Tax Emplr Misc	Employer Contrib	Federal Deposit	Federal Care	TEA Hlth Ins Contrib	Emplr 457
198-6	Total	.00	21,541.82	301.37	.00	.00	.00	.00	.00	
		.00	131.47	.00	.00					
199-5	Total	912,329.38	.00	.00	.00	.00	.00	.00	.00	
		.00	.00	.00	.00					
199-6	Total	.00	1,698,134.61	23,936.73	.00	.00	.00	.00	.00	
		.00	12,695.60	.00	.00					
199	Total	912,329.38	1,698,134.61	23,936.73	.00	.00	.00	.00	.00	
		.00	12,695.60	.00	.00					
211-6	Total	.00	2,597.05	28.94	.00	.00	214.26	32.46	.00	
		.00	19.48	.00	.00					
224-6	Total	.00	14,048.25	197.02	.00	.00	1,158.99	175.60	.00	
		.00	105.37	.00	.00					
255-6	Total	.00	921.53	10.27	.00	.00	76.03	11.52	.00	
		.00	6.91	.00	.00					
281-6	Total	.00	13,949.19	200.52	.00	.00	794.78	120.43	.00	
		.00	72.25	.00	.00					
282-6	Total	.00	9,909.92	135.37	.00	.00	817.57	123.87	.00	
		.00	74.33	.00	.00					
283-6	Total	.00	61,195.17	855.41	.00	.00	5,048.61	764.96	.00	
		.00	458.98	.00	.00					
288-6	Total	.00	670.23	7.47	.00	.00	55.29	8.38	.00	
		.00	5.03	.00	.00					
District Totals: Gross Pay:		912,329.38	Unemployment Tax:	.00	Federal Care:	1,237.22	Emplr 457:	.00		
Accrued Pay:		1,822,967.77	Employer Contrib:	.00	TEA Hlth Ins Contrib:	.00				
FICA/Medicare Tax:		25,673.10	Federal Deposit:	8,165.53	Ret Emplr Pen Surch:	.00				
Emplr TRS Care Contrib:		13,569.42	Emplr TRS Care Surch:	.00	Emplr Misc Ded Contrib:	.00				

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

**Generate the Contract Balance Variance Report**

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

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



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

Use the following variance thresholds accordingly:

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

Reports > Payroll Information Reports > Contract Balance Variance Report Payroll

Preview PDF CSV Clear Options

Payroll Information Reports HRS6050 - Contract Balance Variance Report

[HRS1250 - Employee Data Listing](#)

[HRS1650 - Employee Salary Information](#)

[HRS6000 - Account Code Comparison](#)

[HRS6050 - Contract Balance Variance Report](#)

[HRS6150 - Employee Payroll Listing](#)

[HRS6400 - Salary Verification Report](#)

[HRS6450 - Health Insurance Coverage](#)

[HRS6650 - CYR/NYR Salary Comparison](#)

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

Date Run:		Contract Balance Variance Report				Program: HRS6050	
Cnty Dist:		ISD				Page: 1 of 1	
Variance Threshold: <span style="background-color: yellow;">0.11</span>						Frequency: 6	
Emp Nbr	Employee Name	Job Cd	Pay Rate	Remain Pymts	Computed Bal	Actual Bal	Variance
003349		41A	1,685.46	12	20,225.52	20,225.22	-.30
003462		41A	1,652.25	12	19,827.00	18,827.00	-1,000.00
Campus Variance: -1,000.30		Campus Jobs with Variance: 2		Campus Avg. Variance: 500.15			
Total All Variance: -1,000.30		Total Jobs with Variance: 2		Avg. Variance All: 500.15			
End of Report							

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

### Generate the Employee Verification report

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

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

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

Verify that 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.

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

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

### (If necessary) Mass update employee experience


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

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

Additionally, you can use this page to increment the prior years of teaching experience for those individuals in a teaching role. The **Prior Teaching Experience** is the total number of

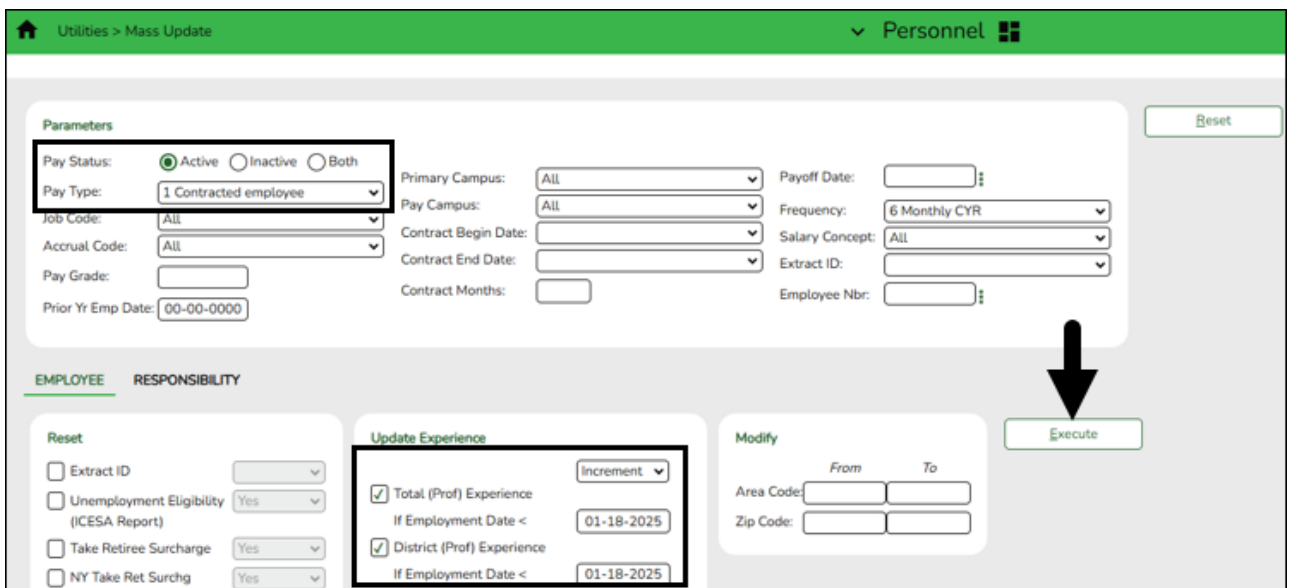
years that an individual has previously held a teaching position in one or more education institutions and is collected during the PEIMS Core Collection: Class Roster.

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.

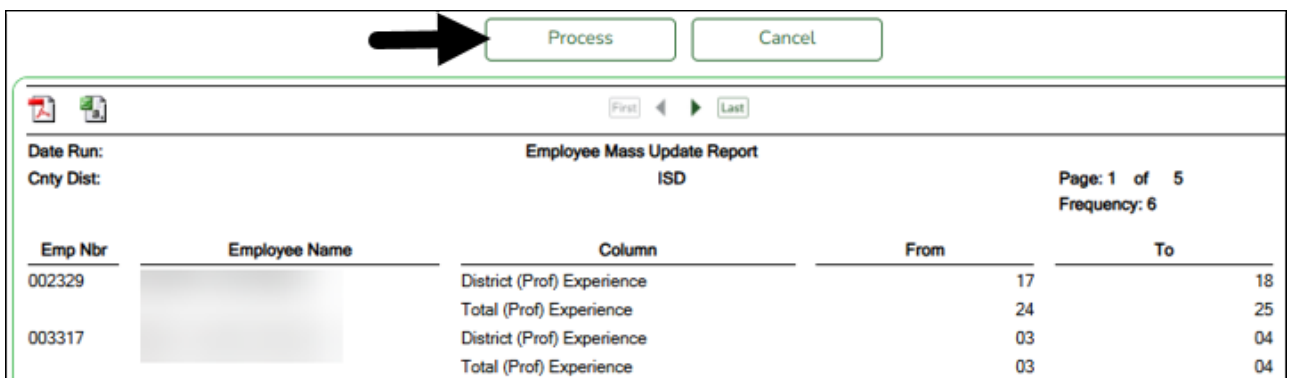


- The Commissioner's Rules on Creditable Years of Service, Title 19, Texas Administrative Code (TAC) §153.1021, serve as a baseline for minimum requirements when determining an individual's years of experience.
- The **Prof Experience Yrs** and **Non-Prof Experience Yrs** should be incremented in separate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

**Total (Prof) Experience:**

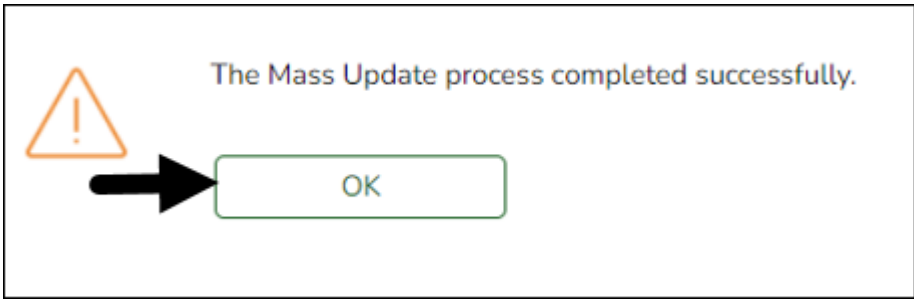


☐ Click **Execute**. The Employee Mass Update Report is displayed.



Emp Nbr	Employee Name	Column	From	To
002329		District (Prof) Experience	17	18
		Total (Prof) Experience	24	25
003317		District (Prof) Experience	03	04
		Total (Prof) Experience	03	04

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



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

Utilities > Mass Update Personnel

**Parameters** Reset

Pay Status:  Active  Inactive  Both  
 Pay Type: 2 Non-contracted emp  
 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

**Update Experience**

Total (Prof) Experience  
 If Employment Date <   
 District (Prof) Experience  
 If Employment Date <   
 District (Non-Prof) Experience  
 If Employment Date < 01-18-2025  
 Total (Non-Prof) Experience  
 If Employment Date < 01-18-2025  
 Prior Teaching Experience  
 If Employment Date <   
 Job Codes:

**Modify**

Area Code:  From  To   
 Zip Code:  From  To

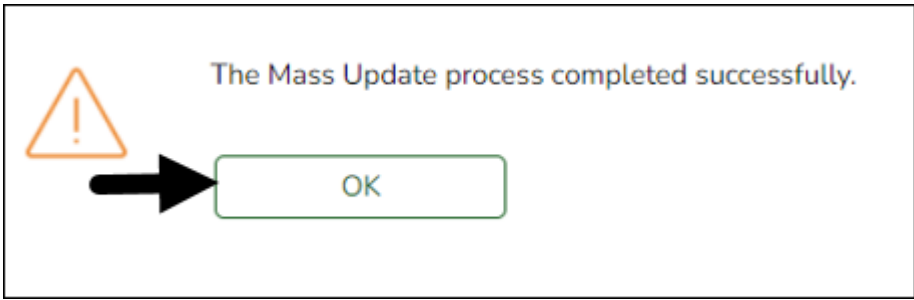
**Execute**

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

Date Run: Employee Mass Update Report  
 Cnty Dist: ISD Page: 1 of 4  
Frequency: 6

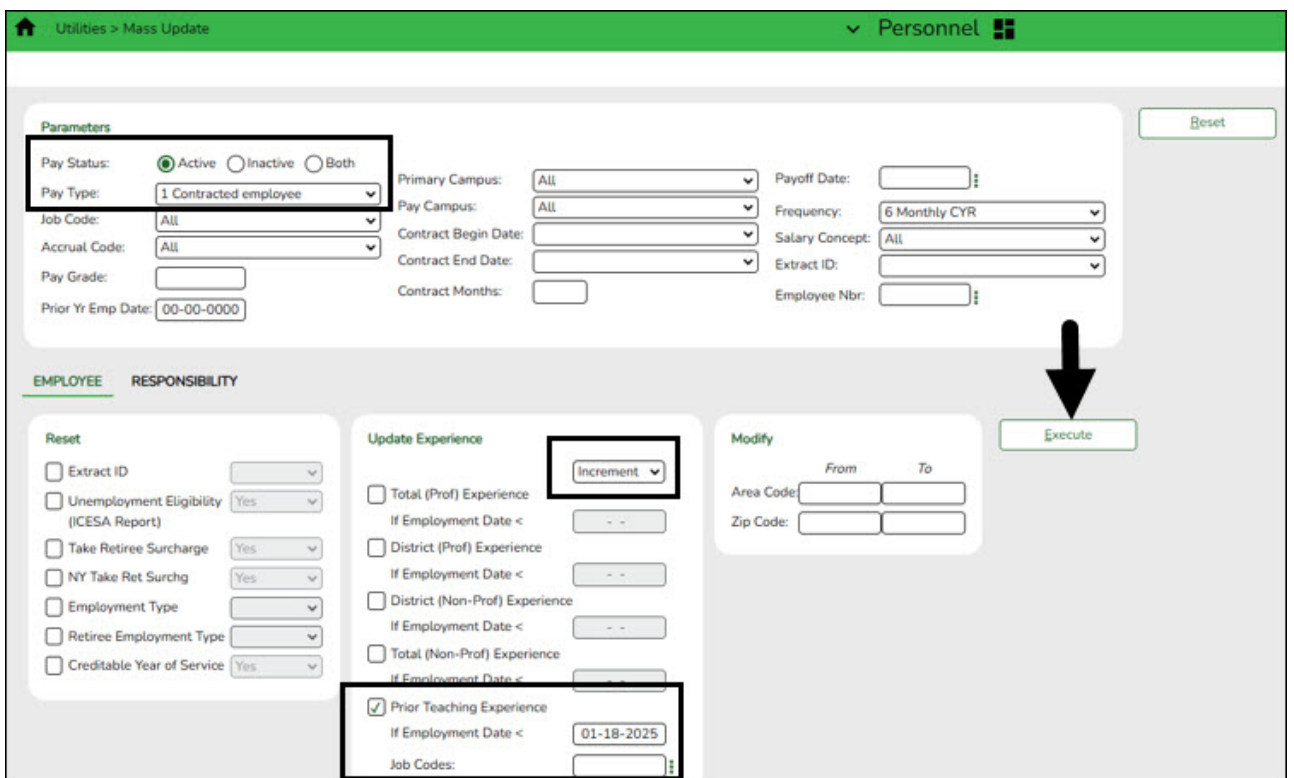
Emp Nbr	Employee Name	Column	From	To
003135		District (Prof) Experience	02	03
		Total (Prof) Experience	02	03
003317		District (Prof) Experience	03	04
		Total (Prof) Experience	03	04

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

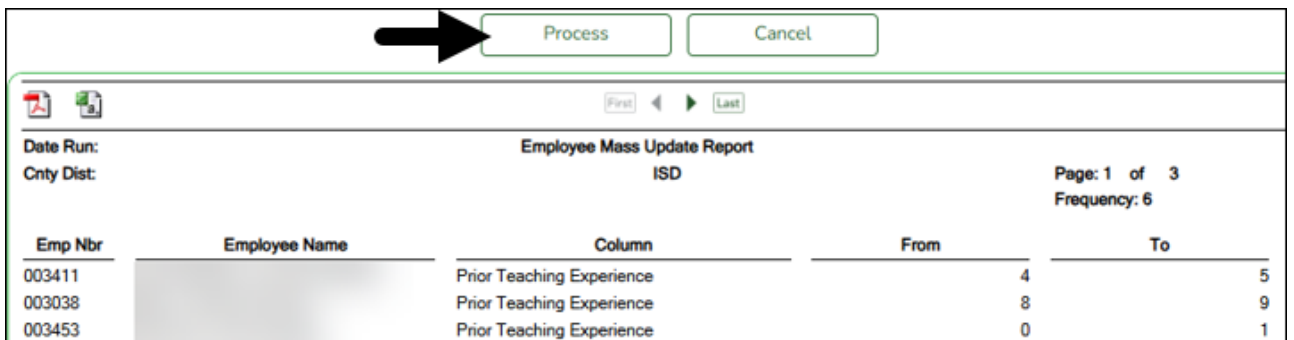


Use the [Personnel > Reports > Personnel Reports > HRS1100 - Employee Verification Report](#) to verify the accuracy of the years of experience.

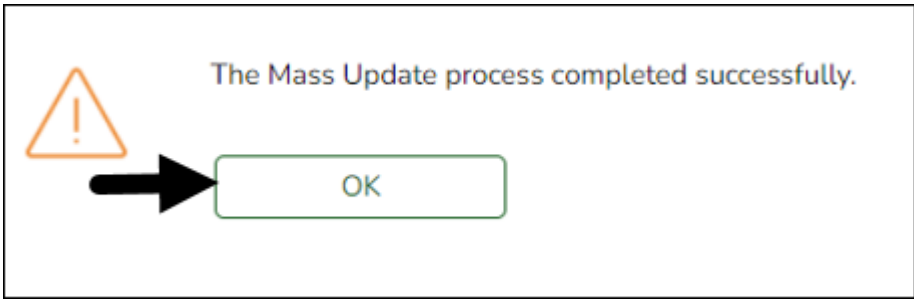
**Prior Teaching Experience:**



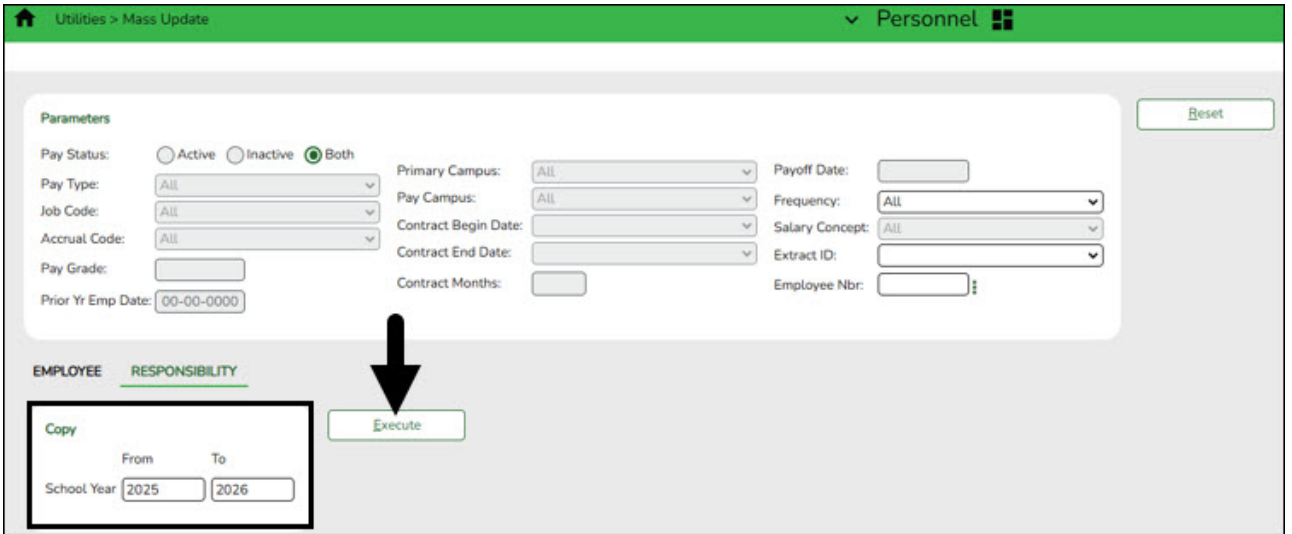
Click **Execute**. The Employee Mass Update Report is displayed.



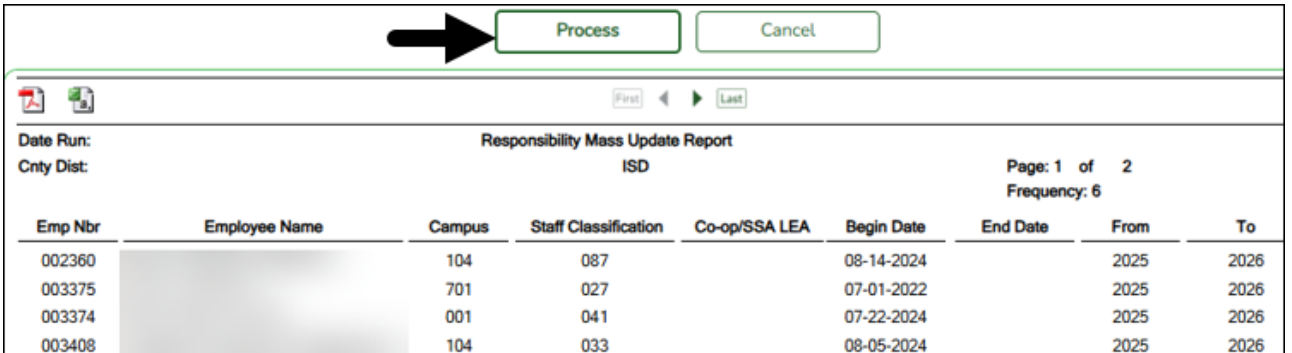
Click **Process**. The following message is displayed.



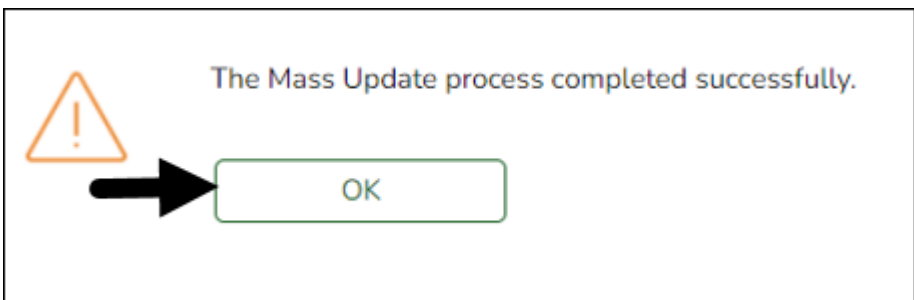
**Responsibility:**



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



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



22. [Verify payoff dates.](#)

**Verify payoff dates**

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

Verify that all pay type 1 and 2 employees have payoff dates that match the pay dates in the pay dates table. (June, July, and August as referenced in Step 9 of the [ASCENDER - First Payroll of the School Year \(September Start LEAs\)](#)).

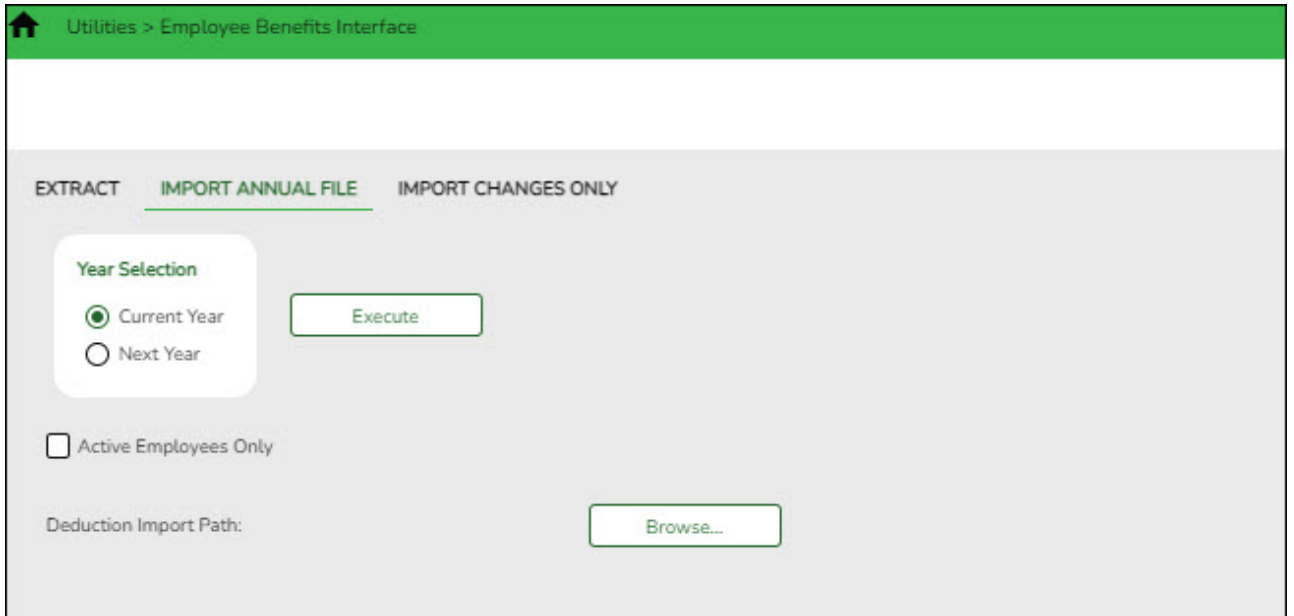
The screenshot shows the 'User Created Reports' configuration page for 'Payroll'. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. Below these are fields for 'Year: C' and 'Frequency: 5'. The main area is divided into sections for 'Report Template', 'Report Title', and 'Employee Nbr'. There are two main sections of checkboxes: 'Employee Demographic' and 'Job Information'. In the 'Employee Demographic' section, 'Employee Nbr', 'First Name', and 'Last Name' are checked. In the 'Job Information' section, 'Job Code', 'Job Descr', 'Nbr Mon Contr', and 'Payoff Date' are checked. The 'Payoff Date' checkbox is highlighted with a yellow box.

23. [\(If available\) 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.

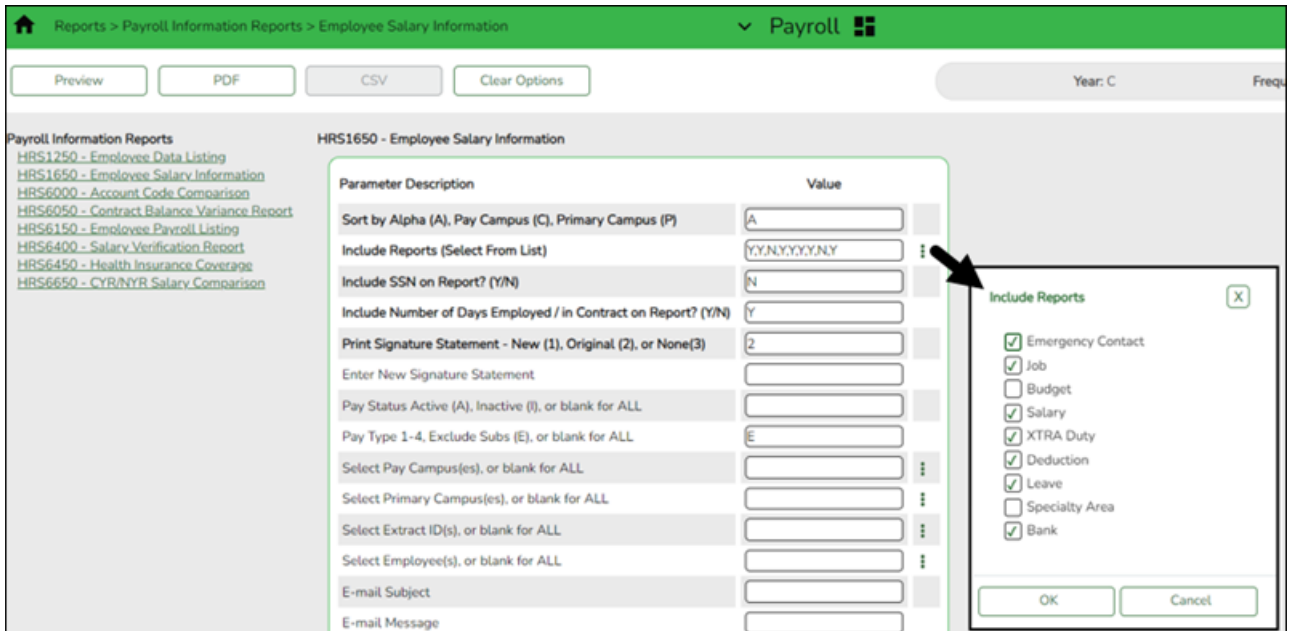


24. [Generate the Employee Salary Information report.](#)

### Generate the Employee Salary Information report

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

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



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

First ◀ ▶ Last

---

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

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

---

**Emergency Contact Information**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Phone:** ( ) - Ext: \_\_\_\_\_  
**Notes:** Region10

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**Job Information**

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

---

**Salary Calculation**

<b>Annual Salary:</b> \$61,800.00	<b>State Min Salary:</b> \$54,540.00	<b>State Step:</b> 20
<b>Pay Rate:</b> \$5,150.00	<b>OT Elig:</b> N	<b>Yrs in Career Ladder:</b> 0
<b>Daily Rate:</b> \$330.48	<b>OT Rate:</b> \$0.00	

---

**Deduction Information**

Deduction Code	Net Amount	Empl Contrib	Remain Pymts	Cafe 125	Deduction Code	Net Amount	Empl Contrib	Remain Pymts	Cafe 125
001 - ADDITIONAL WITHHOLDING TAX	\$300.00	\$0.00	99	N	016 - VISION	\$0.00	\$8.98	99	Y
025 - ACTIVE CARE PRIMARY PLUS	\$0.00	\$514.00	99	Y	051 - FLEXIBLE SPENDING ACCT	\$118.98	\$6.02	99	Y
054 - GROUP (DISTRICT PAID LIFE)	\$0.00	\$0.65	99	N					

---

**Leave Information**

Type	Description	Beg Bal	Earned	Used	End Bal	Type	Description	Beg Bal	Earned	Used	End Bal
01	LOCAL	0	5.000	0	5.000	02	SCH BUSIN	0	0	0	0
05	STATE	109.000	5.000	0	114.000	14	test	0	0	0	0

---

**Bank Information**

Bank	Bank Acct Nbr	Bank Acct Type	Bank Acct Amt
010 - CEFUCU	*****1561	2 - Checking account	\$0.00

---

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

---

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


25. Calculate a sample payroll.

### Calculate a sample payroll

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

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

**IMPORTANT:**

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

Payroll Processing > Run Payroll Payroll

Frequency: 6 Pay Date: 09-25-2025 School Year: 2026 Begin Date: 09-01-2025 End Date: 09-30-2025  
 TRS Month: 09 TWC Qtr: 3 Print Alt Addr: N Adj Cycle: 000

Beginning Check Nbr:  Wage / Earning Statement:

Payment Method:  Wage / Earning Statement Line 1:

Beginning Reference Nbr:  Wage / Earning Statement Line 2:

Print Voided Checks:  Wage / Earning Statement Line 3:

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

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

**Increment Leave**

Lv Type	Description	Increment	Incr Amt
01	STATE PERSONAL	<input type="checkbox"/>	<input type="text" value="0.000"/>
02	LOCAL	<input type="checkbox"/>	<input type="text" value="0.000"/>
03	SICK LEAVE BANK	<input type="checkbox"/>	<input type="text" value="0.000"/>
04	EXTENDED LEAVE	<input type="checkbox"/>	<input type="text" value="0.000"/>
05	STATE BUS	<input type="checkbox"/>	<input type="text" value="0.000"/>
06	LOCAL BUS	<input type="checkbox"/>	<input type="text" value="0.000"/>
09	NON-DUTY DAY	<input type="checkbox"/>	<input type="text" value="0.000"/>
11	OLD STATE SICK LEAVE	<input type="checkbox"/>	<input type="text" value="0.000"/>
14		<input type="checkbox"/>	<input type="text" value="0.000"/>
15		<input type="checkbox"/>	<input type="text" value="0.000"/>
16		<input type="checkbox"/>	<input type="text" value="0.000"/>

**Deductions**

Deduct Cd	Abbrev	Description	Deduct	W2 Health Care
001	CU		<input checked="" type="checkbox"/>	<input type="checkbox"/>
002	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
003	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
006	AN		<input checked="" type="checkbox"/>	<input type="checkbox"/>
007	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
008	CU		<input checked="" type="checkbox"/>	<input type="checkbox"/>
009	TS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
010	TS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
011	TS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
012	M2		<input checked="" type="checkbox"/>	<input type="checkbox"/>
013	DC		<input checked="" type="checkbox"/>	<input type="checkbox"/>
014	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
015	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
016	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Payroll Processing > Run Payroll Payroll

Frequency: 6 School Year: 2026  
 Pay Date: 09-25-2025 Adj Nbr: 0

**Calculation Reports**

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

**IMPORTANT:**



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

# STOP

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

Reverse accruals.

## Reverse accruals

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

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

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

Payroll Processing > EOY Payroll Accruals

Year: C

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

File ID: C

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

Reversal Interface Transaction Date: 09-01-2025  
 JV Number: REVACC

Create Reversals

Select	Frequency	Calculation Date	Create GI Date	Interface Date	Posted Date	Reversal Interface Date
<input checked="" type="checkbox"/>	F	08-31-2025	04-30-2025	04-30-2025	06-27-2025	

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



## Back Cover