



## ASCENDER - Next Year Payroll Process



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# ASCENDER - Next Year Payroll Process

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The purpose of this document is to guide you through the necessary steps to create next year's payroll. This process includes updating tables and employee information, calculating salaries, performing edits, and interfacing payroll to Budget. This process occurs in the next year and does not interfere with the current year processing.

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

[ASCENDER - NYR Payroll Process Quick Checklist](#)



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.

## Prerequisites

[Prerequisites:](#)

**Gather Beneficial Data:**



This section is strictly for informational purposes.

Before performing the next year payroll process, review the following tables and gather the data that will be beneficial while you are updating this information for the new school year.

## Proposed/Approved Next Year Salary Schedule

**Personnel > Tables > Salaries**

Once a salary table is assigned to an employee on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab, the table can be updated and salary calculations can be run for all affected employees

eliminating the need to update the information for each individual employee.

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## Proposed/Approved Next Year Workday Calendars

[Personnel > Tables > Workday Calendars > School Calendar](#)

After receiving the upcoming approved school year calendars, you can create a calendar(s) to assist with documenting employee workdays and holidays. It is helpful to plan future pay dates and payoff dates for the next school year in advance.

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## Reference State Minimum Salary Schedule

Review the [TEA Minimum Salary Schedules](#) for changes effective with the new school year.

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## Accrual Calendar Information

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

- Creating and assigning an accrual calendar to employees allows you to maintain the accrual calculations throughout the school year. You can obtain workdays by month information from the workday calendars.
- Be sure to keep the same accrual codes for each accrual calendar. This method allows for consistency and eliminates the need to update the information for each individual employee.
- Accounting for the August EOY accrued days in the accrual calendar and using the EOY Payroll Accruals process assists in properly accounting for accruals across the fiscal years.

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## Update Next Year Staffing Changes

When payroll opens for the next year, be sure to keep up with the following staffing updates:

- **Resignations and new hires:** Update the employee status as resignations and new hires are approved to allow the appropriate budget amounts to be created and interfaced.
- **Campus level changes:** Update the job table and employment information as jobs move from one campus to another.

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- **Distribution changes:** Update employee distributions based on budget changes.
- **Update extra duty/stipend pay:** Update the extra duty table to reflect changes and payments. Also, update the balance on the [Payroll > Maintenance > Staff Job/Pay Data > Pay Info](#) tab. The next year payroll budget calculations use the s-type extra duty remaining amount; therefore, it is important to verify that these amounts have been updated.
- **Update substitute pay:** If substitute pay rates change, update the [Personnel > Tables > Salaries > Substitute](#) tab, which is associated with entering employee substitute leave transmittals.

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## Extract Third Party Administrator (benefits) Information

[Payroll > Utilities > Employee Benefits Interface > Extract](#)

Perform an extract to create the files containing deductions and demographic data to be sent to the third-party vendor.

Only deduction codes that have an **Extract Ded Cd** (extract deduction code) on the [Payroll > Tables > Tax/Deduction > Deduction Code](#) are extracted.

After the new premiums are updated by the third-party administrator and the file is returned, you can import the updated file making the changes to the next year deductions in one step.

[Payroll > Utilities > Employee Benefits Interface > Import Annual File](#)

This utility imports the next year employee benefit choices via a file created by your third-party vendor. Importing data decreases the amount of time it takes to enter individual employee data changes.

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## Manage Employee Change Requests

- Create a form for next year employee change requests. This form assists with data entry and provides documentation.
- Set a deadline for employee change requests prior to the end of the current school year to allow time for clarification if needed.
- Update employee direct deposit information. Use caution when updating this information in the next year frequency as the system will prompt you to update this information in the current year frequency.
- If your LEA has not already done so, set up the EmployeePortal application. EmployeePortal allows employees to submit demographic changes and payroll (W-4 and direct deposit) changes. LEA-defined options determine what changes can be made by the employee and the necessary approvals.

# Before You Begin

Before you begin:

## Things to Remember Prior to Beginning NYR Payroll

- Ensure open communication exists between the payroll office and business office.
  - Verify that the Budget process is complete and the budget is open.
  - Set potential deadlines for various presentations.
- Verify that you are logged on to the current pay frequency.
- Remember:** Next year calculations and distributions are validated to the new budget (N). Make sure that the fiscal year on the distribution pages matches what is in the new budget (N). If it changes during the process, perform a mass update.

## Current and Next Year Shared Pages



The following pages are shared between the current year and next year. Use **Caution** when updating these pages in the next year:

- Personnel or Payroll > Tables > District HR Options
- Personnel > Tables > Credential
- Payroll > Tables > Tax/Deductions
- Payroll > Tables > Bank Codes
- Personnel > Maintenance > Staff Demo (all tabs)
- Personnel > Maintenance > Employment Info

## Reminders

- New employees must have a Unique ID. Create a Personnel record and copy it to NY Payroll to ensure that they are included in the Unique ID Extract.
- Do not update years of service or leave until Service Records have been created. This usually occurs between the June and July payrolls and is covered in the Service Record guide.
- Medicare On-Behalf is usually posted to the TRS website in late summer. In most cases, a reminder is sent by your ESC so you can book actuals to Finance for the year and create a budget for next year.
- Remember to update NY Payroll in Budget periodically to ensure that changes are updated. This allows Budget to remain as current as possible.

## Extract IDs

Extract IDs can be used to group similar employees to allow for easier and more accurate mass updates. For example, most 187-day teachers/aides have the same contract **Begin** and **End Dates**, same **Calendar Code**, and the same **Payoff Date**, which may allow them to be grouped together by extract ID making it easier to select that group of employees when performing Mass Updates.

### To use extract IDs:

[Personnel > Tables > Job/Contract > Extract ID](#)

- Add or modify extract IDs.

Delete	Extract Id	Extract Id Description
	A	187 TEACHERS/AIDES
	B	202 COACHES
	C	207 COUNSELOR/TECH
	D	182 CAFETERIA
	E	226 EMPLOYEES
	F	256 MAINTENANCE
	G	220 SUP. SECRETARY
	H	178 PT ESL
	I	177 PT CUSTODIAN
	S	SUBS



These extract IDs must meet your LEA's criteria so it is important for the Payroll and Personnel departments to communicate about the setup and use of extract IDs.

[Personnel > Maintenance > Employment Info](#)

- After extract IDs are established, assign or modify the extract IDs for each individual employee record.

Employee: 000479 : APPLEGATE, CHRISTINA LEEANN

EMPLOYMENT INFO

Employee Status: 1 Active professional

Employment Dates: Original Emp Date: 07-31-2023, Latest Re-Employ Date: 00-00-0000, Termination Date: 00-00-0000, Termination Reason: , Eligible for Re-hire: , Percent Day Employed: 100%

Employment Types: Employment Type: F Half-Time or more, Sub Type: , Highly Qualified: , Year Round: , Extract ID: A 187 TEACHERS/AIDES, Highest Degree: 1 Bachelor's

Retiree Information: Retirement Date: 00-00-0000, Retiree Employment Type: , Take Retiree Surcharge: , NY Take Retiree Surcharge:

## Payroll > Utilities > Mass Update

- After extract IDs are assigned as needed, select the applicable **Extract ID** and run the necessary mass update for a specified group of employees. Extract IDs can also assist in sorting and filtering report data.

Parameters

Pay Status: Active (radio button selected), Inactive, Both

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All

Payoff Date:

Contract Begin Date:

Contract End Date:

Contract Months:

Frequency: F Monthly N/YR

Extract ID: A 187 TEACHERS/AIDES

Employee Nbr:

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

Reset

Reset

Increment

Modify

Execute

## Personnel > Reports > User Created Reports

If your LEA uses extract IDs to group employees for mass updates, generate a user-created report to verify that extract IDs are correctly assigned to employees.

If extract IDs are missing or need to be changed, you can manually update individual employee records using the [Personnel > Maintenance > Employment Info](#) page.

## Next Year Payroll Process

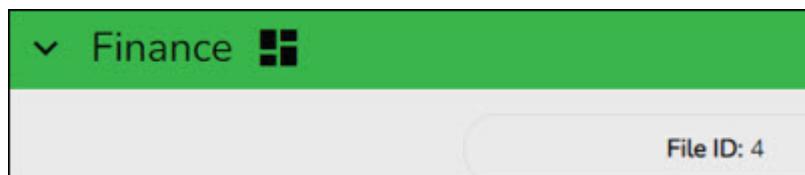
### 1. Verify August EOY payroll accruals.

#### Verify August EOY payroll accruals

This step applies to LEAs that included non-accrued employees in the EOY payroll accrual process.

- If ASCENDER is used for the EOY payroll accruals, verify that the accrual reversal process was completed in September 2024.

#### Log on to Finance file ID 4.



Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

 A screenshot of the 'General Ledger Inquiry' screen. The top navigation bar shows 'Inquiry > General Ledger Inquiry' and 'File ID: 4'. The search bar contains 'Account Code: 199 11 6119 00 001 4 11 0 00'. The main table displays a list of transactions with columns: Type, Number, Date, Per, Reason/Description, Est Revenue/Appropriation, Encumbrance, Rtd Revenue/Expenditure, and Balance. The table shows various payroll entries for August 2024, including 'TEACHER SALARIES, GEN INSTRUCT' and 'PAYROLL ACCRUAL' entries.
 

Type	Number	Date	Per	Reason/Description	Est Revenue/ Appropriation	Encumbrance	Rtd Revenue/ Expenditure	Balance
199	11 6119 00 001 4 11 0 00			TEACHER SALARIES, GEN INSTRUCT ** Beginning	0.00	0.00	0.00	0.00
GJ	MOVBU	09-01-2023	09	OPENING ENTRY	-416,942.00		0.00	
GJ	P60915	09-14-2023	09	SEP - PAYROLL DISTRIBUTION			39,716.36	
GJ	P61013	10-11-2023	10	OCT - PAYROLL DISTRIBUTION			42,630.21	
GJ	P61115	11-13-2023	11	NOV - PAYROLL DISTRIBUTION			36,984.34	
GJ	P61215	12-13-2023	12	DEC - PAYROLL DISTRIBUTION			33,746.80	
GJ	P60112	01-10-2024	01	JAN - PAYROLL DISTRIBUTION			36,172.24	
GJ	P60215	02-13-2024	02	FEB - PAYROLL DISTRIBUTION			37,583.63	
GJ	P60315	03-12-2024	03	MAR - PAYROLL DISTRIBUTION			31,937.85	
GJ	P60415	04-12-2024	04	APR - PAYROLL DISTRIBUTION			38,995.12	
GJ	P60515	05-10-2024	05	MAY - PAYROLL DISTRIBUTION			41,818.09	
GJ	P60614	06-12-2024	06	JUN - PAYROLL DISTRIBUTION			14,405.72	
GJ	P60715	07-12-2024	07	JUL - PAYROLL DISTRIBUTION			14,519.78	
GJ	BNULL	07-18-2024	07	JUL - PAYROLL DISTRIBUTION			-5,313.44	
GJ	P60715	07-18-2024	07	JUL - PAYROLL DISTRIBUTION			-7,420.00	
GJ	TCOWR	07-18-2024	07	JUL - PAYROLL DISTRIBUTION			-2,968.00	
GJ	ACHAVA	07-18-2024	07	JUL - PAYROLL DISTRIBUTION			-5,718.74	
GJ	P60715	08-13-2024	08	JUL - PAYROLL DISTRIBUTION			13,110.91	
GJ	P60815	08-14-2024	08	AUG - PAYROLL DISTRIBUTION			4,871.62	
GJ	EOYACC	08-31-2024	08	AUG PAYROLL ACCRU DISTRIBUTI			46,501.14	
				** Ending	-416,942.00	0.00	411,573.63	-5,368.37

- Type 199.11.6119 or 199.00.2161 in the **Fund**, **Function**, and **Object Code** fields.
- Leave all other fields masked (Xs).
- Click **Retrieve**.
- Verify that "**Payroll Accrual**" (or an LEA-defined description) with a positive expenditure amount was posted (typically in August 2024).

## Log on to Finance file ID C.



Finance > Inquiry > General Ledger Inquiry > General Ledger Inquiry

The screenshot shows the 'GENERAL LEDGER INQUIRY' screen. At the top, there are several tabs: 'GENERAL LEDGER INQUIRY' (which is selected), 'GENERAL LEDGER ACCOUNT SUMMARY', 'EMPLOYEE DISTRIBUTION LIST INQUIRY', and 'OVER EXPENDED ACCOUNT SUMMARY'. Below the tabs are several checkboxes for filtering: 'Processed' (checked), 'Current Period: 09' (checked), 'Next Period: 10' (checked), 'Include soft encumbrances when POs exist' (checked), 'Exclude Objects 61XX' (unchecked), 'Include Inactive Accounts' (unchecked), 'Show Details' (checked), and 'Report will display Transaction Details' (unchecked). A radio button for 'Reason' is also present. The search parameters are set to 'Account Code: 199 11 6119 XX XXX X XX X XX'. Below the search area, there are buttons for 'Retrieve' and 'Reset'. The main content area displays a table of transactions. The table has columns for Type, Number, Date, Per, Reason/Description, Est Revenue/Appropriation, Encumbrance, Rlzd Revenue/Expenditure, and Balance. The transactions listed are:

Type	Number	Date	Per	Reason/Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ Expenditure	Balance
199	11	6119	00	001 4 11 0 00	SALARIES-TEACHER/PROFESSIONALS	0.00	0.00	0.00
" Beginning								
GJ	MCMBU	09	OPENING ENTRY		895,862.00		0.00	
GJ	REVACC	09-05-2024	09 AUG PAYROLL ACCRU DISTRIBUTI				-91,760.37	
GJ	P60908		09 SEP - PAYROLL DISTRIBUTION				74,655.16	
GJ	P61010		10 OCT - PAYROLL DISTRIBUTION				74,005.27	
" Ending								
					-895,862.00		0.00	56,900.06
								-838,961.94

- Type 199.11.6119 or 199.00.2161 in the **Fund**, **Function**, and **Object Code** fields.
- Leave all other fields masked (Xs).
- Click **Retrieve**.
- Verify that "**August Payroll Accru**" (or an LEA-defined description) reversal entry with a negative expenditure amount was posted (typically in September 2024).
  
- If ASCENDER is not used for the EOY payroll accruals (days worked in August), there is no computer journal entry. Verify that the manual JV entries were posted for EOY payroll accruals.
  
- If a reversal entry is not displayed, use the **Payroll > Payroll Processing > EOY Payroll Accruals** page to complete the process.

2. [Clear next year tables.](#)

## Clear next year tables

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

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

If the next year payroll process was used last year and those records were not cleared, use the following steps to clear the records.

**Do not select the Clear EOY Accrual Data Only and Clear NY Payroll Budget Only**

fields. The EOY accrual data and next year payroll budget data is cleared whether or not these fields are selected.

- Move all of the tables from the left side to the right side of the page.
- Click **Execute**. All existing employees are deleted from the next year payroll files and a clean work file is now available allowing you to begin building next year data.

**Note:** This process clears all tables in all pay frequencies; therefore, it is only necessary to perform this process in one pay frequency even if your LEA has multiple pay frequencies.

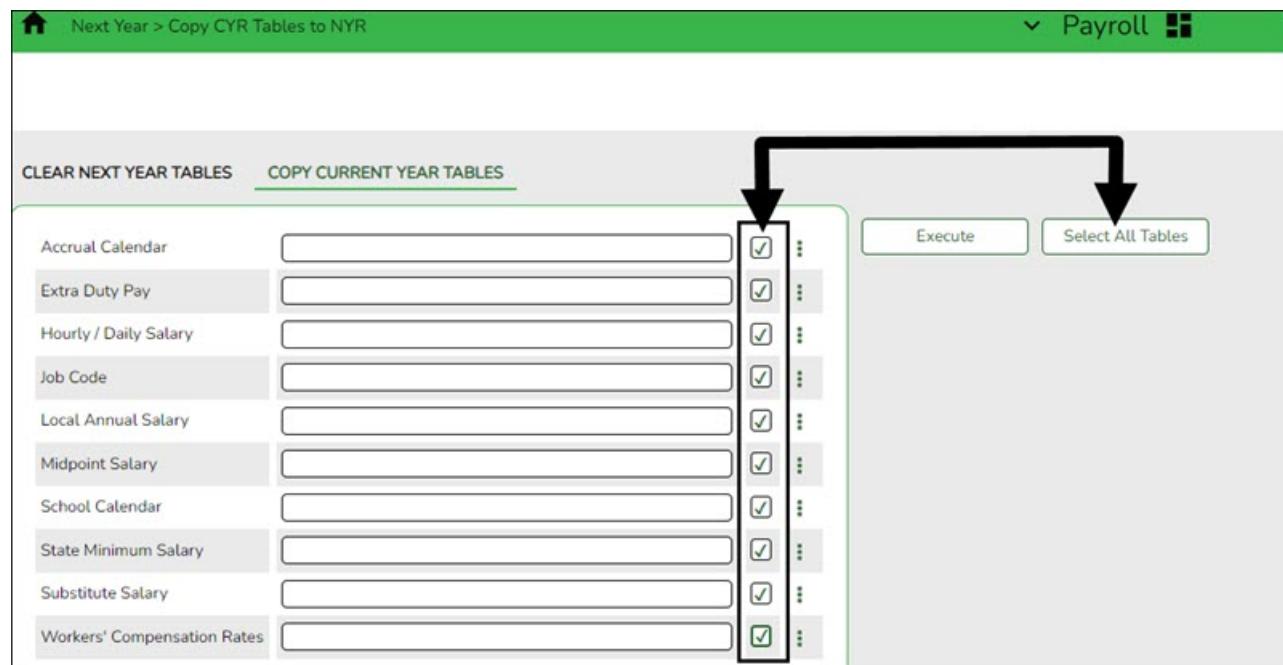
This process can be verified by logging on to the next year pay frequency and running the [Personnel > Reports > Personnel Reports > HRS1000 - Roster of Personnel Report](#) for active and inactive employees. The report results should be blank.

### 3. Copy current year tables.

#### **Copy current year tables**

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

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



The screenshot shows the 'Copy Current Year Tables' screen. At the top, there are two buttons: 'CLEAR NEXT YEAR TABLES' and 'COPY CURRENT YEAR TABLES'. Below these are ten table names, each with a corresponding checkbox to its right. The checkboxes are checked for all ten tables. To the right of the checkboxes are two buttons: 'Execute' and 'Select All Tables'. Two arrows point from the text in the following list to these buttons.

Table	Checkboxes
Accrual Calendar	Checked
Extra Duty Pay	Checked
Hourly / Daily Salary	Checked
Job Code	Checked
Local Annual Salary	Checked
Midpoint Salary	Checked
School Calendar	Checked
State Minimum Salary	Checked
Substitute Salary	Checked
Workers' Compensation Rates	Checked

- Click **Select All Tables** to select all current year tables to be copied to the next year. **It is recommended** that all tables are copied so that you have immediate access to any selected table.

- This process copies all tables (except the school calendar table) for all next year pay frequencies, regardless of the pay frequency to which you are logged on.
  - To copy the school calendar, log on to each pay frequency to do so. The school calendar

is not copied, only the calendar code and the calendar description are copied.

- Click **Execute**. A separate preview report is displayed for each selected table.
- Click **Process** on each report page to copy the table. Or, click **Cancel** not to copy the table. A message is displayed indicating that the tables were successfully copied. Click **OK**.

#### 4. Copy current year staff to next year.

### Copy current year staff to next year

Payroll > Next Year > Copy CYR Staff to NYR

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

Copy the employees from the current year payroll to the next year payroll. If you have multiple pay frequencies, complete this task in all pay frequencies.

**Reminder:** Be aware of where the budget is in terms of the fiscal year.

### What happens?

A complete copy of the current employee record is moved to the next year. Employees can be inactivated or activated when copying to the next year and those with termination dates can also be included in the copy process. When copying, you can change the fiscal year in distribution as well as the remaining deductions in the employee master record. If you update the number of remaining deductions, all deductions on the employee Deduction tab are updated to the designated default value. Be careful of deductions that should not be activated for the next year and those that the number of remaining deductions should be different from the default value and perform any necessary cleanup. The **Payroll > Utilities > Mass Update** tabs can be used to modify remaining payments for deduction codes.

If this process is performed multiple times for employees without deleting their NYR records, the system either updates or inserts distribution records from CYR to NYR and cleanup may be necessary.

Employees in the next year must be active to extract distribution information to Budget. If you do not activate employees when copying to next year, you can activate them when you perform a mass update.

Under **Pay Status**, select **Active** to copy only active employees.

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

Under **Options**:

- It is recommended to select **Include Employees with Termination Date** to copy active employees with a termination date on the [Personnel > Maintenance > Employment Info](#) tab.

- **Do not** select **Inactivate Records when Creating NY Tables**.

- In the **Next Year's Funding Code** field, type the fiscal year to be used when updating the distribution account code fiscal year in the next year employee master distribution records.

Leave blank if the distribution account code fiscal year in the next year employee master distribution record is to remain the same as the current fiscal year until the next year budget is in place. Then, use the Mass Update utility to update to the correct fiscal year.

- It is recommended that the **Number of Remaining Deductions** is left blank to copy deductions with the number of remaining deductions as they exist in the current pay frequency.

Click **Execute**. If the process is successful, a preview report is displayed. Review the employee list to verify that the correct data was copied to the next year records. Also, review the total employee count at the end of the report.

Click **Process** to accept the changes and continue. A message is displayed indicating that the process was completed successfully. In addition, a list of the database record tables that were copied is displayed. Click **OK**.

Click **Cancel** to return to the Copy CYR Staff to NYR page without making the changes.



Prior to continuing this process, log on to the next year pay frequency.

## 5. [Generate reports to verify employee data](#).

### **Generate reports to verify employee data**

Generate the following reports to assist in verifying employee data.

- [Personnel > Reports > Personnel Reports > HRS1000 - Roster of Personnel](#) - If an

employee was not copied over to the next year, run the Copy CYR Staff to NYR utility again for only the single employee.

Reports > Personnel Reports > Roster of Personnel

Personnel Reports

- [HRS1000 - Roster of Personnel](#)
- [HRS1050 - Employee Birthday List](#)
- [HRS1100 - Employee Verification Report](#)
- [HRS1200 - Federal EEOC Report](#)
- [HRS1250 - Employee Data Listing](#)
- [HRS1400 - Teacher Service Record](#)
- [HRS1450 - Employee Mailing Labels](#)
- [HRS1500 - Employee Education Report](#)
- [HRS1550 - New Hire Report](#)
- [HRS1600 - Certification Report](#)
- [HRS1650 - Employee Salary Information](#)
- [HRS1700 - Social Security Number Verification](#)
- [HRS1750 - Teacher Incentive Allotment Designation Report](#)

HRS1000 - Roster of Personnel

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Print Address Primary (P), Alternate (A)	P
Select Restriction Local (L), Public (P), or No restrictions (N)	N
Include Primary Job Code? (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 Extract ID(s), or blank for ALL	...
Select Employee(s), or blank for ALL	...
Select Frequency	F

Date Run: Personnel Roster Report Program: HRS1000  
Cnty Dist: ISD Page: 1 of 31  
Frequency: F

Emp Nbr	Employee Name	Employee Address	City, State, Zip	Primary Campus	Telephone
		Job Code			
000006	ACHIMON, AARON ROXANNE 0178 - WVE REG ED TEACHER	36911 CR 412	Alamo City, TX 25497	107 - 107 School	(555) 586-0643
000025	ALFORD, ADRIENNE JOHN 0080 - MHS CTE TEACHER	25263 BASTROP STREET	Alamo City, TX 28178	001 - 001 School	
000040	AMOS, ALEXANDRIA M 0662 - EXEC DIR OF OPERATIONS	124978 FM 981	Alamo City, TX 27968	905 - 905 School	(555) 586-1993

- [Payroll or Personnel > Reports > Personnel Reports > HRS1250 - Employee Data Listing](#) - This report can be used to verify deduction information and is available in Personnel or Payroll. Run the report with only the **Include Reports** parameter set to **Deductions**. A user created report can be created to only include deduction information. It can be sorted by deduction code and remaining payments.

Reports > Personnel Reports > Employee Data Listing

Payroll

Preview PDF CSV Clear Options

Personnel Reports

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

HRS1250 - Employee Data Listing

Parameter Description Value

Sort by Alpha (A), Pay Campus (C), Primary Campus (P) A

Include Reports (Select From List) N,N,N,N,N,N,N,N,N,N

Include SSN on Report? (Y/N) Y

Include Number of Days Employed / in Contract on Report? (Y/N) Y

From Last Name (3 letters)

To Last Name (3 letters)

Pay Status Active (A), Inactive (I), or blank for ALL

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 Extract ID(s), or blank for ALL

Select Employee(s), or blank for ALL

E-mail Subject

E-mail Message

From Pay Date (MMDDYYYY), or blank for ALL

To Pay Date (MMDDYYYY), or blank for ALL

Include Reports

Personnel  
 Payroll  
 Job  
 TRS  
 Calendar YTD  
 School YTD  
 Leave  
 Deduction  
 Distribution  
 Responsibility  
 Permit

OK Cancel

Date Run: Employee Data Listing Program: HRS1250  
 Cnty Dist: ISD Page: 1 of 1  
 Frequency: F

Emp Nbr: 000006 Emp Name: ACHIMON, AARON ROXANNE PEBLEY

Payroll Name & Primary Address		Former Name & Alternate Address		Primary Campus: 107 - 107 School	
Last: ACHIMON	First: AARON	Middle: ROXANNE PEBLEY	Title: Gen:	Street: 36911 CR 412	Payroll Campus: 107 - 107 School
Title: Gen:	Street: Alamo City, TX	Middle:	Street:	City/St: Alamo City, TX	Info Restrict: A
Street: 36911 CR 412	City/St: Alamo City, TX	Zip Cd: 25497	City/St: Alamo City, TX	Zip Cd: 25497	Restrict Public: A
City/St: Alamo City, TX	Zip Cd: 25497	Country: United States	Zip Cd: 25497	Local Area 1:	Gender: F - Female
Zip Cd: 25497	Country: United States	Phone: (555) 586-0643	Bus Ph: ( )	Local Area 2:	Marital Stat: M - Married
Country: United States	Phone: (555) 586-0643	Cell: ( )	Hm E-mail:	Drivers Lic#:	Birth Date: 07-12-1960
Phone: (555) 586-0643	Ext:	Bus Ext:		DL Expir Date:	Last Chg: 09-13-2019
Wk E-mail:				TRS Beg. Dt:	Deceased: N
Supplemental Address:				SSN:	256-66-9799
Country:				Citizen:	Y
Delivery Name:				Hispanic/Latino	<input type="checkbox"/> Black/African American
Emergency Contact:			Relation:	Asian	<input type="checkbox"/> American Indian/Alaskan Native
Phone: ( )	Ext:			White	<input checked="" type="checkbox"/> Native Hawaiian/Other Pacific Isl
Emergency Notes:				Bilingual:	

Deductions

Deduction Code	Net Amount	Empl Contrib	Remain Pymts	Refund	Cafe 125	Empl Factor	TEA Factor
001 - ADDITIONAL	300.00	.00	99	N	N	1	1
025 - ACTIVE CARE PRIMARY	.00	514.00	99	N	Y	1	1
054 - GROUP (DISTRICT PAID)	.00	.65	99	N	N	1	1
100 - TPA EXTRACT FILE	.00	.00	0	N	N	1	1

- Payroll or Personnel > Reports > Personnel Reports > [HRS1100 - Employee Verification Report](#) - This report provides detailed employee data such as employment dates, salary, address, and other information for reference or to verify recent input and processing.

Reports > Personnel Reports > Employee Verification Report

Payroll

Preview PDF CSV Clear Options

Personnel Reports

[HRS1100 - Employee Verification Report](#)

[HRS1250 - Employee Data Listing](#)

[HRS1650 - Employee Salary Information](#)

HRS1100 - Employee Verification Report

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

Date Run: **Employee Verification Report** Program: **HRS1100**  
Cnty Dist: **I S D** Page: **3 of 9**  
Frequency: **6**

Emp Nbr	Employee Name	Emp Date	Emp Status	Pay Status	Job Code
Sex	Address	Term Date	Term Reason	Pay Campus	Primary Campus
City State Zip	Pro Yrs Exp	Non-Pro Yrs Exp	Ext Lv Beg	Payoff Date	St Step GRD/LVL /Sched
Birth Date	Telephone	In Dist	In Dist	Ext Lv End	Pay Type Pay Rate
000060	SMITH, BARBARA GALE	08-16-2001	2 - Active auxillary per	1 - Active	0428 - PHYSICAL EDUCATION
F	PO BOX 555			999 - District Wide	735 - CAFETERIA
	ANYWHERE TX 78899	01	14	08-25-2022	SPA / 11 /
03-01-1962		01	14	03-01-2009	33,702.00 2 2,808.50
000082	SMITH, BECKY R	07-01-2004	1 - Active professional	1 - Active	0115 - BUSINESS MANAGER
F	2810 SNICKERS ROAD			750 - BUSINESS	750 - BUSINESS
	ANYWHERE TX 75661	17	01	06-24-2022	100% 17 / /
09-11-1952		17	01	09-29-2004	116,000.00 1 9,666.67
000131	SMITH, BRENDA K	08-11-2005	2 - Active auxillary per	1 - Active	0721 - CAFETERIA FULL TIME
F	5854 LIBERTY BELL RD			735 - CAFETERIA	735 - CAFETERIA
	ANYWHERE TX 75657	01	33	08-25-2022	100% CAF / /
01-24-1950		01	14	08-15-2006	15,346.80 3 14.21
000104	SMITH, CAROLYN M	08-09-2004	1 - Active professional	1 - Active	0638 - JR & SR HIGH TEACHER
F	4296 ROSEBOROUGH RD			002 - ANWHERE HIGH	002 - ANWHERE HIGH SCHOOL
	ANYWHERE TX 75672	18	01	08-25-2022	100% 17 TR1 / 18 /

- Personnel > Reports > Payroll Information Reports > **HRS6550 - Employee Extra Duty Report** - The report lists all employees with extra duty codes on the Pay Info tab. The report can be sorted by name, campus, or extra duty code. The **Include Distribution Account Codes** parameter includes S-type distributions for the selected employees.

Reports > Payroll Information Reports > Employee Extra Duty Report

Personnel

Preview PDF CSV Clear Options

Payroll Information Reports

[HRS1250 - Employee Data Listing](#)

[HRS1450 - Employee Mailing Labels](#)

[HRS1650 - Employee Salary Information](#)

[HRS5250 - 1095-B Forms](#)

[HRS5255 - 1095-C Forms](#)

[HRS6300 - Employee Permit Data](#)

[HRS6350 - Employee Responsibility Data](#)

[HRS6400 - Salary Verification Report](#)

[HRS6450 - Health Insurance Coverage](#)

[HRS6500 - Campus Information](#)

[HRS6550 - Employee Extra Duty Report](#)

[HRS6600 - Campus Improvement Plan Emp FTE Report](#)

[HRS6700 - Health Insurance Status Report](#)

[HRS6720 - ACA 1095 YTD Report](#)

HRS6550 - Employee Extra Duty Report

Parameter Description Value

Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Extra Duty Code (E) A

Include Distribution Account Codes? (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 Extra Duty Code(s), or blank for ALL

Select Employee(s), or blank for ALL

Page Break by Extra Duty Code (Y/N) (Required when selecting Sort by Extra Duty Code)

Select Frequency F

Date Run: Cnty Dist:		Employee Extra Duty Report ISD						Program: HRS6550 Page: 1 of 8 Frequency: F		
Emp Nbr	Employee Name	Extra Duty Code Account Code	Typ Job	Amount Acct Amt	Remain Amt Acct Percent	Remain Pymts Grant 373	Perf Pay	Activity Code		
000006	ACHIMON, AARON ROXANNE	04	G	1,000.00	.00	0				
000025	ALFORD, ADRIENNE JOHN	03	G	3,000.00	.00	0				
		04	G	1,000.00	.00	0				
		09	G	3,500.00	.00	0				
		28	G	7,700.00	.00	0				
		42	G	1,000.00	.00	0				
Total for ALFORD, ADRIENNE JOHN				16,200.00	.00					

## 6. Update employee credentials.

### Update employee credentials

#### Personnel > Tables > Credential

Update the Credential tabs as needed. This information is used to maintain teacher credentials, is usually done by the personnel department and does not affect salary calculations.

The Credential tabs are shared between the current year and next year records; therefore, changes to the current year records are effective in the next year records, and vice versa.

**Note:** The Teaching Specialization tab is used to report Pre-K teachers for Class Roster so if there have been changes, you can make those updates now in anticipation of the submission.

- [Personnel > Tables > Credential > Major/Minor](#)
- [Personnel > Tables > Credential > College Code](#)
- [Personnel > Tables > Credential > Certification Type](#)
- [Personnel > Tables > Credential > Specialty Area](#)
- [Personnel > Tables > Credential > Teaching Specialization](#)
- [Personnel > Tables > Credential > Service Record Notes](#)

## 7. Update next year salary tables.

### Update next year salary tables

#### Personnel > Tables > Salaries NYR

Update the following next year salary tables to reflect any changes to the salary schedules (anticipated or known).

These tables are not shared between the current year and next year records.

### Personnel > Tables > Salaries NYR > Local Annual

This tab is the most commonly used. You can make mass updates by percent or dollar amount, or by employee. To see a change before saving the record, enter the change and click **Default**. The original annual amount is displayed in the **Annual Amt** column, the percent or dollar is increased, and the **New Amount** is displayed. Click **Save**. If decreasing a salary, enter a negative percent or dollar amount.

On the [Personnel > Tables > Job/Contract > Job Codes](#) tab, this salary concept can be attached to the applicable job(s). When the job is selected on the Job Info tab, the system populates the **Base Annual** field automatically in the **Daily Rate** section on that page and can calculate the daily rate based on the number of days employed. In addition, when the Mass Update Salary Calculations feature is used, the system uses this table to extract the correct salary information, perform calculations, and populate many fields on the Job Info tab.

Delete	Pay Grade	Pay Step	Max Days Employed	Local Sched	Annual Amt	% Increase	New Amount
	A10	00	187		14,370.00	0.00	14,370.00
	A10	01	187		14,770.00	0.00	14,770.00
	A10	02	187		15,170.00	0.00	15,170.00
	A10	03	187		15,570.00	0.00	15,570.00
	A10	04	187		15,970.00	0.00	15,970.00
	A10	05	187		16,370.00	0.00	16,370.00
	A10	06	187		16,770.00	0.00	16,770.00
	A10	07	187		17,170.00	0.00	17,170.00
	A10	08	187		17,570.00	0.00	17,570.00
	A10	09	187		17,970.00	0.00	17,970.00
	A10	11	187		18,770.00	0.00	18,770.00
	A10	12	187		19,170.00	0.00	19,170.00
	A10	13	187		19,570.00	0.00	19,570.00
	A10	14	187		19,970.00	0.00	19,970.00
	A10	15	187		20,370.00	0.00	20,370.00

[Personnel > Tables > Salaries NYR > Hourly/Daily](#)

The Hourly/Daily and Midpoint tabs can be updated in the same way if used by your LEA.

Hourly/Daily Tab (Selected)

Modify Options: By Percent (selected), By Dollar Amt, From State Min

Delete	Pay Grade	Pay Step	Hrs Per Day	Rate Type	Local Sched	Pay Type	Est Ovtm Hrs	Amount	% Increase	New Amount
	HO1	0	8.00	Hourly			800.0	12.830	0.000	12.830
	HO1	1	8.00	Hourly			800.0	12.830	0.000	12.830
	HO1	10	8.00	Hourly			800.0	12.830	0.000	12.830
	HO1	11	8.00	Hourly			800.0	12.830	0.000	12.830
	HO1	12	8.00	Hourly			800.0	12.830	0.000	12.830
	HO1	13	8.00	Hourly			800.0	12.830	0.000	12.830
	HO1	14	8.00	Hourly			800.0	12.830	0.000	12.830
	HO1	15	8.00	Hourly			800.0	12.830	0.000	12.830
	HO1	16	8.00	Hourly			800.0	12.830	0.000	12.830
	HO1	17	8.00	Hourly			800.0	12.830	0.000	12.830
	HO1	18	8.00	Hourly			800.0	12.830	0.000	12.830

[Personnel > Tables > Salaries NYR > Extra Duty](#)

Tables > Salaries NYR Personnel

[Save](#)

LOCAL ANNUAL    HOURS/DAILY    **EXTRA DUTY**    STATE MIN    SUBSTITUTE    MIDPOINT    WORKERS' COMP

Records

Pay Acty:  Wholly Sep:

Modify

By Percent  
 By Dollar Amt

Salary

Amount:  %

Delete	Code	Description	Account Code	Activity	Wholly Sep	Exp 373
<input type="button" value="Delete"/>	01	TECHNOLOGY AIDE	199-11-6129.00-001-X-31-0-	80 Base Salary	<input type="button" value="N No"/>	Y Account used in ASB
<input type="button" value="Delete"/>	02	COUNSELOR MASTER	XXX-XX-XXXXXX-XX-XXX-X-XX-X	79 Other Supplemental	<input type="button" value="N No"/>	Y Account used in ASB
<input type="button" value="Delete"/>	03	COACHING	199-36-6119.00-001-X-91-0-	02 UIL Athletics	<input type="button" value="N No"/>	Y Account used in ASB
<input type="button" value="Delete"/>	04	MA SUPPLEMENT	XXX-XX-XXXXXX-XX-XXX-X-XX-X	80 Base Salary	<input type="button" value="N No"/>	Y Account used in ASB
<input type="button" value="Delete"/>	05	CHEER SPONSOR	199-36-6119.01-001-X-91-0-	16 UIL Clubs/Activities	<input type="button" value="N No"/>	Y Account used in ASB
<input type="button" value="Delete"/>	06	ART STIPEND	199-36-6119.00-001-X-99-0-	05 Band or Orchestra	<input type="button" value="N No"/>	Y Account used in ASB
<input type="button" value="Delete"/>	07	ATHLETIC DIRECT.	199-36-6119.00-001-X-91-0-	02 UIL Athletics	<input type="button" value="N No"/>	Y Account used in ASB
<input type="button" value="Delete"/>	08	MATH/SCIENCE SUP	XXX-XX-XXXXXX-XX-XXX-X-XX-X	79 Other Supplemental	<input type="button" value="N No"/>	Y Account used in ASB
<input type="button" value="Delete"/>	09	BAND STIPEND	XXX-XX-XXXXXX-XX-XXX-X-XX-X	05 Band or Orchestra	<input type="button" value="N No"/>	Y Account used in ASB
<input type="button" value="Delete"/>	10	STAAR CORE	255-XX-XXXXXX-XX-XXX-X-XX-X	16 UIL Clubs/Activities	<input type="button" value="N No"/>	Y Account used in ASB
<input type="button" value="Delete"/>	11	SPANISH STIPEND	289-11-6119.00-001-X-XX-X-	80 Base Salary	<input type="button" value="N No"/>	Y Account used in ASB
<input type="button" value="Delete"/>	12	REC. STIPEND	XXX-XX-XXXXXX-XX-XXX-X-XX-X	80 Base Salary	<input type="button" value="N No"/>	Y Account used in ASB
<input type="button" value="Delete"/>	13	YEARBOOK	XXX-XX-XXXXXX-XX-XXX-X-XX-X	79 Other Supplemental	<input type="button" value="N No"/>	Y Account used in ASB

[First](#) [Previous](#) [1](#) / [4](#) [Next](#) [Last](#) [Calculate New Amount](#) [Add](#)

### Personnel > Tables > Salaries NYR > State Min

This tab is updated via a file upload when applicable. These instructions are sent separately with the file as needed.

### Personnel > Tables > Salaries NYR > Substitute

This tab can be manually updated as needed.

Tables > Salaries NYR Personnel

[Save](#)

LOCAL ANNUAL    HOURS/DAILY    EXTRA DUTY    **STATE MIN**    SUBSTITUTE    MIDPOINT    WORKERS' COMP

Records

Sub Type:  Time of Day:

Modify

By Percent  
 By Dollar Amt

Salary

Amount:  %

Delete	Sub Type	Sub Description	Time	Time Description	Leave Units	Sub Units	Sub Pay Amt	% Increase	New Amount
<input type="button" value="Delete"/>	01 REGUL	REGULAR SUBSTITUTE	A	FULL DAY	1.000	1.0	90.00	0.00	90.00
<input type="button" value="Delete"/>	01 REGUL	REGULAR SUBSTITUTE	B	HALF DAY	0.500	0.5	45.00	0.00	45.00
<input type="button" value="Delete"/>	02 DEGRE	DEGREED SUBSTITUTE	A	FULL DAY	1.000	1.0	95.00	0.00	95.00
<input type="button" value="Delete"/>	02 DEGRE	DEGREED SUBSTITUTE	B	HALF DAY	0.500	0.5	47.50	0.00	47.50
<input type="button" value="Delete"/>	03 CERTIF	CERTIFIED TEACHER SUBSTITUTE	A	FULL DAY	1.000	1.0	100.00	0.00	100.00
<input type="button" value="Delete"/>	03 CERTIF	CERTIFIED TEACHER SUBSTITUTE	B	HALF DAY	0.500	0.5	50.00	0.00	50.00

[Personnel > Tables > Salaries NYR > Midpoint](#)

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

8. [Update job code table.](#)

## Update job code table

[Personnel > Tables > Job/Contract NYR > Job Codes](#)

Add or update job codes as needed.

The job codes table is not shared between the current year and next year records.

Delete	Job Code	Job Description	EEOC Code	Account Code	Salary Concept	Increase
	0000	GENERIC	<input type="button" value="▼"/>	<input type="button" value="---"/>	<input type="button" value="A Use annual salary table"/>	
	0001	HIGH SCHOOL TEACHER	<input type="button" value="▼"/>	<input type="button" value="---"/>	<input type="button" value="A Use annual salary table"/>	
	0002	TEACHER/COACH	<input type="button" value="▼"/>	<input type="button" value="---"/>	<input type="button" value="A Use annual salary table"/>	

Select the appropriate **Salary Concept** for each job.

(Optional) Update the distribution **Account Code** fields.

### Notes:

- In the **FTE Hrs** field, type the appropriate full-time hours for each job code. Effective September 2017, the scheduled weekly hours are used by TRS reporting.
- You can assign accrual codes, Workers' Comp codes, and FTE hours to lessen the workload when completing tabs for new employees.

9. [Create calendars.](#)

## Create calendars

[Personnel > Tables > Workday Calendars > School Calendar](#)

Only complete this step if it is applicable to your LEA. **All LEAs must create a TR calendar.**

Selected Calendar Code: TR TRS - Frequency: F											
September 2025			October 2025			November 2025			December 2025		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
1	2	3	4	5	6		1	2	3	4	5
7	8	9	10	11	12	13	5	6	7	8	9
14	15	16	17	18	19	20	12	13	14	15	16
21	22	23	24	25	26	27	19	20	21	22	23
28	29	30					26	27	28	29	30
January 2026			February 2026			March 2026			April 2026		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
1	2	3	4	5	6	7	1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26
25	26	27	28	29	30	31	29	30	31		
May 2026			June 2026			July 2026			August 2026		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
1	2						1	2	3	4	5
3	4	5	6	7	8	9	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30		

**Legend**

Begin Date	September 21
Begin Date In Service	October 23
Workday	November 20
In Service	December 23
Holiday	January 22
Bad Weather Day	February 20
Weekend	March 22
End Date	April 22
End Date In Service	May 21
Not Applicable	June 22
Undo Selection	July 23
	August 21

**Day Count**

Workday	260
In Service	0
Holiday	0
Weekend	104
Not Applicable	1
Bad Weather Day	0
Total Days:	365

Create school calendars to accommodate the varied number of days employees work at the LEA. The calendar is used on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab to calculate the **Number of Days Employed** field if the beginning and ending contract dates are entered. Additionally, using a calendar can provide an easier way to manage payoffs and verify your accrual days.

#### Notes:

- Calendars tied to a numeric frequency (e.g., 6) are used for current year.
- Calendars tied to an alpha frequency (e.g., F) are used for next year. Use the spyglass to create or edit calendars as needed.
- You can copy calendars that begin in the same month. **Example:** If you create the 10-month calendar beginning in August for teachers for 187 days, you can copy the calendar to the Food Service and Bus Driving calendar codes, and then edit them to reflect the differences such as begin dates and holidays.

Create calendars with the same calendar code as the current year to avoid having to update the calendar code on the individual employee's job info record.

Select the calendar to be updated.

<input type="button" value=""/>	<input type="button" value="F"/>	<input type="button" value="T2"/>	<input type="text" value="187 DAYS TEACHERS"/>
<input type="button" value=""/>	<input type="button" value="F"/>	<input type="button" value="T3"/>	<input type="text" value="187 DAYS STAFF"/>
<input type="button" value=""/>	<input type="button" value="F"/>	<input type="button" value="TR"/>	<input type="text" value="TRS"/>
<input type="text" value="Start Year (YYYY)"/> <input type="text" value="2025"/> <input type="text" value="Start Month (MM)"/> <input type="text" value="08"/> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 5px; width: 150px; height: 30px; margin-left: 10px;" type="button" value="Set Calendar"/>			

**Start Year** Type the starting calendar year in the YYYY format.

**Start Month** Type the starting calendar month in the MM format (e.g., 07 for July).

Click **Set Calendar** to display the calendar. The calendar is rearranged to begin with the entered starting month.

Selected Calendar Code: T2 187 DAYS TEACHERS - Frequency: F																																					
August 2025			September 2025			October 2025			November 2025																												
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa																								
1	2	3	4	5	6	7	1	2	3	4	5	6	7																								
8	9	10	11	12	13	14	15	16	17	18	19	20	21																								
15	16	17	18	19	20	21	22	23	24	25	26	27	28																								
22	23	24	25	26	27	28	29	30	31	1	2	3	4																								
29	30	31											5																								
December 2025			January 2026			February 2026			March 2026																												
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa																								
1	2	3	4	5	6	7	1	2	3	4	5	6	7																								
8	9	10	11	12	13	14	11	12	13	14	15	16	17																								
15	16	17	18	19	20	21	18	19	20	21	22	23	24																								
22	23	24	25	26	27	28	25	26	27	28	29	30	31																								
29	30	31																																			
April 2026			May 2026			June 2026			July 2026																												
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa																								
1	2	3	4	5	6	7	1	2	3	4	5	6	7																								
8	9	10	11	12	13	14	10	11	12	13	14	15	16																								
15	16	17	18	19	20	21	17	18	19	20	21	22	23																								
22	23	24	25	26	27	28	24	25	26	27	28	29	30																								
29	30	31																																			
<b>Legend</b> <table border="1"> <tr><td>Begin Date</td><td>Workdays By Month</td></tr> <tr><td>Begin Date In Service</td><td>August 15</td></tr> <tr><td>Workday</td><td>September 21</td></tr> <tr><td>In Service</td><td>October 23</td></tr> <tr><td>Holiday</td><td>November 17</td></tr> <tr><td>Bad Weather Day</td><td>December 15</td></tr> <tr><td>Weekend</td><td>January 20</td></tr> <tr><td>End Date</td><td>February 20</td></tr> <tr><td>End Date In Service</td><td>March 17</td></tr> <tr><td>Not Applicable</td><td>April 22</td></tr> <tr><td>Undo Selection</td><td>May 21</td></tr> <tr><td></td><td>June 0</td></tr> <tr><td></td><td>July 0</td></tr> </table>												Begin Date	Workdays By Month	Begin Date In Service	August 15	Workday	September 21	In Service	October 23	Holiday	November 17	Bad Weather Day	December 15	Weekend	January 20	End Date	February 20	End Date In Service	March 17	Not Applicable	April 22	Undo Selection	May 21		June 0		July 0
Begin Date	Workdays By Month																																				
Begin Date In Service	August 15																																				
Workday	September 21																																				
In Service	October 23																																				
Holiday	November 17																																				
Bad Weather Day	December 15																																				
Weekend	January 20																																				
End Date	February 20																																				
End Date In Service	March 17																																				
Not Applicable	April 22																																				
Undo Selection	May 21																																				
	June 0																																				
	July 0																																				
<b>Day Count</b> <table border="1"> <tr><td>Workday</td><td>187</td></tr> <tr><td>In Service</td><td>4</td></tr> <tr><td>Holiday</td><td>19</td></tr> <tr><td>Weekend</td><td>82</td></tr> <tr><td>Not Applicable</td><td>73</td></tr> <tr><td>Bad Weather Day</td><td>0</td></tr> <tr><td>Total Days:</td><td>365</td></tr> </table>												Workday	187	In Service	4	Holiday	19	Weekend	82	Not Applicable	73	Bad Weather Day	0	Total Days:	365												
Workday	187																																				
In Service	4																																				
Holiday	19																																				
Weekend	82																																				
Not Applicable	73																																				
Bad Weather Day	0																																				
Total Days:	365																																				



**It is recommended** that you build the calendar with the greatest number of days worked first, and then use the Copy School Calendar tab to build other calendars by making modifications to the original.

### IMPORTANT:



- For TRS purposes, a TR calendar with a calendar code of **TR** must be created for all available workdays beginning 09/01. (**TIP:** If 9/01 falls on a weekend day, select the first working day of the month.) The TR calendar is used to populate the number of days worked on the RP report for employees who are not assigned to a school calendar
- For TRS purposes, ASCENDER submits retirees' contract days one month at a time. This allows maintenance on the reporting of half time or full time from month to month on retirees.

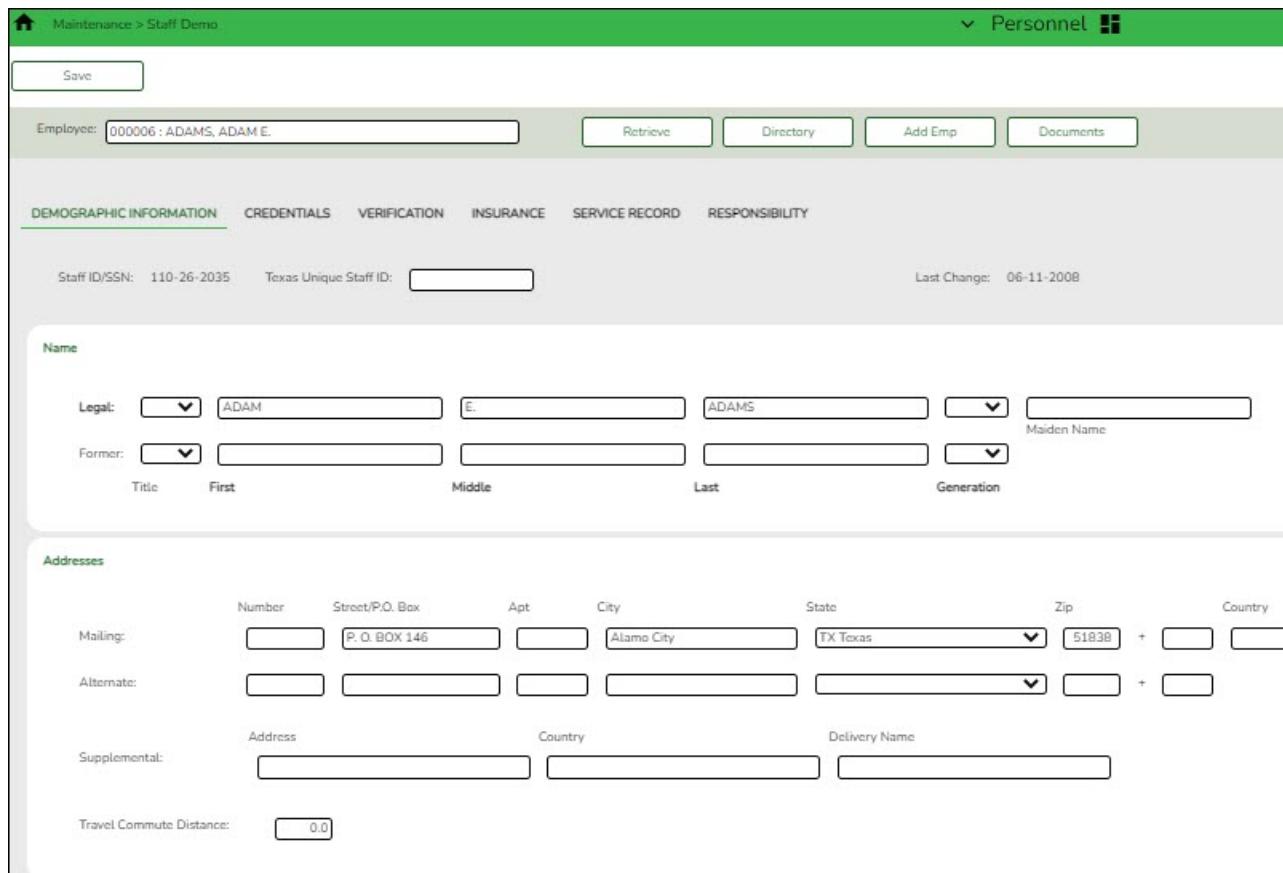
### 10. Update staff demographic data.

#### Update staff demographic data

Personnel > Maintenance > Staff Demo > Demographic

- Add new employees or update existing employees. Refer to the [ASCENDER - New Employee Setup](#) guide for additional information about adding new employees.

The Staff Demo information is shared between the current year and next year records; therefore, changes to the current year records are effective in the next year records and vice versa.



Maintenance > Staff Demo

Employee: 000006 : ADAMS, ADAM E.

Save    Retrieve    Directory    Add Emp    Documents

DEMOGRAPHIC INFORMATION    CREDENTIALS    VERIFICATION    INSURANCE    SERVICE RECORD    RESPONSIBILITY

Staff ID/SSN: 110-26-2035    Texas Unique Staff ID: [ ]    Last Change: 06-11-2008

**Name**

Legal:     Maiden Name  
 Former:      Generation

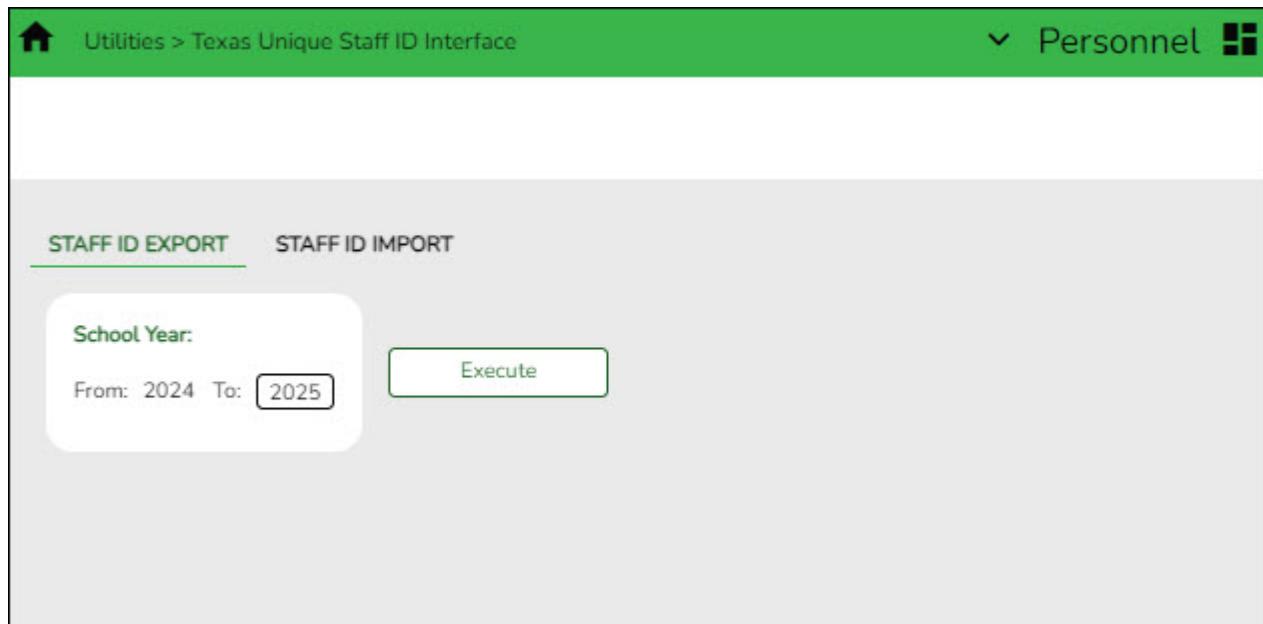
Title:  First:  Middle:  Last:

**Addresses**

Mailing:	Number	Street/P.O. Box	Apt	City	State	Zip	Country
		P. O. BOX 146		Alamo City	TX Texas	51838	
Alternate:							
Supplemental:		Address		Country	Delivery Name		

Travel Commute Distance:

**Remember:** All employees must have a TX Unique ID number. The TX Unique ID number can be extracted on the [Personnel > Utilities > Texas Unique Staff ID Interface > Staff ID Export](#) tab.



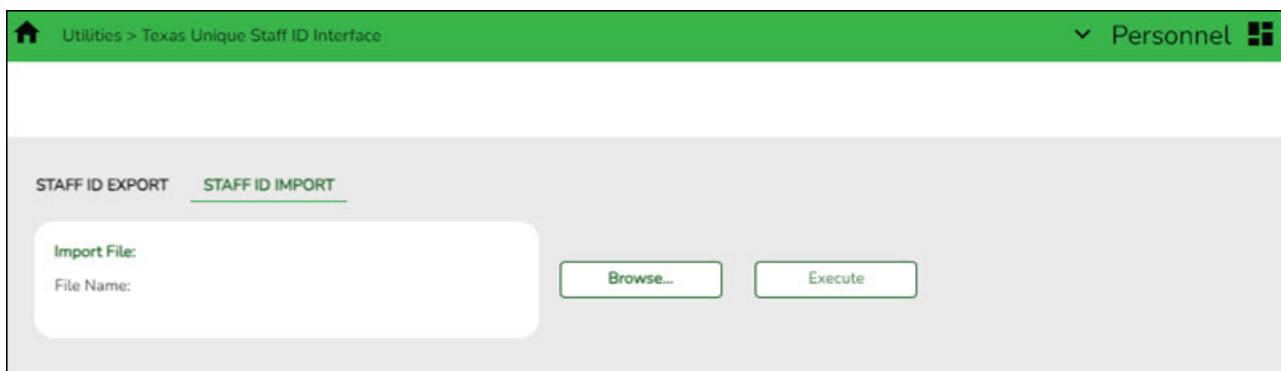
Utilities > Texas Unique Staff ID Interface

STAFF ID EXPORT    STAFF ID IMPORT

**School Year:**

From: 2024 To:     Execute

Save the file and forward it to your District PEIMS Coordinator to be processed.



11. [Update employment info.](#)

## Update employment info

### **Personnel**

Add or update employee information.

[Personnel > Maintenance > Employment Info](#) - This tab is shared between the current year and next year records; therefore, changes to the current year records are effective in the next year records and vice versa.

Select the **NY Take Retiree Surcharge** field to include the retiree surcharge when the Extract Payroll to Budget process is performed.

**Note:** If service records have not been created, do not update data such as the **Percent Day Employed**, **Years Experience** and **Grade(s) Taught** fields for existing employees.

### Terminated Employees

It is best practice to not only update the **Termination Date** and **Reason** but, if applicable, update the **Auxiliary Role ID** and **Paraprofessional Certification End Date**.

[Personnel > Maintenance > Staff Demo > Responsibility](#)

In addition, update the **End Date** on the employee's responsibility record.

[12. Update tax/deductions.](#)

## Update tax/deductions

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

Retrieve the FICA rates for the 2025 calendar year and print a copy for reference. Then, retrieve the 2026 calendar year record and manually enter the 2025 rates for 2026 and click **Save**.



**CAUTION:** Be sure to retrieve the 2026 year record prior to updating this tab.

**Tables > Tax/Deductions** **Payroll**

Save Year: N Frequency: F

Calendar Year: **2025** Retrieve Delete

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

Print

FICA Max Salary:	176,100.00	
Employee FICA Rate:	6.20%	Employee FICA Max Tax: 10,918.20
Employer FICA Rate:	6.20%	Employer FICA Max Tax: 10,918.20
Medicare Rate:	1.45%	Additional Medicare Rate: 0.90% Additional Medicare Salary Threshold: 200,000.00
HSA Max Employer Contribution:	4,300.00	

**Tables > Tax/Deductions** **Payroll**

Save Year: N Frequency: F

Calendar Year: **2026** Retrieve Delete

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

Print

FICA Max Salary:	176,100.00	
Employee FICA Rate:	6.20%	Employee FICA Max Tax: 10,918.20
Employer FICA Rate:	6.20%	Employer FICA Max Tax: 10,918.20
Medicare Rate:	1.45%	Additional Medicare Rate: 0.90% Additional Medicare Salary Threshold: 345000.00
HSA Max Employer Contribution:	4300.00	

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

If your LEA allows ASCENDER to calculate unemployment, select T - Taxable in the Employer Type field and enter the Unemployment Rate. Type the percent rate determined or assigned by the TWC (e.g., 0.4985% for 0.004985).

The rates displayed in the below image are sample rates. Only use the rates provided by the Texas Workforce Commission (TWC).

Tables > Tax/Deductions

Save

Calendar Year: 2026    Retrieve    Delete

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

Print

Employer Type: T - Taxable

Unemployment Rate: 0.4985%

Maximum Gross Salary: 9999.99

[Payroll > Tables > Tax/Deductions > TRS Rates](#)

Update the TRS rates.



**CAUTION:** Be sure to retrieve the 2026 data prior to updating this tab.



**IMPORTANT:** Be sure to visit the following TRS websites:  
[https://www.trs.texas.gov/Pages/re\\_contribution\\_rates.aspx](https://www.trs.texas.gov/Pages/re_contribution_rates.aspx) and  
[https://www.trs.texas.gov/Pages/re\\_salary\\_cap\\_provision.aspx](https://www.trs.texas.gov/Pages/re_salary_cap_provision.aspx) to obtain the updated rates for the next school year, and then return to this table to update the new rates.

**Note:** The below image displays the TRS rates for the 2024-2025 calendar year. This image will be updated to reflect the TRS rates for the 2025-2026 calendar year as soon as they are published.

Tables > Tax/Deductions ▼ Payroll 

**Save**  **Retrieve** **Delete**

**CAUTION:** Be sure to type the new school year (2026) and click **Retrieve** before entering the updated rates.

**EXEMPTIONS INCOME TAX FICA TAX UNEMPLOYMENT TRS RATES ANNUITY RATES WORKERS' COMP**

**Delete Print**

TRS Rate:	8.25%	
TRS Fee:	0.00	
TRS Insurance:	0.65%	Employer Paid: <input type="checkbox"/>
District Rate:	8.250%	
TRS Care Rate:	1.25%	
TRS Care Emplr Contrib:	0.75%	
TRS IRS Salary Cap:	330,000.00	
TRS Non-OASDI Rate:	2.000%	

- To create a new TRS rates record, type the new year (2026) and click **Retrieve**. A message is displayed indicating that the new record is populated based on the prior year's (2025) TRS rates record, click **Save** to retain the record.
- Complete the applicable fields. This information is used when performing calculations and extracts to Budget.

#### [Payroll > Tables > Tax/Deductions > Deduction Code](#)

Tables > Tax/Deductions ▼ Payroll 

Year: C

**Save**

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

**Retrieve Print**

Delete	Deduction Code	Long Description	Abbrev Cd	Short Description	Deduct Chk	Wire	Vendor Name/Sort Key	Vendor Nbr	Extract Ded Cd	W2 Health Care
	001	ADDITIONAL WITHHOLDING TAX	WH Additi	ADD-WITHHOLDING	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
	002	UNITED WAY	UF United	UNITED WAY	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
	003	SAVINGS BONDS	SB Saving	SAVINGS BONDS	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

- Update the deduction codes. The Deduction Code tab is shared between the current year and next year records; therefore, changes to the current year records are effective in the next year records, and vice versa.

13. (Optional) Update accrual calendars.

### (Optional) Update accrual calendars

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

This step is for LEAs that perform monthly accruals.

Create accrual calendars to accommodate the varied number of days employees work at the LEA. The calendar is used on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab to calculate the **Accrual Rate** when the calendar code is entered in the **Accrual Info** section.

Accrual Code	Total Days Worked
A	0.0
C	0.0
H	0.0
N	0.0

Pay Date	Days Worked
08-31-2025	14.00
09-19-2025	20.00
10-20-2025	22.00
11-14-2025	17.00
12-19-2025	15.00

Verify that the calendar code reflects the actual number of days the employee will work for the new school year; otherwise, the salary amount that should accrue over the school year will be incorrect.

- You can use the school calendar created in the previous step to get the actual workdays by month.
- If you have not set up the budget for the 2025-2026 school year, you can only enter pay dates through the 2025 calendar year. If the budget is set up for the 2025-2026 school year, you can enter 2026 pay dates in these fields.

#### Notes:

- This table can be updated after the move to current. All pay dates should be entered even if zero days are accrued (e.g., summer months).
- Most districts only accrue 10-month employees. If that is true for you, each code should begin with August 31 and show the number of days that group of employees will work in August. Add 12 more lines and enter the true/regular Pay Dates. Enter the days employees work in the month associated with each pay date.
- Typically, July and August (and sometimes June) will show the pay date and zero days, but they still must be included.
- Dates used (with the exception of August 31) must match the Pay Dates that will be built in the Pay Date Table.

14. (If applicable) Mass update employer contribution and remaining payments.

## (If applicable) Mass update employer contribution and remaining payments

Use the Mass Update utility to update employee data in preparation for the new school year. This utility allows you to quickly and easily mass change data resulting in minimal manual changes to individual employee records with less possibility of manual entry errors.



**CAUTION:** To avoid entering data in an incorrect pay frequency, be mindful of the pay frequency to which you are logged on as you may be changing back and forth between the current year and next year's pay frequencies for several months.

If applicable, mass update the **Employer Contribution** and **Remaining Payments** for all employees with health care and other employer paid deductions.

**It is recommended** to update the number of remaining payments for deductions to ensure they are fully budgeted for.

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

This utility is used to update deductions for a number of employees at a single time. Deduction data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Deductions tab allows users to add, change, and delete deduction codes as well as alter the number of remaining payments and the existing dollar amounts associated with the deductions. Mass deduction updates are very useful at the beginning of the year when many employees are being added to insurance programs. Once deductions are added using this tab, they are reflected in the individual deduction records.

Under **Parameters**, select the employees whose deduction data is to be changed.

**TIP:** Prior to processing a mass update, capture a screenshot of the parameters used for future

reference.

- Under **Method**, select the type of deduction change to be implemented.
- Click **Execute**. A preview report is displayed. [Review the report](#).
- Click **Process** to accept the changes and continue. Or, click **Cancel** to return to the Mass Update page.

## 15. [Mass update pay and state step fields](#).

### **Mass update pay and state step fields**

Use the Mass Update utility to update employee data in preparation for the new school year. This utility allows you to quickly and easily mass change data resulting in minimal manual changes to individual employee records with less possibility of manual entry errors.



**CAUTION:** To avoid entering data in an incorrect pay frequency, be mindful of the pay frequency to which you are logged on as you may be changing back and forth between the current year and next year's pay frequencies for several months.

Mass update the **Pay Step** and **State Step** fields for all employees tied to a salary table. This allows preliminary payroll data to be sent to Budget as a starting point.

Consider repeating this step as follows for each pay type to ensure that all employees are incremented properly.

- For Pay Type 1 (Contracted Employees), increment once for both the **Pay Step** and **State Step**.
- For Pay Type 2 (Non-contracted Employees), only increment the **Pay Step** for these employees as they are not subject to Stat Min making the **State Step** unnecessary.
- If needed, repeat for Pay Type 3 (Hourly Employees).

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

This utility is used to update employee data for a number of employees at a single time. Employee data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Employee tab allows users to reset, increment, or modify employee data. The data that may be altered includes the number of annual payments, number of days employed, contract begin date, and number of years of local experience. Once employee data is altered using this page, changes are reflected in the individual employee records.

## 16. Mass update various employee fields.

### Mass update various employee fields

Use the Mass Update utility to update employee data in preparation for the new school year. This utility allows you to quickly and easily mass change data resulting in minimal manual changes to individual employee records with less possibility of manual entry errors.



**CAUTION:** To avoid entering data in an incorrect pay frequency, be mindful of the pay frequency to which you are logged on as you may be changing back and forth between the current year and next year's pay frequencies for several months.

Mass update data as needed. The following fields are commonly updated.

- **Fiscal Year** - If some employees should not be incremented to the next fiscal year, repeat this step only selecting specific employees and mass update them back to the correct fiscal year. An example of this may include those paid with Elementary and Secondary School Emergency Relief (ESSER) Programs.
- **Contract Begin Date**
- **Contract End Date**
- **Nbr Days EmpId**
- **# of Months in Contract**
- **Payoff Date**
- **(Number of) Annual Payments**
- **(Number of) Remaining Payments**

- **(Number of) WC Annual Payments**
- **(Number of) WC Remaining Payments**

Payroll > Utilities > Mass Update > Employee

This utility is used to update employee data for a number of employees at a single time. Employee data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Employee tab allows users to reset, increment, or modify employee data. The data that may be altered includes the number of annual payments, number of days employed, contract begin date, and number of years of local experience. Once employee data is altered using this page, changes are reflected in the individual employee records.

□ Under **Parameters**, select the employees whose employee data is to be changed.



**TIP:** Prior to processing a mass update, capture a screenshot of the parameters used for future reference.

**Note:** Never use the **Reset**, **Increment**, and **Modify** options at the same time.

Example of **Reset**:

Utilities > Mass Update Year: N Frequency: F

**Parameters**

Pay Status:  Active  Inactive  Both

Primary Campus: All Payoff Date:  Reset

Pay Type: All Frequency: F Monthly NYR

Job Code: All Salary Concept: All

Accrual Code: All Extract ID: 187 187 DAYS

Pay Grade:  Employee Nbr:

Prior Yr Emp Date: 01-15-2026

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

**Reset**

Pay Status  Pay Step  Incr Pay Step  Calendar  Yes

Fiscal Year

Dock Rate

Unemployment Elig

Pre-Note

(FSP Staff Salary Data)

Health Ins Code

FSP Staff Data Code

TRS Member Pos

(Number of)  Pay Grade  Local Schedule  Max Days  Hrs/Day  0.000

Annual Payments

Remaining Payments

WC Annual Payments

WC Remaining Payments

**Increment**

Pay Step  Payoff Date  08-18-2025

Contract Begin Date  Contract End Date  05-29-2026

Nbr Days Empld  # of Months in Contract  187

# of Months in Contract  Contract Days  10

Local Contract Days  Local Contract Days

Payoff Date

If Employment Date <

**Modify**

From To

Contract Begin Date:

Contract End Date:

Nbr Days Empld:  0

# of Months in Contract:

Contract Days:  000 TRS  000 TRS

Payoff Date:

Execute

Utilities > Mass Update Year: N

**Parameters**

Pay Status:  Active  Inactive  Both

Primary Campus: All Payoff Date:  Reset

Pay Type: All Frequency: F Monthly NYR

Job Code: All Salary Concept: All

Accrual Code: All Extract ID:

Pay Grade:  Employee Nbr:

Prior Yr Emp Date: 00-00-0000

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

**Reset**

Pay Status  Pay Step  Incr Pay Step  Calendar  Yes

Fiscal Year

Dock Rate

Unemployment Elig

Pre-Note

(FSP Staff Salary Data)

Health Ins Code

FSP Staff Data Code

TRS Member Pos

(Number of)  Pay Grade  Local Schedule  Max Days  Hrs/Day  0.000

Annual Payments

Remaining Payments

WC Annual Payments

WC Remaining Payments

**Increment**

Pay Step  Payoff Date

Contract Begin Date  Contract End Date

Nbr Days Empld  # of Months in Contract  0

# of Months in Contract  Contract Days

Local Contract Days  Local Contract Days

Payoff Date

If Employment Date <

**Modify**

From To

Contract Begin Date:

Contract End Date:

Nbr Days Empld:  0

# of Months in Contract:

Contract Days:  000 TRS  000 TRS

Payoff Date:

Execute

### Example of Increment:

Utilities > Mass Update

Payroll

Parameters

Pay Status:  Active  Inactive  Both

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 01-15-2026

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

Reset

Primary Campus: All

Pay Campus: All

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency: F Monthly NYR

Salary Concept: All

Extract ID:

Employee Nbr:

Increment

Pay Step  Limit:

State Step  Limit 20  Total Job Experience

If Employment Date <

Modify

Contract Begin Date: From  To

Contract End Date: From  To

Nbr Days Empld: 0 0

# of Months in Contract:

Contract Days: 000 TRS - 000 TRS -

Payoff Date: From  To

### Example of Modify:

Utilities > Mass Update

Payroll

Parameters

Pay Status:  Active  Inactive  Both

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 01-15-2026

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

Reset

Primary Campus: All

Pay Campus: All

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency: F Monthly NYR

Salary Concept: All

Extract ID: 187 187 DAYS

Employee Nbr:

Increment

Pay Step  Limit:

State Step  Limit 20  Total Job Experience

If Employment Date <

Modify

Contract Begin Date: From 08-14-2024 To 08-15-2024

Contract End Date: From  To

Nbr Days Empld: 0 0

# of Months in Contract:

Contract Days: 000 TRS - 000 TRS -

Payoff Date: From  To

The first run is to update the contract dates, but not increment any pay steps. Complete only the fields under **Modify**.

- Under **Modify**, complete the applicable fields.
- In the **Prior Year Employment Date** field, type today's date in the MM-DD-YYYY format and select the pay frequency. This changes the contract dates for all employees, regardless of the date they came to work for the LEA.

**Note:** The **Prior Year Employment Date** field uses the date in the **Latest Re-Employ Date** field on the [Personnel > Maintenance > Employment Info](#). If this date is blank or contains zeros, it uses the date in the **Original Emp. Date** field. If no date exists in either field, the employee is not updated.

The second run is for pay purposes to update all employees with one year of earned experience.

- In the **Prior Year Employment Date** field, enter a date in January (i.e., 01-XX-XXXX) that represents the maximum number of days required for the employee to have earned a pay step advance (e.g., 90 days).
- This run does not include any employees hired after that date because they should not receive a step advance for pay purposes but consult your LEA's policy.
- Under **Increment**, complete only the **Pay Step** and **State Step** fields.

Utilities > Mass Update

Payroll

Parameters

Prior Yr Emp Date: 01-06-2024

EMPLOYEE

Increment

Pay Step  
State Step (Limit 20)

Execute

**CAUTION:** Do not update any **Experience** fields at this time. Experience should not be updated until after the service records have been extracted and saved. Once the service records are complete, you can update records in either the current year or the next year. It is important not to forget this step as it must be completed prior to PEIMS reporting in October.

Click **Execute**. A preview report is displayed. [Review the report](#).

Click **Process**. A message is displayed indicating that the process was completed successfully. Or, click **Cancel** to return to the Mass Update page.

Use the Extra Duty tab to change employee extra duty assignments that display on the Pay Info tab.

Run the [Personnel > Reports > Payroll Information Reports > HRS6550 - Employee Extra Duty Report](#) by code before performing the extra duty mass updates. Once you update your changes, run the HRS6550 report in the NYR frequency to verify that the changes are correct.

17. [Mass update extra duty remaining payments.](#)

## Mass update extra duty remaining payments

Use the Mass Update utility to update employee data in preparation for the new school year. This utility allows you to quickly and easily mass change data resulting in minimal manual changes to individual employee records with less possibility of manual entry errors.

Mass update the remaining payments on all extra duties for applicable employees.

**It is recommended** to update the number of remaining payments for extra duties to ensure they are fully budgeted for.



**CAUTION:** To avoid entering data in an incorrect pay frequency, be mindful of the pay frequency to which you are logged on as you may be changing back and forth between the current year and next year's pay frequencies for several months.

[Payroll > Utilities > Mass Update > Extra Duty](#)

This utility is used to update extra duty assignments for a number of employees at a single time. Extra duty data may be updated by a variety of criteria including pay type, pay grade, primary campus, and pay frequency. The Extra Duty tab allows users to add, change, and delete extra duty codes as well as alter the existing dollar amounts associated with the extra duty assignments. Once extra duty assignments are changed or deleted using this page, modifications are reflected in the individual extra duty records.

Under **Parameters**, select the employees and records to be copied to the current year.

**TIP:** Prior to processing a mass update, capture a screenshot of the parameters used for future reference.

Under **Method**, select the extra duty changes to be implemented.

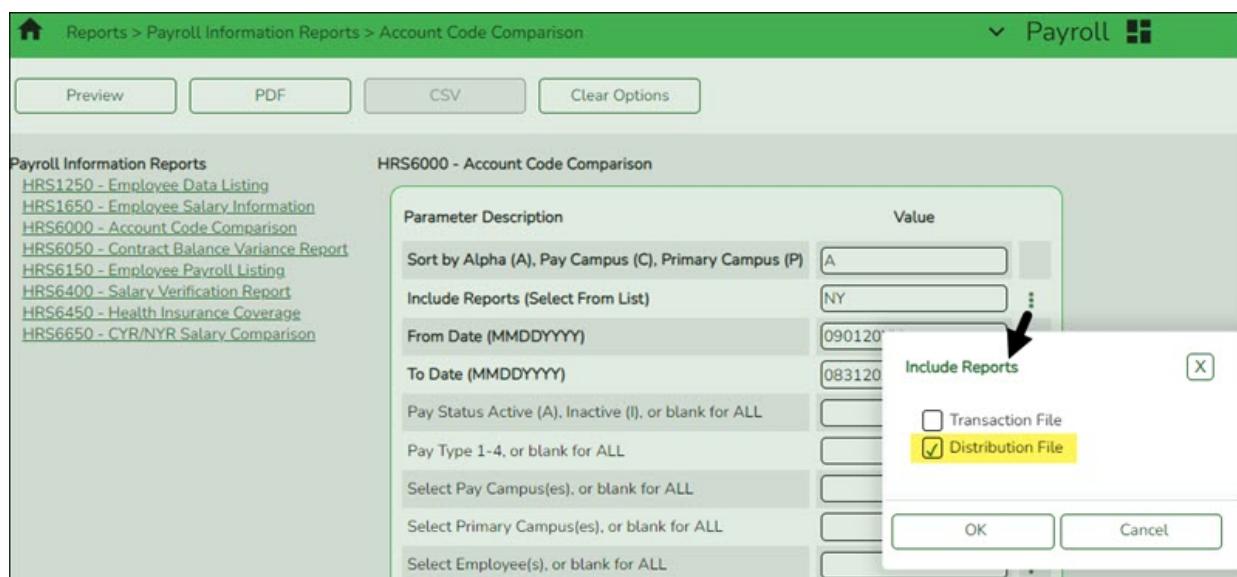
- Complete the **Remain Pymts** field under **Change Existing Extra Duty Code Information**.
- Click **Populate Extra Duty Code Description** to update the **Amount** field when a different extra duty code is selected.
- Click **Execute**. A preview report is displayed. [Review the report](#).
- Click **Process** to accept the changes and continue. Or, click **Cancel** to return to the Mass Update page.

18. [Generate the Mass Account Code Comparison Report](#).

### Generate the Account Code Comparison Report

Generate the following report before calculating salaries.

[Payroll > Reports > Payroll Information Reports > HRS6000 - Account Code Comparison](#) - This report is used to verify the distribution codes from the master distribution page against the account codes in Budget.



If there are account codes displayed on this report, these codes should be set up in Budget or changed.

Payroll Account Code Comparison					
Date Run: Cnty Dist:		Program: HRS600 Page: 1 of 1 Frequency: F			
Account Codes in Distribution that DO NOT EXIST in Budget					
Alphabetic List					
Account Code	Emp Nbr	Employee Name	Job Code		
199-11-6119.00-001-511000	000041		0606 - ELEMENTARY TEACHER		
199-11-6119.00-001-536000			0606 - ELEMENTARY TEACHER		
199-34-6129.00-999-599000			XTRA - Extra Duty		

The desired outcome of this report is a report heading with no account codes listed.

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

19. [Mass update salary calculations.](#)

## Mass update salary calculations

[Payroll > Utilities > Mass Update > Salary Calculation](#)

Perform salary calculations if you are using salary tables. This tab is used to automatically calculate salaries for active employees (pay status 1) that are linked to the salary tables. You can quickly calculate salaries and automatically update important fields in the employee record.

The screenshot shows the 'Utilities > Mass Update' interface. The 'SALARY CALCULATION' tab is active. The 'Parameters' section includes fields for Pay Status (radio buttons for Active, Inactive, Both), Primary Campus (dropdown with 'All'), Payoff Date (text box), Frequency (dropdown with 'F MONTHLY NYR'), Salary Concept (dropdown with 'A Use annual salary table'), and Extract ID and Employee Nbr (text boxes). Below these are dropdowns for Pay Type (All), Job Code (All), Accrual Code (All), and Pay Grade (text box). A date field 'Prior Yr Emp Date' is set to '01-06-2024'. At the bottom left is a 'TIP' box with a lightbulb icon.



**TIP:** Salary calculations should not be done multiple times for an employee using the midpoint table.

A report provides a listing of errors prior to completing the process. Clear all errors and perform the calculations as often as necessary. All errors should be cleared before continuing. If employee errors are encountered, the listed employees are not updated. If the employee has multiple jobs and one of those jobs does not have all or part of the salary table information selected on the Job Info tab, errors are displayed and updates are not processed. When calculations are performed on one concept and the employee has multiple concepts, errors are displayed if any of the other concepts are incomplete and updates are not processed.

The system automatically uses the new contract amount and distributes it among the employees' master distribution records based on the existing percentage. The new amount displays regardless of the option selected in the **Distributions Built by Amt %** field on the [Payroll or Personnel > Tables > District HR Options](#). Manual modifications may be necessary to employees' salary distribution codes, amounts, and/or percentages after performing salary calculations.

The following fields must be completed on the Job Info tab for pay type 1, 2, and 3 employees:

- **Pay Grade**
- **Step**
- **Max Days** - If the **Max Days** field is not populated, salary calculations will only process if the field is not linked to the **Annual Salary Concept**. If the field is linked to the **Annual Salary Concept**, this field must be populated to run salary calculations.
- **Begin Date**
- **End Date**
- The **OVTM Rate** field and the **# of Days Employed** field are calculated when the **OVTM** flag and **Calendar Code** fields are populated on the Job Info tab.
- If the **State Step** field is populated on the Job Info tab, the amount from the state minimum salary table is entered in the **State Min Salary** field.

**CAUTION:** The **State Min Salary** field is calculated by multiplying either the **State Min Days** or the **# of Days Employed** by the appropriate daily rate from the state minimum salary table for all pay types that have state min. The **% Assigned** field in the **State Info** section on the Job Info tab is also considered in this calculation. The **State Min Salary** field should be checked closely and manually updated, if necessary, after performing salary calculations.

- If an employee has an extra duty account type G on the Pay Info tab, it is added to the **Total** field for the contract on the primary job.
- If an employee has a business allowance account type T or B amount with remaining payments and/or an extra duty account type S amount with remaining payments and distribution codes totaling 100% exists in the master distribution record for the account type, the appropriate distribution records are updated.
- If the **# of Annual Payments** and **Contract Total** fields are greater than zero, the **Pay Rate** field is calculated by dividing the **Contract Total by the # of Annual Payments**. If the **# of Annual Payments** and/or **Contract Total** are not populated, the **Pay Rate** is not calculated.
- If the **# of Days EmpId** and **Contract Total** fields are greater than zero, the **Daily Rate of Pay** field is calculated by dividing the **Contract Total** by the **# of Days Employed**. If the **# of Days Employed** and/or **Contract Total** are not populated, the **Daily Rate of Pay** is not calculated.
- Other fields that are updated on the Job Info tab are:
  - Accrual Rate - If the accrual code exists and the **# of Days EmpId** and **Contract Total** fields are greater than zero, the **Accrual Rate** field is calculated by dividing the **Contract Total** by the **# of Days Employed**. The amount is rounded to three decimal places.
  - Contract Total and Balance
    - Pay type 3 employee salaries are calculated based on the hourly/daily or midpoint salary table information. If the local annual table is used, errors are displayed when performing mass salary calculations.
    - When using the hourly/daily salary schedule, calculations are based on the **Hrs Per Day** field x the **Amount** field from the salary table x the **# of Days Employed** field from the Job Info tab. The resulting amount populates the **Contract Total** and **Balance** fields on the Job Info tab.

- When using the midpoint salary schedule, calculations are based on the **Midpoint** field x the **Amount** field from the salary table x the **# of Days Employed** field from the Job Info tab. The resulting amount populates the **Contract Total** and **Balance** fields on the Job Info tab.
- If the **# of Days Employed** field is not populated, the **Contract Total** and **Balance** fields are not calculated.
- If not performing mass salary calculations for hourly employees, manually update the **Contract Total** on the Job Info tab and distribution information. This salary information is extracted to Budget and used for PEIMS reporting.
- On the Job Info tab, there is a **Calculate** button, salary calculations can be done for an individual rather than doing salary calculations in Mass Update for groups of employees. The **Calculate** button on the Job Info tab will render the same results as doing the Mass Update salary calculations.
- The **Automatically Compute** fields on the District HR Options page assist in manually updating employees. By using this feature, the pay rate, daily rate, dock rate, accrual rate, and overtime rate can all be automatically calculated when the annual contract and days employed are entered on the Job Info tab.

### Midpoint Calculation Examples

Pay Grade	Pay Type	Minimum	Maximum	Midpoint	Max Percent Pay Increase	Mid Percent Pay Increase	Max Inc/Dec Amount	Mid Inc/Dec Amount	Hour
1	1 Contracted employee	203.680	305.530	254.605	0.000	2.000	0.000	5.092	8.00
2	1 Contracted employee	224.040	336.070	280.055	0.000	2.000	0.000	5.601	8.00

[Calculate](#)

[Process](#) [Cancel](#)

### 20. Manually add or update salary information.

#### Manually add or update salary information

Manually add or update salary information for those employees not tied to salary tables. For example, most often, administrators such as the Superintendent or Principal.

- Manually enter an estimated annual salary amount for pay type 3 (Hourly) employees in order to budget for these employees.
- Add new employees as information becomes available.

#### Payroll

- [Pay Info](#) - This tab is not shared between the current year and next year records.
  - Make the necessary changes to the extra duty supplements and verify the changes using the [Payroll > Reports > Payroll Information Reports > HRS6400 - Salary Verification Report](#).
  - Updates to the extra duty table do not automatically update the extra duty data on the Pay Info tab.

- Click **Yes** to update both the current year and next year records.
- Click **No** to update only the next year records.

This also occurs when changes are made in the current year records and next year records exist.

- [Job Info](#) - This tab is not shared between the current year and next year records.
  - For new employees, a generic job is displayed on the Job Info tab and this job can be modified as needed. The following fields must be completed prior to saving:
    - **Primary Campus**
    - **% Assigned**
    - **# of Days Empld**
    - **TRS Member Position**
    - **Begin Date**
    - **End Date**

#### Notes:

- The following data should be entered before performing automatic salary calculations:
  - **Pay Grade**
  - **Step**
  - **Sched** (if applicable)
  - **Max Days**
  - **State Step**
  - **State Min Days**
  - **TRS Year** - This field should be selected if the employee has a nonstandard contract.
  - **Accrual Codes**
  - **W/C Code**
  - **State Minimum Salary % Assigned** - Verify this field for employees whose **# of Days Employed** field does not match the **State Min Days** field on the Job Info tab for the primary job and adjust accordingly.
  - Distribution information
- [Distributions](#) - This tab is not shared between the current year and next year records.
  - If a contract amount is not entered on the Job Info tab, no amount or percentage is required before saving the record. If the account code does not exist in Budget, it cannot be selected from the account code drop-down list.
  - A distribution code must exist for each job to be updated with salary calculations. When calculations are performed, amounts are updated based on the existing distribution percentages.
  - Verify **Expense 373** designations for applicable employees who are subject to Stat Min calculations.
- [Deductions](#) - This tab is not shared between the current year and next year records.

**Exception:** When changes to an existing employee's deduction information is saved, a message is displayed asking if the current year records should be updated.

If the **Remain Pymts** field is set to 99, it will not decrement each time a payroll is processed.

Be sure to add an **Emplr Contrib** (Employer Contribution) amount for vacancies/new employees to avoid an understated budget.

Update the garnishment amounts as there may be changes to the salary amounts for the upcoming year and the garnishment amounts are based on salary percentages.

- Click **Yes** to update both the current year and next year records.
- Click **No** to update only the next year records.

This also occurs when changes are made in the current year records and next year records exist.

- Click **Yes** to update both the current year and next year records.
- Click **No** to update only the current year records.

## 21. Verify TRS fields.

### Verify TRS fields

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

Generate a user-created report to verify that the following TRS fields are accurate for all employees. You can use the sort/filter options to assist in the verification process. If corrections are needed, use the corresponding pages to make changes.

### TRS Reporting Requirements

- **ALL** employees are reported.
- Retired employees are only reported on the ER record.
- A contract **Begin** and **End Date** is required for **ALL** employees.

Required Information	ASCENDER Business Page
The <b>FTE Hours</b> (full-time equivalent) is required for the ED record if 30 hours or more.	<a href="#">Personnel &gt; Tables &gt; Job/Contract &gt; Job Codes</a>
The <b>Days Worked</b> or scheduled is required for the RP record. This data is retrieved from either the school calendar or TR calendar.	<a href="#">Personnel &gt; Tables &gt; Workday Calendars</a>
The <b>Employment Type</b> is required for the ED record.	<a href="#">Personnel &gt; Maintenance &gt; Employment Info</a>
The <b>TRS Status</b> (TRS membership eligibility flag) is required for the ED record.	<a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Pay Info</a>
A <b>TRS Member Pos</b> (position) <b>Code</b> is required for all employees (including substitutes).	<a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Job Info</a>
The <b>Wkly Hrs. Sched</b> (hours scheduled) is required for the RP record.	

The <b>Retiree Employment Type</b> is required for the ER record.	<a href="#">Personnel &gt; Maintenance &gt; Employment Info</a>
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22. [Verify salary calculations.](#)

## Verify salary calculations

Select and run the applicable reports to verify the salary calculations:

- [Personnel > Reports > Personnel Reports > HRS1000 - Roster of Personnel](#) - This report provides a list of employees by pay campus. This is a good report to give to principals and directors to verify employees assigned to their campus or department without sharing pay information.
- [Payroll or Personnel > Reports > HR Reports > Personnel Reports > HRS1250 - Employee Data Listing](#) - This report provides detailed information about demographics, salary, TRS/Calendar/School YTD, leave, deductions, and account distribution codes.
- [Payroll > Reports > Payroll Information Reports > HRS6050 - Contract Balance Variance Report](#) - This report will print exceptions for contracted (pay type 1) and non-contract (pay type 2) employees when the contract balance does not equal the **Pay Rate** times the **# of Remaining Payments**.
- [Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing](#) - This report provides detailed information about pay status, campus code, pay type, marital status, number exemptions, months/days in contract, annual contract amount, monthly/daily rate of pay, and the first distribution line from the master distribution record.
- [Payroll > Reports > Payroll Information Reports > HRS6400 - Salary Verification Report](#) - This report can be used to verify that next year salary calculations have been correctly run before copying next year to current year.
- [Payroll > Reports > Payroll Information Reports > HRS6000 - Account Code Comparison](#) - The report is an error listing. For current year, the report identifies account codes in the payroll process and verifies that these account codes exist in Finance. If a code entered in the payroll process is not located in the chart of accounts, the account number, social security number, and name of the employee are printed on the report. For next year, the report identifies account codes on the Budget Data page of the Budget application.
- [Personnel > Reports > Payroll Information Reports > HRS6550 - Employee Extra Duty Report](#) - The report lists all employees with extra duty codes on the Pay Info tab. Users can sort the listing by name, campus, or extra duty code. The **Include Distribution Account Codes** parameter allows the user to include S-type distributions for those employees selected.
- [Payroll or Personnel > Reports > Payroll Information Reports > HRS6650 - CYR/NRY Salary Comparison](#) - This report provides a salary comparison for employees with pay type 1 and pay type 2 jobs. The report indicates employee information and job information for both the current year and next year to allow an easy comparison of salaries between the data.
- [Payroll or Personnel > Reports > User Created Reports > HR Report](#) - Run user created reports as defined by the user.

23. [Use Addendum sheets to verify data.](#)

## Use Addendum sheets to verify data

[Payroll > Utilities > Payroll Simulation > Addendum](#)

Use the Addendum created when using the Payroll Simulation utility to verify data as it lists all jobs separately, as well as business allowances, extra duty, etc.

Only active employees (pay status 1) are considered in this process. The Addendum sheets can be used to explain pay to employees and as a contract support document for applicable employees to sign & date.

[Personnel > Reports > Payroll Information Reports > Employee Salary Information](#)

- If this report is generated from next year payroll files, leave information is excluded.
- If this report is generated from current year payroll files, leave information is included.

24. [Perform a "test payroll".](#)

### Perform "test payroll"

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

Run this utility to perform what could be called a “test payroll” for employees that meet the selected parameters.

It is a partial run of calculations and it does not use transmittals or leave files. This utility can be run in either the current year or next year.

An unprocessed pay date is required to be entered. If there are no unprocessed pay dates in the Pay Dates table, enter a pay date for the next month. For example, August payroll has been processed and pay dates for the new school year have not been entered yet.

**Note:** This utility should be run prior to creating your budget extract or before copying the next year to the current year. This utility creates a report that displays errors on each employee. The report is sorted by employee number order and provides error messages that are easy to understand so that corrections can be made prior to extracting for budget. Remember, if changes are made to the employee records, calculations need to be run again.

25. [Perform staff benefits update.](#)

### Perform staff benefits update

[Payroll > Utilities > Employee Benefits Interface > Import Annual File](#)

Perform the employee benefits update and import process.

Under **Year Selection**, select one of the following:

- Current Year**
- Next Year**

<b>Active Employees Only</b>	Select to base the selected pay frequency for the records on the highest pay frequency in which the employee is active.
<b>Deduction Import Path</b>	Click <b>Browse</b> , and then select the folder to which a copy of the deductions is to be imported. Click <b>OK</b> to select the folder or <b>Cancel</b> to close the dialog box without processing.

Click **Execute** to start the import process.

- In the application dialog box, verify the path of the import, and click **Yes** to continue the import or **No** to return to the import dialog box.
- In the archive password dialog box, type a password for this imported file. Click **OK**.
- The files are imported, and a message is displayed indicating the import process completed successfully. Click **OK**.

If any errors are encountered during the import process, an error report is displayed. If there are no errors, the error report is not displayed.

If no errors are encountered during the import process, or you clicked **Continue** from the error report, the import report is displayed.

[Review the report.](#)

Click **Continue** to proceed.

If you click **Process**, a message is displayed indicating that the data was imported. Click **OK**.

## 26. [Extract payroll account codes.](#)

### **Extract payroll account codes**

[Payroll > Next Year > Interface NY Payroll to NY Budget > Extract Payroll Account Codes](#)

#### **Before interfacing the payroll to the budget, verify the following:**

- Are all new employees in the system?

- Are all employees active that are to be extracted to budget?
- Are all Staff/Job Pay data tabs updated and complete for new and existing employees?
- Does the next fiscal year in distributions match the budget fiscal year?
- Are all deductions updated?
- Are all extra duty stipends updated?
- Since the next year payroll budget calculations use the s-type extra duty remaining amounts, verify that these amounts have been updated.

Run this utility to extract payroll account codes for specific active (pay status 1) employees who are in the next year payroll. The resulting extract is used to transfer this information to the budget. This process can be repeated as often as necessary.

The screenshot shows the 'Extract Payroll Account Codes' interface. At the top, there are tabs for 'EXTRACT PAYROLL ACCOUNT CODES', 'EXTRACT REPORTS', and 'INTERFACE TO BUDGET'. The 'EXTRACT PAYROLL ACCOUNT CODES' tab is selected. Below the tabs, there is a 'Next Year Frequency' section with checkboxes for 'D - Biweekly', 'E - Semimonthly', and 'F - Monthly'. The 'F' checkbox is selected. There is also a checkbox for 'Exclude TRS On-Behalf Calculations' and a text input field for 'TRS On Behalf Expenditure Account' containing 'XXXXXX144XXXXXX'. A 'Run' button is next to the input field. Below this, there are dropdowns for 'Pay Campus' and 'Primary Campus', and a 'Retrieve' button. To the right of these are fields for 'Hourly employee deductions remaining payments' with frequencies D: 26, E: 24, F: 12. There is also a field for 'Enter the Starting Accounting Period for the Finance Fiscal Year' with a dropdown menu. On the left, there is a table with columns 'Select', 'Empl.Nbr', 'EmplSequence', 'Last.Name', and 'First.Name'. The table lists several employees with checkboxes in the 'Select' column. On the right, there is a table with the same columns, currently showing 'No Rows'. Between the two tables are four buttons: a right-pointing arrow, a double-right arrow, a left-pointing arrow, and a double-left arrow.

If applicable, select **Exclude TRS On-Behalf Calculations**.

If you interface the on-behalf expenditures (6144) into Budget, manually input the revenue for the on-behalf account codes (5831).

## 27. Verify Extract Reports tab.

### Verify Extract Reports tab

[Payroll > Next Year > Interface NY Payroll to NY Budget > Extract Reports](#)

Use the reports to verify the accuracy and validity of the employees, accounts, and amounts.

Pay special attention to the employee count to verify that the correct number of employees are extracted and match the count on the Next Year Payroll Employee Distribution Report.

Next Year Payroll Employee Distribution ISD															Program: HRS9960 Page: 1 of 31					
Fr	Emp Nbr	Employee Name		Account Code	Typ	W/C	373	Gn	Pct %	Amount	FICA	Medicare	Insurance	TEA Contrib	Wk Comp	TRS On Behalf	Unemp	TRS	TRS Care	Dep Care
											(-----6141-----)	(-6142-)	(-6142-)	(-6143-)	(-6143-)	(-6144-)	(-6145-)	(-----6146-----)	(-6148-)	
											Ann / HSA	/ Def Comp	/ Empir Misc							
											(-----6149-----)									
F	000400	ANDREWS, JULIE									Pay Cmp:001	FICA: M	TRS St: 1	Unemp: Y	Day %: 100.00	Exp Dist:	Exp Tot:	Deg: 0		
199-41-6129-00-750-699000	G	C	N	100.00	22,529.76					.00	324.07	5.76	.00	.00	1,830.55	.00	929.35	.00	.00	
Cafe Amt: 180.24	25,619.49				Employee Totals:	22,529.76				.00	324.07	5.76	.00	.00	1,830.55	.00	929.35	.00	.00	
Prim		Job Code			Pct Asgn	Prim Camp	Typ				Contr Amt	Std Pay	Begin Dt	State Min Days	Mo Contr	Py Grd	W/C Cd		Accrue Cd	
Extra Duty Cd											St Min Salary	Dly Pay Rate	Local	Nbr Days Empid	Ann Pymts	Step	W/C Pymts		Accrue Rate	
Y	0400 - SECRETARY			100.00	001	2				22,529.76	1,877.48	07-29-2024		187	10	C	A		136,544	
										.00	136,544	22,529.76		165	12	0				
Ded	Emp Amt	Pmt	Caf	Empr	Fac	TEA F				Ded	Emp Amt	Pmt	Caf	Empr	Fac	TEA F				
009	5.00	99	N	.00	1	1				200	15.02	99	Y	.00	1	1				
604	.00	99	N	.35	1	1				629	50.00	99	N	.00	1	1				
F	000446	APPLEGATE, CHRISTINA ELAINE									Pay Cmp:001	FICA: M	TRS St: 1	Unemp: Y	Day %: 100.00	Exp Dist:	Exp Tot:	Deg: 0		
199-11-6129-00-001-611000	G	A	N	100.00	37,470.48					.00	543.33	5.76	.00	129.24	3,559.70	.00	1,030.44	.00	.00	
Cafe Amt: .00	42,738.95				Employee Totals:	37,470.48				.00	543.33	5.76	.00	129.24	3,559.70	.00	1,030.44	.00	.00	
Prim		Job Code			Pct Asgn	Prim Camp	Typ				Contr Amt	Std Pay	Begin Dt	State Min Days	Mo Contr	Py Grd	W/C Cd		Accrue Cd	
Extra Duty Cd											St Min Salary	Dly Pay Rate	Local	Nbr Days Empid	Ann Pymts	Step	W/C Pymts		Accrue Rate	
Y	0426 - TEACHER'S AIDE			100.00	001	2				37,470.48	3,122.54	07-29-2024		0	10	A	A		227.094	
										.00	227.094	37,470.48		165	12	7				
Ded	Emp Amt	Pmt	Caf	Empr	Fac	TEA F				Ded	Emp Amt	Pmt	Caf	Empr	Fac	TEA F				
009	5.00	0	N	.00	1	1				208	.00	99	N	.13	1	1				
620	8.50	0	N	.00	1	1				628	10.00	0	N	.00	1	1				

Date Run:	Next Year Payroll Account Distribution	Program: HRS9970
Cnty Dist:	ISD	Page: 1 of 22
Sort Order: Fund		
<b>Account Code</b>		
199-11-6119.00-001-611000	TEACHER SALARIES, GEN INSTRUCT	Amount
F	000443	22,112.86
F	000461	13,142.50
F	000450	32,054.15
F	000459	20,050.00
F	000462	33,298.50
F	000372	26,771.50
F	000435	41,090.34
F	000452	2,000.01
F	000445	875.00
F	000460	750.00
F	000218	35,861.10
F	000382	29,936.65
	Total:	257,942.61
199-11-6119.00-001-621000	TEACHER SALARY	
F	000450	2,700.84
F	000348	850.00
	Total:	3,550.84
199-11-6119.00-001-622000	PROFESSIONAL SALARIES	
F	000443	2,684.15
F	000452	500.01
F	000445	61,498.34

28. (If necessary) Perform another extract and interface to Budget.

### **(If necessary) Perform another extract and interface to Budget**

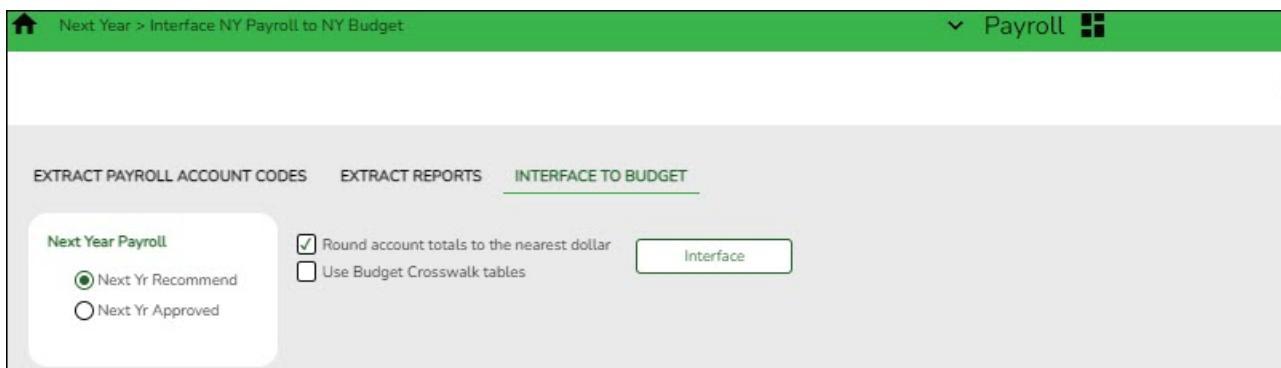
If changes are made to employee salary information, employees are added, employees are inactivated, or termination dates are entered, perform another extract and interface those new changes to Budget.

**Note:** Updates to the budget will replace the existing amounts for those account distribution codes that match the accounts in Budget. If an account distribution code no longer exists in payroll when interfaced to Budget (after previous interfaces), the account code is not changed or removed in Budget. You must manually modify the budget for those account codes. This also applies to those amounts in the budget that have been manually modified after the initial interface from payroll. If the budget account is not locked and the change needs to be retained for budget purposes, all manual modifications need to be made again.

29. Interface to Budget.

### **Interface to Budget**

[Payroll > Next Year > Interface NY Payroll to NY Budget > Interface to Budget](#)



If all of the information is correct:

- Under **Next Year Payroll**, select one of the following columns to be updated in Budget:
  - **Next Yr Recommend**
  - **Next Yr Approved**
- Click **Interface**. This process can be repeated as often as necessary until the Board approves the budget. For each run, the **Next Year Budget** amount is replaced. If the budget lock flag is set on an account, the budget amount is not replaced.

If distributions or employees are changed after the first calculations are interfaced, you may be required to log back on to the current pay frequency and use the [Payroll > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables](#) tab with the **Clear NY Payroll Budget Only** option selected to recalculate and interface the new changes back to the next year frequency.

Contact your regional ESC consultant if you need additional assistance.



## Back Cover