



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.

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.

Reference State Minimum Salary Schedule

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

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.
-

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.
-

- **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.
-

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.

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.

The screenshot shows the 'Personnel > Tables > Job/Contract > Extract ID' page. At the top, there's a 'Save' button. Below it, a navigation bar includes 'JOB CODES', 'CONTRACT CLASS', 'CONTRACT TERM', 'CONTRACT YEAR', 'EXTRACT ID' (which is underlined), and 'TERMINATION REASON'. Below the navigation bar are 'Retrieve' and 'Print' buttons. The main content area contains a table with the following data:

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

At the bottom right of the table area, there is a '+ Add' button.



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.

Maintenance > Employment Info Personnel

Save

Employee: 000479 : APPLGATE, CHRISTINA LEEANN Retrieve Directory

EMPLOYMENT INFO

Employee Status: 1 Active professional Employed

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 Pay group of employees. Extract IDs can also assist in sorting and filtering report data.

Utilities > Mass Update Payroll

Year: N Frequency: F

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Pay Type: All ▼

Job Code: All ▼

Accrual Code: All ▼

Pay Grade:

Prior Yr Emp Date: 00-00-0000

Primary Campus: All ▼

Pay Campus: All ▼

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency: F Monthly NYR ▼

Policy Control: All ▼

Extract ID: A 187 TEACHERS/AIDES ▼

Employee Nbr:

Reset

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

Reset

☐ Pay Status Active ▼

☐ Fiscal Year

☐ Dock Rate Daily Rate ▼

☐ Unemployment Elig No ▼

☐ Pre-Note Yes ▼

☐ (FSP Staff Salary Data)

☐ Health Ins Code

☐ FSP Staff Data Code

☐ TRS Member Pos

(Number of)

☒ Annual Payments 12

☒ Remaining Payments 12

☒ W/C Annual Payments 10

☒ W/C Remaining Payments 10

Increment

☐ Pay Step

☐ Limit:

☐ State Step

☐ Limit 20

☐ Total Job Experience

☐ If Employment Date <

Modify

	From	To
Contract Begin Date:	 	
Contract End Date:	 	
Nbr Days Empld:	0	0
# of Months in Contract:	 	
Contract Days:	000 TRS ▼	000 TRS ▼
Payoff Date:	 	

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.

Payroll Processing > EOY Payroll Accruals

Year: C Frequency: 6

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

File ID: C

Accounting Period
☒ Post to Current Acct Period: 10
☐ Post to Next Acct Period: 11

Reversal Interface Transaction Date: 09-01-2024
 JV Number: REVACC

Create Reversals

Select	Frequency	Calculation Date	Create GI Date	Interface Date	Posted Date	Reversal Interface Date
<input type="checkbox"/>	F	08-31-2024	08-28-2024	08-28-2024	09-10-2024	

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.

Next Year > Copy CYR Tables to NYR

CLEAR NEXT YEAR TABLES COPY CURRENT YEAR TABLES

☐ Clear EOY Accrual Data Only ☐ Clear NY Payroll Budget Only

No Rows

Execute

- ☐ Accrual Calendar
- ☐ Extra Duty Pay
- ☐ Hourly / Daily Salary
- ☐ Job Code
- ☐ Local Annual Salary
- ☐ Midpoint Salary
- ☐ School Calendar
- ☐ State Minimum Salary
- ☐ Substitute Salary
- ☐ Workers' Compensation Rates
- ☐ Employee Bank Record
- ☐ Employee Deductions
- ☐ Employee Extra Duty
- ☐ Employee Job
- ☐ Employee Pay
- ☐ Employee Pay Distribution
- ☐ EOY Accrual Calendar
- ☐ EOY Accrual Data
- ☐ EOY Accrual Fund Decrement
- ☐ NY Payroll Budget

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.

- ☐ 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

Preview PDF CSV Clear Options

Personnel Reports

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
Cnly Dist: ISD Page: 1 of 31
Frequency: F

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

☐ 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	Last: ACHIMON	Payroll Campus: 107 - 107 School	Info Restrict: A	Gender: F - Female	
First: AARON	First: ACHIMON	Restrict Public: A	Local Area 1:	Marital Stat: M - Married	
Middle: ROXANNE PEBLEY	Middle: ACHIMON	Local Area 2:	Drivers Lic#: 93658985	Birth Date: 07-12-1960	
Title: Gen:	Title: Gen:	DL Expir Date:	Deceased: N	Last Chg: 09-13-2019	
Street: 36911 CR 412	Street: ACHIMON	TRS Beg. Dt: 11-01-2000	SSN: 256-66-9799	Citizen: Y	
City/St: Alamo City, TX	City/St: ACHIMON	Hispanic/Latino <input type="checkbox"/>	Black/African American <input type="checkbox"/>		
Zip Cd: 25497	Zip Cd: ACHIMON	Asian <input type="checkbox"/>	American Indian/Alaskan Native <input type="checkbox"/>		
Country:	Country:	White <input checked="" type="checkbox"/>	Native Hawaiian/Other Pacific Isl <input type="checkbox"/>		
Phone: (555) 586-0643 Cell: ()	Bus Ph: () Bus Ext:	Bilingual:			
Wk E-mail:	Hm E-mail:				
Supplemental Address:					
Country:					
Delivery Name:					
Emergency Contact:	Relation:				
Phone: () Ext:					
Emergency Notes:					

Deductions							
Deduction Code	Net Amount	Emplr Contrib	Remain Pymts	Refund	Cafe 125	Emplr 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

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

Parameter Description Value

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

Select Restriction Local (L), Public (P), or No restrictions (N)

Primary Job (P), or blank for ALL

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

Date Run: **Employee Verification Report** **Program: HRS1100**

County Dist: **ISD** **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
Birth Date	City State Zip	Pro Yrs Exp	Non-Pro Yrs Exp	Payoff Date	St Step
Telephone	Telephone	In Dist	In Dist	TRS Beg Date	Pay Type
				%Day Empl	GRD/LVL /Sched
				Annual Sal	Pay Rate
000060	SMITH, BARBARA GALE	08-16-2001	2 - Active auxillary per	1 - Active	0428 - PHYSICAL EDUCATION
F	PO BOX 555	01	14	999 - District Wide	735 - CAFETERIA
03-01-1962	ANYWHERE TX 78899	01	14	08-25-2022	SPA / 11 /
				03-01-2009	2 2,808.50
000082	SMITH, BECKY R	07-01-2004	1 - Active professional	1 - Active	0115 - BUSINESS MANAGER
F	2810 SNICKERS ROAD	17	01	750 - BUSINESS	750 - BUSINESS
09-11-1952	ANYWHERE TX 75661	17	01	06-24-2022	17 / /
				09-29-2004	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	01	33	735 - CAFETERIA	735 - CAFETERIA
01-24-1950	ANYWHERE TX 75657	01	14	08-25-2022	CAF / /
				08-15-2006	3 14.21
000104	SMITH, CAROLYN M	08-09-2004	1 - Active professional	1 - Active	0638 - JR & SR HIGH TEACHER
F	4296 ROSEBOROUGH RD	18	01	002 - ANWHERE HIGH	002 - ANWHERE HIGH SCHOOL
	ANYWHERE TX 75672			08-25-2022	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 HRS6550 - Employee Extra Duty Report

[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](#)

Parameter Description Value

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

Include Distribution Account Codes? (Y/N)

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

Date Run:		Employee Extra Duty Report					Program: HRS6550		
Cnty Dist:		ISD					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.

Tables > Credential
 Personnel

Save

[MAJOR / MINOR](#)
[COLLEGE CODE](#)
[CERTIFICATION TYPE](#)
[SPECIALTY AREA](#)
[TEACHING SPECIALIZATION](#)
[SERVICE RECORD NOTES](#)

- [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.

Tables > Salaries NYR

Personnel

Save

LOCAL ANNUAL

HOURLY/DAILY

EXTRA DUTY

STATE MIN

SUBSTITUTE

MIDPOINT

WORKERS' COMP

Records

Pay Grade: All

Pay Step: All

Retrieve

Modify

☒ By Percent
 ☐ By Dollar Amt
 ☐ From State Min

Salary

Amount: 0.00 %

Default

Print

Delete	Pay Grade	Pay Step	Hrs Per Day	Rate Type	Local Sched	Pay Type	Est Ovtm Hrs	Amount	% Increase	New Amount
	HD1	0	8.00	Hourly			800.0	12.830	0.000	12.830
	HD1	1	8.00	Hourly			800.0	12.830	0.000	12.830
	HD1	10	8.00	Hourly			800.0	12.830	0.000	12.830
	HD1	11	8.00	Hourly			800.0	12.830	0.000	12.830
	HD1	12	8.00	Hourly			800.0	12.830	0.000	12.830
	HD1	13	8.00	Hourly			800.0	12.830	0.000	12.830
	HD1	14	8.00	Hourly			800.0	12.830	0.000	12.830
	HD1	15	8.00	Hourly			800.0	12.830	0.000	12.830
	HD1	16	8.00	Hourly			800.0	12.830	0.000	12.830
	HD1	17	8.00	Hourly			800.0	12.830	0.000	12.830
	HD1	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 HOURLY/DAILY **EXTRA DUTY** STATE MIN SUBSTITUTE MIDPOINT WORKERS' COMP

Records
Pay Acty: All
Wholly Sep: All

Retrieve

Modify
☒ By Percent
☐ By Dollar Amt

Salary
Amount: 0.00 %

Default Print

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

First 1 / 4 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 HOURLY/DAILY EXTRA DUTY STATE MIN **SUBSTITUTE** MIDPOINT WORKERS' COMP

Records
Sub Type: All
Time of Day: All

Retrieve

Modify
☒ By Percent
☐ By Dollar Amt

Salary
Amount: 0.00 %

Default Print

Delete	Sub Type	Sub Description	Time	Time Description	Leave Units	Sub Units	Sub Pay Amt	% Increase	New Amount
	01 REGUL	REGULAR SUBSTITUTE	A	FULL DAY	1.000	1.0	90.00	0.00	90.00
	01 REGUL	REGULAR SUBSTITUTE	B	HALF DAY	0.500	0.5	45.00	0.00	45.00
	02 DEGRE	DEGREED SUBSTITUTE	A	FULL DAY	1.000	1.0	95.00	0.00	95.00
	02 DEGRE	DEGREED SUBSTITUTE	B	HALF DAY	0.500	0.5	47.50	0.00	47.50
	03 CERTIF	CERTIFIED TEACHER SUBSTITUTE	A	FULL DAY	1.000	1.0	100.00	0.00	100.00
	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="text"/>	<input type="text"/>	A Use annual salary table	<input type="text"/>
	0001	HIGH SCHOOL TEACHER	<input type="text"/>	<input type="text"/>	A Use annual salary table	<input type="text"/>
	0002	TEACHER/COACH	<input type="text"/>	<input type="text"/>	A Use annual salary table	<input type="text"/>

☐ 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	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4	5	6			1	2	3	4							1		1	2	3	4	5	6	
7	8	9	10	11	12	13		5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20		12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27		19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30						26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
															30													

January 2026							February 2026							March 2026							April 2026								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14			5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30				

May 2026							June 2026							July 2026							August 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7							1							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30	31					

Legend

Begin Date

Begin Date In Service

Workday

In Service

Holiday

Bad Weather Day

Weekend

End Date

End Date In Service

Not Applicable

Undo Selection

Workdays By Month

September

21

October

23

November

20

December

23

January

22

February

20

March

22

April

22

May

21

June

22

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.

	F	T2	187 DAYS TEACHERS
	F	T3	187 DAYS STAFF
	F	TR	TRS

Start Year (YYYY)	2025
Start Month (MM)	08
<input 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	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6														1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30						

December 2025							January 2026							February 2026							March 2026							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
												1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	
28	29	30	31				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	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
													1	1	2	3	4	5	6								
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							31																				

Legend		Workdays By Month	
 	Begin Date	August	15
 	Begin Date In Service	September	21
 	Workday	October	23
 	In Service	November	17
 	Holiday	December	15
 	Bad Weather Day	January	20
 	Weekend	February	20
 	End Date	March	17
 	End Date In Service	April	22
 	Not Applicable	May	21
 	Undo Selection	June	0
		July	0

Day Count	
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.

Personnel

Save

Employee: 000006 : ADAMS, ADAM E. 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: ADAM E. ADAMS Maiden Name

Former: Title First Middle Last Generation

Addresses

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

Alternate: Address Country Delivery Name

Supplemental: Address Country Delivery Name

Travel Commute Distance: 0.0

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.

Personnel

Utilities > Texas Unique Staff ID Interface

STAFF ID EXPORT STAFF ID IMPORT

School Year:
From: 2024 To: 2025 Execute

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

The screenshot shows a web interface for the 'Texas Unique Staff ID Interface'. The top navigation bar is green and contains a home icon, the text 'Utilities > Texas Unique Staff ID Interface', a dropdown arrow, the text 'Personnel', and a grid icon. Below the navigation bar, there are two tabs: 'STAFF ID EXPORT' and 'STAFF ID IMPORT', with the latter being the active tab. Under the 'STAFF ID IMPORT' tab, there is a white box containing the text 'Import File:' and 'File Name:'. To the right of this box are two buttons: 'Browse...' and 'Execute'.

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**.

Maintenance > Employment Info Personnel

Save

Employee: 000455- ANGELOU, MAYA Retrieve Directory

EMPLOYMENT INFO

Employee Status: 2 Active auxiliary per Not Employed

Employment Dates
Original Emp Date: 08-08-2022
Latest Re-Employ Date: 08-08-2022
Termination Date: 05-18-2023
Termination Reason: 01 Went to other Texas
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: 0 No Bachelor's

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

Years Experience
--Professional-- --Non-Professional--
Total: 01
In District: 01
Prior Teaching: 0
Creditable Year of Service:

Electronic Consent
W-2: Y Yes
1095:

Service Record
Full Semester:
Grades Taught:

Contract Information
Class:
Term:
Year:

Extended Leave
Begin: 00-00-0000
End: 00-00-0000

Fingerprint Information
Status: E Extracted
Extract Date: 08-08-2022
Fingerprint Date: 00-00-0000

ERS Retiree Health
Current Year Elig:
Next Year Elig:

Auxiliary Role ID
Delete Auxiliary Role ID Begin Date End Date

Paraprofessional Certification
Delete Para Cert Begin Date End Date

Personnel > Maintenance > Staff Demo > Responsibility

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

Maintenance > Staff Demo Personnel

Save

Employee: Retrieve Directory Documents

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Delete Details Year Campus Staff Classification

School Year for PEIMS Codes: 2025

Job Code: 0300 SECONDARY SCHOOL COUNSELOR
Campus: 001 001 School
Co-op/SSA LEA:
Staff Classification: 008 - School Counselor
ESC/SSA: School District Employee

Staff Service: SS007000 - Guidance And Counseling Services
SPED Student Age Range:
Pop Served: 01 Regular Students
Monthly Minutes:
of Students: 000
Begin Date: 08-13-2007
End Date: 01-15-2025

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

Calendar Year:

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

Employer Type:

Unemployment Rate:

Maximum Gross Salary:

[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 and

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

School Year: 2026 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:

TRS Fee:

TRS Insurance: Employer Paid: ☐

District Rate:

TRS Care Rate:

TRS Care Emplr Contrib:

TRS IRS Salary Cap:

TRS Non-OASDI Rate:

❑ 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

Save Year: C

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

Retrieve Print

Delete	Deduction Code	Long Description	Abbrev Cdl	Short Description	Deduct Chk	Wire	Vendor Name/Sort Key	Vendor Nbr	Extract Ded Cdl	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.

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

Delete	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.

The screenshot shows the 'Mass Update' utility interface for 'Deductions'. The top navigation bar includes 'Utilities > Mass Update' and 'Payroll'. On the right, there are fields for 'Year: N' and 'Frequency: 12'. The main area is divided into 'Parameters' and 'Method' sections.

Parameters:

- Pay Status:** ☒ Active ☐ Inactive ☐ Both
- Primary Campus:** All
- Pay Campus:** All
- Contract Begin Date:** [Empty]
- Contract End Date:** [Empty]
- Contract Months:** [Empty]
- Payoff Date:** [Empty]
- Frequency:** F MONTHLY NYR
- Salary Concept:** All
- Extract ID:** [Empty]
- Employee Nbr:** [Empty]
- Pay Type:** All
- Job Code:** All
- Accrual Code:** All
- Pay Grade:** [Empty]
- Prior Yr Emp Date:** 00-00-0000

Method:

- ☒ Change Existing Code and Amounts to Another
- ☐ Change Remaining Deduction Payments
- ☐ Change Dollar Amount on Existing Code
- ☐ Add Deduction Code to Employees
- ☐ Delete Deduction Code from Employees
- ☐ Delete Deduction Code with Zero Remaining Payments from Employees
- ☐ Change Existing Code only to Another

Change Deduction Info:

- New Code:** [Empty]
- Net Amount:** .00
- Remaining Payments:** 0
- Emplr Contrib:** .00

Refund:

- ☒ No Update
- ☐ Update All Records to N
- ☐ Update All Records to Y

Cafe 125:

- ☒ No Update
- ☐ Update All Records to N
- ☐ Update All Records to Y

Buttons: 'Reset', 'Execute', and 'Execute' (near the bottom right).

☐ 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 Empld**
- **# 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 Payroll

Year: N Frequency: F

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All Payoff Date:

Pay Type: All Pay Campus: All Frequency: F Monthly NYR

Job Code: All Contract Begin Date: Salary Concept: All

Accrual Code: All Contract End Date: Extract ID: 187 187 DAYS

Pay Grade: Contract Months: Employee Nbr:

Prior Yr Emp Date: 01-15-2026

Reset

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

Reset

☐ Pay Status ☒ Active ☐ Incr Pay Step ☐ Yes ☐ No

☒ Fiscal Year ☐ Calendar ☐ Daily Rate ☐ Contract Begin Date 08-18-2025

☐ Dock Rate ☐ Contract End Date 05-29-2026

☐ Unemployment Elig ☐ No ☐ Nbr Days Empld 187

☐ Pre-Note ☐ Yes ☐ # of Months in Contract 10

(FSP Staff Salary Data) ☐ Health Ins Code ☐ Contract Days 000 TRS

☐ FSP Staff Data Code ☐ Local Contract Days ☐ Payoff Date 08-19-2026

☐ TRS Member Pos ☐ Pay Grade ☐ Local Schedule

(Number of) ☐ Annual Payments 12 ☐ Remaining Payments 12 ☐ Max Days

☒ WC Annual Payments 10 ☐ Hrs/Day 0.000

☒ WC Remaining Payments 10 ☒ Wkly Hrs Sched 40

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

Execute

Utilities > Mass Update Payroll

Year: N

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All Payoff Date:

Pay Type: All Pay Campus: All Frequency: F Monthly NYR

Job Code: All Contract Begin Date: Salary Concept: All

Accrual Code: All Contract End Date: Extract ID:

Pay Grade: Contract Months: Employee Nbr:

Prior Yr Emp Date: 00-00-0000

Reset

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

Reset

☐ Pay Status ☒ Active ☐ Incr Pay Step ☐ Yes ☐ No

☐ Fiscal Year ☐ Calendar ☐ Daily Rate ☐ Contract Begin Date

☐ Dock Rate ☐ Contract End Date

☐ Unemployment Elig ☐ No ☐ Nbr Days Empld 0

☐ Pre-Note ☐ Yes ☐ # of Months in Contract

(FSP Staff Salary Data) ☐ Health Ins Code ☐ Contract Days 000 TRS

☐ FSP Staff Data Code ☐ Local Contract Days ☐ Payoff Date

☐ TRS Member Pos ☐ Pay Grade ☐ Local Schedule

(Number of) ☐ Annual Payments 12 ☐ Remaining Payments 12 ☐ Max Days

☒ WC Annual Payments 12 ☐ Hrs/Day 0.000

☒ WC Remaining Payments 12 ☒ Wkly Hrs Sched 0

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

Execute

Example of **Increment**:

Utilities > Mass Update Payroll

Year: N Frequency: F

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All Payoff Date:

Pay Type: All Pay Campus: All Frequency: F Monthly NYR

Job Code: All Contract Begin Date: Salary Concept: All

Accrual Code: All Contract End Date: Extract ID:

Pay Grade: Contract Months: Employee Nbr:

Prior Yr Emp Date: 01-15-2026

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

Reset

☐ Pay Status ☐ Fiscal Year ☐ Dock Rate ☐ Unemployment Elig ☐ Pre-Note (FSP Staff Salary Data) ☐ Health Ins Code ☐ FSP Staff Data Code ☐ TRS Member Pos

☐ Incr Pay Step ☐ Calendar ☐ Contract Begin Date ☐ Contract End Date ☐ Nbr Days Empld ☐ # of Months in Contract ☐ Contract Days ☐ Local Contract Days

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: From To

of Months in Contract: From To

Contract Days: From To

Payoff Date: From To

Example of **Modify**:

Utilities > Mass Update Payroll

Year: N Frequency: F

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All Payoff Date:

Pay Type: All Pay Campus: All Frequency: F Monthly NYR

Job Code: All Contract Begin Date: Salary Concept: All

Accrual Code: All Contract End Date: Extract ID: 187 187 DAYS

Pay Grade: Contract Months: Employee Nbr:

Prior Yr Emp Date: 01-15-2026

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

Reset

☐ Pay Status ☐ Fiscal Year ☐ Dock Rate ☐ Unemployment Elig ☐ Pre-Note (FSP Staff Salary Data) ☐ Health Ins Code ☐ FSP Staff Data Code ☐ TRS Member Pos

☐ Incr Pay Step ☐ Calendar ☐ Contract Begin Date ☐ Contract End Date ☐ Nbr Days Empld ☐ # of Months in Contract ☐ Contract Days ☐ Local Contract Days

Increment

☐ Pay Step ☐ Limit: ☐ State Step ☐ Limit 20 ☐ Total Job Experience If Employment Date <

Modify

Contract Begin Date: 08-14-2024 From 08-14-2024 To 08-15-2025

Contract End Date: From To

Nbr Days Empld: From To

of Months in Contract: From To

Contract Days: 000 TRS - 000 TRS - From 000 TRS - To 000 TRS -

Payoff Date: From To

Execute

☐ 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-Employment 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.



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.

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.

Utilities > Mass Update

Payroll

Year: N

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All

Pay Campus: All

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency: F MONTHLY NYR

Salary Concept: A Use annual salary table

Extract ID:

Employee Nbr:

Reset

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 01-06-2024

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Type of Calculation

☒ Salary

☐ State Minimum Only

☐ Apply Percent of Day Employed to Salary Amount

Execute



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 Empld** 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 Empld** 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	<input type="text" value="0.000"/>	<input type="text" value="2.000"/>	0.000	5.092	8.00
2	1 Contracted employee	224.040	336.070	280.055	<input type="text" value="0.000"/>	<input type="text" value="2.000"/>	0.000	5.601	8.00

[Calculate](#)

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

The **Retiree Employment Type** is required for the ER record.

[Personnel > Maintenance > Employment Info](#)

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**

Active Employees Only	Select to base the selected pay frequency for the records on the highest pay frequency in which the employee is active.
Deduction Import Path	Click Browse , and then select the folder to which a copy of the deductions is to be imported. Click OK to select the folder or Cancel 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.

☐ 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.

Next Year > Interface NY Payroll to NY Budget

Payroll

Year: N Frequency: F

EXTRACT PAYROLL ACCOUNT CODES **EXTRACT REPORTS** INTERFACE TO BUDGET

Next Year Payroll Extract Reports

Gen Rpt	Report	Sort Options	Sort Order
<input type="checkbox"/>	Next Year Payroll Employee Distribution	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input type="checkbox"/>	Next Year Payroll Account Distribution	Fund (F), Organization (O)	F

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.

Date Run: Next Year Payroll Employee Distribution										Program: HRS9960												
Cnty Dist: ISD										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--)	(--6144--)	(--6145--)	(-----6146-----)	(--6148--)							
								Ann / HSA	/ Def Comp	/ Emplr 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					
								.00	.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			
								.00	.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 Empld	Ann Pymts	Step	W/C Pymts	Accrue Rate									
					Wholly Sep																	
Y	0400 - SECRETARY	100.00	001	2	22,529.76		1,877.48	07-29-2024	187	10		C	A									
								.00	136.544	22,529.76	165	12	0		136.544							
								.00														
Ded	Emp Amt	Pmt	Caf	Empr	Fac	TEA F	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	208		.00	99	N	.13	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					
								.00	.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			
								.00	.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 Empld	Ann Pymts	Step	W/C Pymts	Accrue Rate									
					Wholly Sep																	
Y	0426 - TEACHER'S AIDE	100.00	001	2	37,470.48		3,122.54	07-29-2024	0	10		A	A									
								.00	227.094	37,470.48	165	12	7		227.094							
								.00														
Ded	Emp Amt	Pmt	Caf	Empr	Fac	TEA F	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	604		.00	99	N	.35	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				
Account Code			Amount	
199-11-6119.00-001-611000	TEACHER SALARIES, GEN INSTRUCT			
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.



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