



Verify next year payroll information

Table of Contents

Verify Next Year Payroll Information 1

Verify Next Year Payroll Information

Log on to the NYR payroll frequency.

Payroll > Reports > User Created Reports

Reports > User Created Reports Payroll

Save Create Report Delete Reset Year: N

Report Template

Public Retrieve Directory

Report Title

Employee Nbr: Active Employees Only

Employee Demographic

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

Job Information

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

These fields are maintained on the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab.

Maintenance > Staff Job/Pay Data Payroll

Save

Employee: 000006 : ACHIMON, AARON JAY Retrieve Directory

PAY INFO JOB INFO DISTRIBUTIONS DEDUCTIONS LEAVE BALANCE

Delete	Selected	Job Code	Primary	% Assigned	Pay Type
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0178 - WWV REG ED TEACHER	<input checked="" type="checkbox"/>	100%	Contracted employee

Rows: 1 of 1 Add

Primary Campus: 107 ASCENDER 107 Elementary
Dept:

Contract Info

Pay Type: 1 Contracted employee Pay Grade: 10T Pay Step: 22 Sched: Max Days: 187 Hrs Per Day: 0.000 Incr Pay Step:

Total: 61,800.00 Balance: 61,800.00 # of Annual Pymts: 12 Remaining Pymts: 12 Concept: Use annual salary table

of Months in Contract: 10 State Min Days: 187 Valid basic days in contract Base Annual: 61,800.00 Calculate

Daily Rate: 330.481 = Contract Total: 61,800.00 / # of Days Empld: 187 # Days Off: 0.0 Vacant Job:

Pay Rate: 5,150.00 = Contract Total: 61,800.00 / # Annual Pymts: 12 Payoff Date: 08-25-2026 Wkly Hrs Sched: 0

Reg Hrs Worked: 0.00 OVTM Elig: OVTM Rate: 0.00 Hrly Rate: 0.00 Exempt Status: EEOC: 05 Elem classrm teach

State Info

State Step: 20 Yrs in Career Ladder: TRS Year: TRS Member Pos: 02 Teacher, Librarian Wholly Sep Amt: 0.00

State Min Salary: 54,540.00 = Foundation Daily Rate: 291,658 X % Assigned: 100% X # of days Empld: 187 Retiree Exception:

Calendar/Local Info

Calendar Cd: 09 - 187 DAYS : **Begin Date:** 08-11-2025 End Date: 05-29-2026 **# of Days Empld:** 187 Exclude Days for TEA:

Years Job Exp: Local Contract Days: 197

Workers' Comp Info

WC Code: A PROFESSIONALS 0.000058 WC Ann Pymts: 10 WC Remain: 10

Accrual Info

Code: B : Accrual Rate: 330.481 = Total: 61,800.00 / # of Days Empld: 187

For employees who **do** accrue monthly:

- Verify the accrual code, accrual rate, daily rate, and contract begin date for each employee.
- Verify that each employee that should accrue monthly has an accrual code.
- Verify that each employee with an accrual code has an accrual rate.
- Verify that the accrual rate matches the daily rate.
- Verify if each accrual code has the correct number of days employed.
- If you have two employees with the same contract begin date and one needs to accrue and the other does not, make a note to serve as a reminder that the applicable employee should be excluded from calculations during the August Accrual process.

For employees who **do not** accrue monthly:

- Verify that their contract begin date and new daily rate are accurate for the new year.
- Verify that the employee **does not** have an accrual code or accrual rate.

Use the [Payroll > Tables > Accrual Calendars > Accrual Calendar](#) page to verify pay dates and days worked.



Back Cover