



Verify payroll is complete

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Complete the following steps before beginning the accrual process.

1

Verify Payroll is Completed

Verify payroll is completed.

Verify payroll is complete

Log on to the current year payroll frequency for each frequency used.

- Ensure that the current school year payroll (final August payroll and August supplemental) is processed and interfaced to Finance prior to performing the August accrual process.
- Do not use the same date for the August payroll and the August accrual posting. **It is recommended** to use 8-31-20XX for the accrual posting date.
- For August TRS-related tasks, review the [August TRS Reporting Process](#) document.
- Print, post, and interface all deduction liability checks.
- Post and interface all transfer transactions on the **Payroll > Utilities > Transfer Transaction Processing** page.
- Ensure that the termination dates and reasons are updated on the [Personnel > Maintenance > Employment Info](#) tab for all employees who are no longer with the LEA.
- For applicable employees, be sure to update responsibility records and auxiliary roles with an end date.

CAUTION: If not yet completed, extract teacher service records for all employees.



Note: If service records were not extracted before moving 11- and 12-month employees from NYR payroll to CYR, it may be necessary to manually update data such as contract begin and end dates, etc.

2

Verify Monthly Accrual Amounts are Cleared

Verify monthly accrual amounts are cleared.

(For LEAs that accrue monthly) Balance accruals in Finance and Payroll

If your LEA accrues monthly, complete the following steps to verify the accurate posting of monthly accruals in both Finance and Payroll. It is critical that both areas agree to ensure accurate reporting of federal funds.

It is recommended to balance accruals monthly to help identify and correct any errors. Use the [Payroll > Utilities > Payroll Accrual Variance Extract > Extract](#) to assist you in this process.

[Finance > Tables > District Finance Options > Clearing Fund Maintenance](#)

The screenshot displays the 'Clearing Fund Maintenance' screen. At the top, there are navigation tabs: 'FINANCE OPTIONS', 'ACCOUNTING PERIODS', and 'CLEARING FUND MAINTENANCE'. A 'Save' button is in the top left, and 'File ID: C' is in the top right. Below the tabs, there is a 'Codes for Fiscal Year' dropdown menu set to '5'. To its right are buttons for 'Retrieve', 'Add', 'Delete', and 'Print'. A large black arrow points down to the 'Print' button. Below these buttons are two input fields: 'Finance Clearing Fund / Fiscal Year: 199 / 5' and 'Payroll Clearing Fund / Fiscal Year: 199 / 5'. The main content area is divided into two panels: 'Finance Automatic Posting Defaults' and 'Payroll Automatic Posting Defaults'. The 'Payroll' panel is highlighted with a black border. Both panels list various account types with corresponding numerical values in input fields.

Account Type	Value
Cash Account:	1110.00
Payable Account:	2110.00
Accounts Receivable:	1290.00
Overpayment Account:	
Due To:	2171.99
Reserve for Encumbrance:	4310.00
Requisition Offset:	4310.01
Reserve for WH Encumbrance:	4310.99
Restock Offset:	4310.02
Warehouse Offset:	4310.03

Account Type	Value
Cash Account:	1110.00
Accrued Wages:	2161.00
Accrued Federal Grant Deposit:	2211.11
Accrued Federal Grant Care:	2211.12
Accrued Employer FICA/Medicare:	2211.14
Accrued Employer Unemployment Tax:	2211.15
Accrued Health Insurance Contribution:	2211.16
Accrued Employer 457 Contribution:	2211.17
Accrued Employer Annuity Contribution:	2211.18
Accrued Employer TRS Care Contribution:	2211.19
Accrued Employer Dependent Care:	2211.20
Accrued Employer Miscellaneous Deduction Contribution:	2211.21

Note: Object codes at your LEA may differ as this is a sample screenshot.

Click **Print** to print the table. You can reference this information each month as the table is rarely updated during the year.

[Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary](#)

Run and print an inquiry for object code 216X (accrued wages).

GENERAL LEDGER ACCOUNT SUMMARY

Processed Current Period: 08 Next Period: 08 Balance Accounts Only Include Fund Totals Exclude Objects 61XX

Account Code: Fund: XXX Func: XX Obj: 216X Sobj: XX Org: XXX Prog: X XX X XX

Inquiry Information for Balance Accounts

Date Run: City Dist: Processed Current (08) Next (08) ISD XXX XX 216X XX XXX X XX X XX Page: 1 of 1 File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rlzd Revenue/ Expenditure	Balance
198 00 2161 00 000	ACCRUED WAGES PAYBLE				0.00
199 00 2161 00 000	ACCRUED WAGES PAYBLE				0.00
211 00 2161 00 000	ACCRUED WAGES PAYBLE				0.00
224 00 2161 00 000	ACCRUED WAGES PAYBLE				0.00
240 00 2161 00 000	ACCRUED WAGES PAYBLE				0.00

Run and print an inquiry for object code 221X and each sub-object listed in the Clearing Fund Maintenance table (printed above (accrued benefits)). **It is recommended** that you print each sub-object separately to simplify the balancing process. The screenshot shows multiple sub-objects to save space.

The screenshot shows the 'GENERAL LEDGER ACCOUNT SUMMARY' interface. At the top, there are navigation tabs: 'GENERAL LEDGER INQUIRY', 'GENERAL LEDGER ACCOUNT SUMMARY' (selected), 'EMPLOYEE DISTRIBUTION LIST INQUIRY', and 'OVER EXPENDED ACCOUNT SUMMARY'. Below the tabs are several checkboxes: 'Processed' (checked), 'Current Period: 08' (checked), 'Next Period: 08' (checked), 'Balance Accounts Only' (unchecked), 'Include Fund Totals' (unchecked), and 'Exclude Objects 61XX' (unchecked). The 'Account Code' field is populated with: Fund: XXX, Func: XX, Obj: 221X, Subj: XX, Org: XXX, Prog: X XX X XX. There are 'Retrieve' and 'Reset' buttons. Below the form is a table with the following data:

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rtzd Revenue/ Expenditure	Balance
199 00 2211 14 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 16 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 19 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 20 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 21 000 00 0 00	ACCRUED EXPENSES				0.00
211 00 2211 11 000 00 0 00	ACCRUED EXPENSES				0.00

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

Generate the report with the following parameters:

Reports > Year To Date Reports > School Year To Date Report Payroll

Preview PDF CSV Clear Options Year: C

Year To Date Reports HRS3050 - School Year To Date Report

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

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<input type="text" value="A"/>
School Year (YYYY)	<input type="text" value="20"/>
Include Job Accrual Detail(s)? (Y/N)	<input type="text" value="N"/>
Select Accrual Code(s), or blank for ALL	<input type="text"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text"/>
Pay Type 1-4, Exclude Subs (E), or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/>
Select Primary Campus(es), or blank for ALL	<input type="text"/>
Select Extract ID(s), or blank for ALL	<input type="text"/>
Select Employee(s), or blank for ALL	<input type="text"/>

Print or save only the last page of the report.

Date Run:		School YTD (Sept 1 Thru Aug 31 20)				Program: HRS3050					
Cnty Dist:		ISD				Page: 54 of 54					
Pay Period: 08-01-20 thru 08-31-20		Payrun Date: 08-25-20		Frequency: 6							
Employee Name	Contract	Non Contr	Supplement	NTRS Ex	FICA Tax	Med Tax	Abs Ded	TRS Dep	Reg Hrs	Ovtrn Hrs	
Emp Nbr	Prim Campus	Ovtrn Grs	Emplr Cont	NTax Allow	NTRS Bs	Bus Allow	Emplr 457	TEA Contr	NT NP Bus	Empl Dep	Acc Dep
	Accrual Code	Emplr Care	NPay Bus	Accru Pay	FICA Accru	E HI Acc	E An Acc	457 Accru	TEA Acc	Unemp Acc	
	A Fed Dep	A Fed Care	Accru Care	Ret Pensn	Care Surc	New TRS	Misc Ded	A Misc Ded	A 403B FICA		
District Totals:											
Contract Pay		28,982,207.71	Non-TRS Non-Tax Bus Allow				.00	Absence Deduction			.00
Non-Contract Pay		1,386,486.35	Non-TRS Bus Allow				50,900.00	TRS Deposit			2,676,501.22
Supplemental Pay		1,150.00	FICA Tax				.00	Accrued Pay (216X)			.00
Accrued Federal Deposit (11)		.00	Medicare Tax				429,642.59	Unemployment Accrued (15)			.00
Emplr Health Insurance Accrued (16)		.00	FICA/Medicare Accrued (14)				.00	Emplr 457 Accrued (17)			.00
Emplr Annuity Accrued (18)		.00	Accrued Federal Care (12)				.00	Non-TRS Reimbr Excess			.00
Emplr Annuity Contrib		.00	Overtime Gross				.00	Non-TRS Reimbr Base			.00
Emplr 457 Contrib		.00	TEA Health Ins Accrued (16)				.00	Non-Pay Bus Allowance			.00
TEA Health Ins Contrib		.00	Emplr TRS Care Accrued (19)				.00	Non-Tax NPay Bus Allow			.00
Emplr TRS Care Contrib		225,547.62	New TRS Member Contrib				1,786.32	Emplr TRS Care Surcharge			19,260.00
Ret Emplr Pension Surcharge		.00	Emplr Dependent Care				.00	Emplr Dependent Care Accru (20)			.00
Emplr Misc Ded Contrib		.00	Emplr Misc Ded Contrib Accru (21)				.00	Emplr 403B FICA Contrib Accru (18)			.00
End of Report											

Note: The numbers in parentheses are the sub-objects that will be compared to the General Ledger Inquiry report in the following step.

Compare the HRS3050 report totals to the General Ledger Inquiry reports.

General Ledger Inquiry Report	School YTD Report	Expenditure Object Code
216X	Accrued Pay	6119 or 6129
221X.11	Accrued Federal Deposit	6146

221X.12	Accrued Federal Care	6146
221X.14	FICA/Medicare Accrued	6141
221X.15	Unemployment Accrued	6145
221X.16	Emplr Health Insurance Accrued + TEA Health Ins Accrued	6142
221X.17	Emplr 457 Accrued	6149
221X.18	Emplr Annuity Accrued	6149
221X.19	Emplr TRS Care Accrued	6146
221X.20	Emplr Dependent Care Accrued	6149
221X.21	Emplr Misc Ded Contrib Accrued	6149

Assuming that only your 10-month employees accrue, the easiest time to complete accrual balancing is after completing the August payroll but before completing the August accruals. At this time, the amounts displayed on the School Year to Date Report and the General Ledger Inquiry liability accounts (216X and 221X.XX) are typically all zeros. Employees who accrue monthly and receive the first payment of their new contract prior to September will have accruals in Finance and the upcoming School Year to Date Report if the **TRS Year** field is selected on the Job info tab. These amounts should be considered during the accrual balancing process. Here are five common scenarios to consider.

Scenario	Accrued amounts from the HRS3050 - School Year To Date Report	Finance General Ledger Accrued Liabilities	Action Needed
1	Zeros	Zeros	None
2	Show amounts	Zeros	Run the Zero School YTD Accruals utility in Payroll and Post to Master only
3	Zeros	Show balances	Compare to upcoming School Year to Date report Add manual entries in Finance as needed
4	Show amounts that match GL	Show amounts that match School Year to Date	Compare to upcoming School Year to Date report Run the Zero School YTD Accruals utility in Payroll and Post to Master and Interface to Finance if needed
5	Show amounts but DO NOT match GL	Show amounts but DO NOT match School Year to Date	Compare to upcoming School Year to Date report Run the Zero School YTD Accruals utility in Payroll and Post to Master Consider Interface to Finance and manual entries in Finance if needed

Review the following scenarios, choose the best fit, then follow the appropriate steps.

Scenario 1: The current School Year to Date Report shows zeros for accrued totals and the

liability accounts in Finance are zero.

Action: No action required.

Scenario 2: The current School Year to Date Report shows amounts for accrued totals but the liability accounts in Finance are zero.

Action: In the current year payroll frequency, zero the amounts in Payroll. Post to Master but DO NOT Interface to Finance.

[Payroll > Utilities > Zero School YTD Accruals > Extract](#)

Verify the **School Year** field and click **Retrieve**.

In the **JV Number** field, type ZEROAC.

Verify that the **File ID** field is C.

Employees with School YTD accruals that were not cleared during payoff are displayed on the left side of the page. Use the arrows to move the employees to the right side of the page.

Click **Run**. The Zero School YTD Accruals Extract report is displayed.

- If the process is successful, close the Extract report.
- If there were any errors encountered during the extract, the system displays the Zero

School YTD Accruals Calculation Errors listing. [Review the report.](#)

- **It is recommended** that you clear all errors prior to continuing with the extract process.

[Payroll > Utilities > Zero School YTD Accruals > Reports](#)

Generate and save the reports as needed.

Utilities > Zero School YTD Accruals Payroll

EXTRACT REPORTS POST TO MASTER / INTERFACE TO FINANCE

Zero School YTD Accrual Reports

Gen Rpt	Report
<input checked="" type="checkbox"/>	Accrual Account Distribution Journal by Name
<input checked="" type="checkbox"/>	Accrual Account Distribution Journal by Account Code
<input checked="" type="checkbox"/>	Expense Account Distribution Journal by Name
<input checked="" type="checkbox"/>	Expense Account Distribution Journal by Account Code
<input checked="" type="checkbox"/>	General Journal Report

[Payroll > Utilities > Zero School YTD Accruals > Post to Master/Interface to Finance](#)

Utilities > Zero School YTD Accruals Payroll

EXTRACT REPORTS POST TO MASTER / INTERFACE TO FINANCE

Post Options

Post to Master

Post to Master and Interface to Finance

Transaction Date / Accounting Period

Transaction Date: 08-15-20

File ID: C

Post to Current Acct Period: 08

Post to Next Acct Period: 08

Under **Post Options**, select **Post to Master**.

Click **Post**.

Scenario 3: The current School Year to Date Report shows zeros for accrued totals but the liability accounts in Finance have balances.

Action: Generate the School Year to Date Report for the upcoming school year.

- If these amounts match Finance, no action needed.
- If these amounts do not match in Finance, enter a JV on the Finance > Postings > Journal Actual tab to match the School Year to Date amounts.

Refer to the above chart to see the expenditure object that ties to each liability. For example, if the accrued FICA/Medicare liability line (object 221X.14) shows a balance of -\$158.56, you will need to debit a payroll expenditure account with an object code of 6141 for \$158.56.

Scenario 4: The current School Year to Date Report shows amounts for accrued totals and the liability accounts in Finance have matching amounts.

Action: In the current year payroll frequency, use the Payroll > Utilities > Zero School YTD Accruals utility to zero the amounts in Payroll and Interface to Finance so that both are zeroed at the same time.

Complete the same steps listed in Scenario 2 **EXCEPT** on the Post to Master/Interface to Finance tab:

Utilities > Zero School YTD Accruals Payroll

EXTRACT REPORTS POST TO MASTER / INTERFACE TO FINANCE

Post Options

Post to Master

Post to Master and Interface to Finance

Transaction Date / Accounting Period

Transaction Date: 08-15-20

File ID: C

Post to Current Acct Period: 08

Post to Next Acct Period: 08

POST

- Select **Post to Master and Interface to Finance**.
- Enter a **Transaction Date**.
- Select the desired accounting period.
- Click **Post**.

Scenario 5: The current School Year to Date Report shows amounts for accrued totals and the liability accounts in Finance show amounts but the amounts do not match.

Action: Run the upcoming School YTD report and compare the totals from both School Year to Date reports to Finance. Analyze the report to determine which accrual amounts should remain if any.

In the current year payroll frequency, use [Payroll > Utilities > Zero School YTD Accruals](#) to zero the amounts if needed.

Consider whether Interfacing to Finance will correct the liability balances in Finance.

- If yes, select **Post to Master and Interface to Finance**.
- If no and the differences will be greater, select **Post to Master**. You may need to manually enter additional JVs on the [Finance > Maintenance > Postings > Journal Actual](#) tab to reconcile any remaining differences.

Complete the same steps listed in Scenario 2 and 4 except on the Post to Master/Interface to Finance tab:

- Select **Post to Master** or **Post to Master and Interface to Finance** as needed. If you interface to Finance:
- Enter a **Transaction Date**.
- Select the desired accounting period
- Click **Post**.

3

Verify Accrual Accounts are Zero in Finance

Verify accrual accounts are zero in Finance.

Verify accrual accounts are zero in Finance

Log on to the current file ID.

Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary

Run a summary inquiry for account codes 216X and 221X to verify that all accrual amounts are cleared (if there are no upcoming year accruals). The accrual amounts from the [Payroll > Reports > Year To Date Reports > HRS3050 - School Year To Date Report](#) should match the Finance accrual accounts.

The screenshot shows the 'GENERAL LEDGER ACCOUNT SUMMARY' inquiry screen. The search criteria are set to Fund: XXX, Func: XX, Obj: 216X, Subj: XX, Org: XXX, and Prog: X XX X XX X XX. The results table shows five entries for 'ACCRUED WAGES PAYBLE' with a balance of 0.00.

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rzld Revenue/ Expenditure	Balance
198 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
199 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
211 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
224 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00
240 00 2161 00 000 00 0 00	ACCRUED WAGES PAYBLE				0.00

Inquiry > General Ledger Inquiry Finance

File ID: C

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

Processed
 Current Period: 08
 Next Period: 08
 Balance Accounts Only
 Include Fund Totals
 Exclude Objects 61XX

Fund Func Obj Subj Org -----Prog-----
 Account Code: : : : : : : : :

Date Run: Cnty Dist
Inquiry Information for Balance Accounts
Page: 1 of 1

Processed Current (08) Next (08)
XXX XX 221X XX XXX X XX X XX
File ID: C

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rizd Revenue/ Expenditure	Balance
199 00 2211 14 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 16 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 19 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 20 000 00 0 00	ACCRUED EXPENSES				0.00
199 00 2211 21 000 00 0 00	ACCRUED EXPENSES				0.00
211 00 2211 11 000 00 0 00	ACCRUED EXPENSES				0.00

4

(If necessary) Calculate TRS On-Behalf

Calculate TRS on-behalf.

(If necessary) Calculate TRS On-Behalf

Log on to the CYR payroll frequency.

[Payroll > Reports > TRS Reports > HRS4150 - TRS On-Behalf Payment Journal](#)

If you do not post your TRS On-Behalf on a monthly basis:

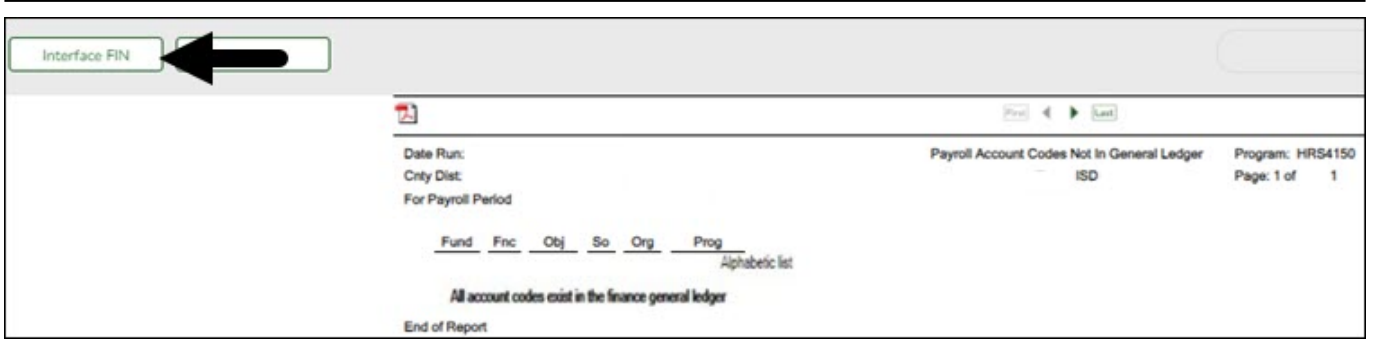
- Calculate your TRS On-Behalf for the year.
- Verify On-Behalf revenue and expenditures are posted for 12 months.

This report must be processed and interfaced after the TRS 373 Stat. Min. report is interfaced to Finance.

Generate the HRS4150 - TRS On-Behalf Payment Journal report to calculate the TRS On-Behalf payments, create a journal, and interface the amounts to Finance.

Parameter Description	Value
From Pay Date (MMDDYYYY)	XXXXXXXX
To Pay Date (MMDDYYYY)	XXXXXXXX
Single Revenue Account per Selected fund? (Y/N)	Y
Interface Transaction Date (MMDDYYYY)	0831
Finance Accounting Period (01-12)	08
Select Frequency(ies), or blank for ALL	
Expenditure Account Code (Enter fund, func, obj (6144), subj, org, pgm)	199
Select one Distribution Error Account Code	199
Additional Matching Amount	

Enter the necessary parameters and generate the report.



Click **Interface to Finance**. The following message is displayed.



Click **OK**.

These are just suggested codes, review your general ledger to verify what codes have been budgeted. It is acceptable under GASB Statement No. 24 for ALL of the “On-Behalf” payments to be charged to the general fund by function. Reference Item 5 section 1.3.3.2 of the [Financial Accountability System Resource Guide \(FASRG\)](#).

5

(If necessary) Verify Service Records

Verify service records.

6

Clear EOY Accrual Data

Clear EOY accrual data.

Clear EOY accrual data

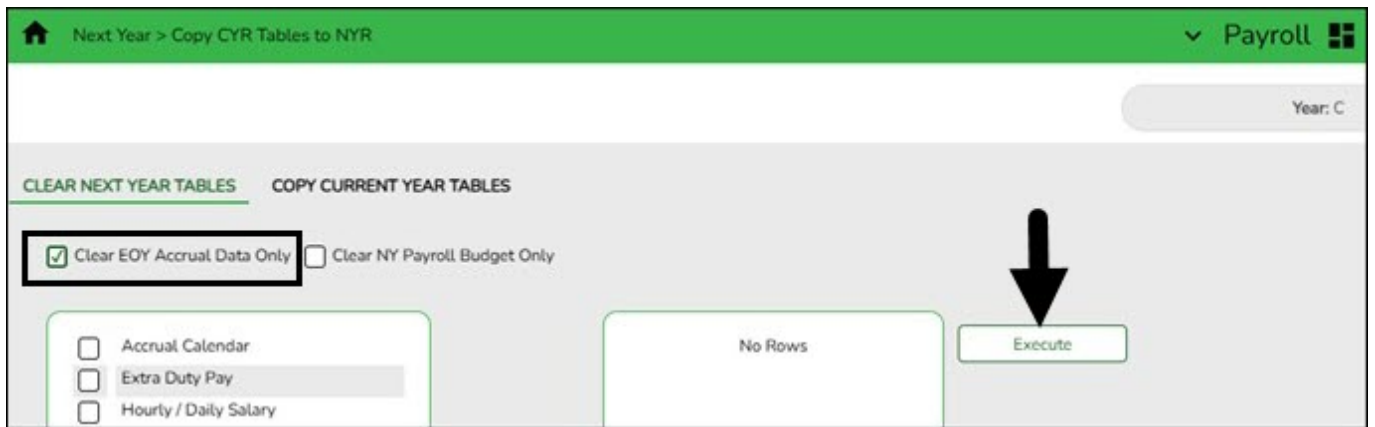
Log on to the CYR payroll frequency.

Payroll > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables

Select only the **Clear EOY Accrual Data Only** field.



IMPORTANT: Do not move any tables from the left side to the right side of the page.



Click **Execute** to clear the prior year accrual calculations.

7

Add Next Year TRS Rates

Add next year TRS rates.

Verify/update next year TRS rates

Log on to the NYR payroll frequency.

Payroll > Tables > Tax/Deductions > TRS Rates

Update the TRS rates.



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



IMPORTANT: Be sure to visit the TRS website: https://www.trs.texas.gov/Pages/re_contribution_rates.aspx to obtain the updated rates for the next school year, and then return to this table to update the new rates.

Tables > Tax/Deductions Payroll

Save

School Year: 2026 Retrieve Delete

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

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

Delete Print

TRS Rate	Member Retirement Contribution:	<input type="text" value="8.25%"/>
TRS Insurance	Member Care Contribution:	<input type="text" value="0.00"/>
District Rate	State Contribution:	<input type="text" value="0.65%"/> Employer Paid: <input type="checkbox"/>
TRS Care Rate	Federal TRS Care:	<input type="text" value="8.250%"/>
TRS Care Emplr Contrib	RE TRS Care Contribution:	<input type="text" value="1.25%"/>
TRS IRS Salary Cap:		<input type="text" value="330,000.00"/>
TRS Non-OASDI Rate	Public Education Employer Contribution (PEEC):	<input type="text" value="2.000%"/>

To create a new TRS rates record:

- Type the new year (2026) and click **Retrieve**. A message is displayed indicating that the new record is populated based on the prior year's (2025) TRS rates record.
- Complete the applicable fields.
- Click **Save**.

8

add step. verify Human Resources > Tables > Salaries > Fund to Grant table.

Log on to the next year payroll frequency.

Verify the Accrual Code, Accrual Rate, and Daily Rate

Verify the accrual code, accrual rate, and daily rate.

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
- iPhone Area Cd
- iPhone 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 Descr
- 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.

The screenshot displays the 'Job Info' tab for employee 000006: ACHIMON, AARON JAY. The interface includes the following sections and highlighted fields:

- Contract Info:**
 - Pay Type: 1 Contracted employee
 - Pay Grade: 10T, Pay Step: 22, Sched: [dropdown], Max Days: 187, Hrs Per Day: 0.000, Incr Pay Step: [checked]
 - 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
 - Daily Rate:** 330.481 (highlighted)
 - Pay Rate: 5,150.00
 - Reg Hrs Worked: 0.00, OVTM Elig: [unchecked], OVTM Rate: 0.00, Hrly Rate: 0.00, Exempt Status: [checked], EEOC: 05 Elem classrm teach
- State Info:**
 - State Step: 20, Yrs in Career Ladder: [dropdown], TRS Year: [unchecked], TRS Member Pos: 02 Teacher, Librarian, Wholly Sep Amt: 0.00
 - State Min Salary: 54,540.00, Foundation Daily Rate: 291,658, % Assigned: 100%, # of days Empld: 187, Retiree Exception: [dropdown]
- Calendar/Local Info:**
 - Calendar Cd: 09 - 187 DAYS, Begin Date: 08-11-2025 (highlighted), End Date: 05-29-2026, **# of Days Empld:** 187 (highlighted), Exclude Days for TEA: [unchecked]
 - Years Job Exp: [unchecked], Local Contract Days: 197
- Workers' Comp Info:**
 - WC Code: A PROFESSIONALS-0.000058, WC Ann Pymts: 10, WC Remain: 10
- Accrual Info:**
 - Code: B (highlighted), Accrual Rate: 330.481 (highlighted), 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 the 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