



Update payroll clearing fund/year

Table of Contents

Log on to the current year pay frequency.

Human Resources > Tables > District HR Options

Update the district Human Resources options.

Image

The screenshot shows the 'Tables > District HR Options' interface. At the top, there are 'Save', 'Retrieve', and 'Print' buttons. The 'HR Options' section contains various fields for configuration. The 'Payroll Clearing Fund/Year' field is highlighted with a red circle and shows '163/1'. Other visible fields include TRS District ID (1108), Federal ID Number (74-6002024), TWC District ID (999902600), Use Direct Deposit (E - Electronic Funds Transfer), TRS Cost Education Index (0.0000), Distributions Built By Amt or % (A - Amount), Apply Leave Used or Earned First (E - Earned First), Leave Code for State Sick (01 STATE SICK), Leave Code for State Personal (02 STATE PERSONAL), Update Actual Hours From Payroll Processing (checked), Calculate Accrual Salaries (checked), Check Amount - Alpha (checked), Summarize Benefits Interface (checked), Supplemental Tax Rate (22.00%), Standard Hours per Workday (8.0), Max Gross Amt for District (25,000.00), Auto Assign Employee Number (checked), Next Available Employee Number (001789), School Year for PEIMS Codes (2020), Use Emp Nbr or SSN in EFT File (E - Employee Nbr), Set Demo Alpha Fields to Uppercase (unchecked), Automatically Compute (Pay Rate, Daily Rate, Dock Rate, Accrual Rate, Overtime Rate all checked), W-2 Print Options (TRS, HLTH, CAF, NTA, TXA, TFB all checked), Default Overtime Object Code (Professional, Para-Professional/Hourly, Other all set to dropdown), TEA Health Ins Contribution (Payroll 4, 5, 6 all 0.00), First Pay Date of School Year (Payroll 4: --, Payroll 5: 09-20-2019, Payroll 6: 09-20-2019), and TRS Extract Options (Use Pay Dates for TRS Month or Actual Date: P - Pay Dates For TRS Month, Pay Type 1-3 all S - Scheduled Hours).

Payroll Clearing Fund/Year	Select the fund/fiscal year (e.g., 163/9) for the current year to be used as the clearing fund/fiscal year when interfacing to Finance.
School Year for PEIMS Codes	Type the school year for the PEIMS edit tables in the YYYY format.

Note: If the **School Year for PEIMS Codes** field does not contain a valid value, then values will not be displayed in the **PEIMS** drop-down fields (e.g., **Sex**, **Ethnicity**, etc.) on the [Human Resources > Maintenance > Staff Demo > Demographic Information](#) page.



Back Cover