



## **Update payroll clearing fund/year**



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# Update HR Options

**Log on to the current year.**

[Human Resources > Tables > District HR Options](#)

Update the district Human Resources options.

Tables > District HR Options SessionTime: 59 min and 39 sec

**Save**

**HR Options**

**Retrieve** **Print**

TRS District ID:	1108	Calculate Accrual Salaries:	<input checked="" type="checkbox"/>
Federal ID Number (EIN):	74-6002024	Check Amount - Alpha:	<input checked="" type="checkbox"/>
<b>Payroll Clearing Fund/Year:</b>	<b>163/1</b>	Summarize Benefits Interface:	<input checked="" type="checkbox"/>
TWC District ID:	999902600	Supplemental Tax Rate:	22.00%
Use Direct Deposit (Y, N, or E):	E - Electronic Funds Transfer	Standard Hours per Workday:	8.0
TRS Cost Education Index:	0.0000	Max Gross Amt for District:	25,000.00
Distributions Built By Amt or %:	A - Amount	Auto Assign Employee Number:	<input checked="" type="checkbox"/>
Apply Leave Used or Earned First:	E - Earned First	Next Available Employee Number:	001789
Leave Code for State Sick:	01 STATE SICK	School Year for PEIMS Codes:	2020
Leave Code for State Personal:	02 STATE PERSONAL	Use Emp Nbr or SSN in EFT File:	E - Employee Nbr
Update Actual Hours From Payroll Processing:	<input checked="" type="checkbox"/>	Set Demo Alpha Fields to Uppercase:	<input type="checkbox"/>

**TEA Health Ins Contribution**

Amount	Obj	Sobj
Payroll 4: 0.00		
Payroll 5: 0.00		
Payroll 6: 0.00		

**First Pay Date of School Year**

Payroll 4:	- -
Payroll 5:	09-20-2019
Payroll 6:	09-20-2019

**W-2 Print Options**

Pay Rate:	<input checked="" type="checkbox"/>
Daily Rate:	<input checked="" type="checkbox"/>
Dock Rate:	<input checked="" type="checkbox"/>
Accrual Rate:	<input checked="" type="checkbox"/>
Overtime Rate:	<input checked="" type="checkbox"/>

**Default Overtime Object Code**

Professional:	
Para-Professional/Hourly:	
Other:	

## Payroll Clearing Fund/Year

This field is automatically populated with the the payroll clearing fund/year selected on the [Finance > Tables > District Finance Options > Clearing Fund Maintenance](#) tab. If not, click ▼ to 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.

June year-end LEAs should not update the **School Year for PEIMS Codes** or the **First Pay Date of the School Year** fields at this time. These fields can be addressed during the First Payroll of the School Year process.

## 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 or if left blank, values are not displayed in the **PEIMS** drop-down fields (e.g., **Sex**, **Ethnicity**, etc.) on the [Personnel > Maintenance > Staff Demo > Demographic Information](#) page.



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