



## 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 Session Timer: 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"/>
Payroll Clearing Fund/Year: 163/1 <input checked="" type="checkbox"/>	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"/>

Automatically Compute

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"/>

W-2 Print Options

TRS: <input checked="" type="checkbox"/>
HLTH: <input checked="" type="checkbox"/>
CAP: <input checked="" type="checkbox"/>
NTA: <input checked="" type="checkbox"/>
TXA: <input checked="" type="checkbox"/>
TFB: <input checked="" type="checkbox"/>

Default Overtime Object Code

Professional: <input type="button" value="▼"/>
Para-Professional/Hourly: <input type="button" value="▼"/>
Other: <input type="button" value="▼"/>

TEA Health Ins Contribution

Payroll 4: 0.00	Obj: <input type="button" value="▼"/>	Sobj: <input type="button" value="▼"/>
Payroll 5: 0.00	Obj: <input type="button" value="▼"/>	Sobj: <input type="button" value="▼"/>
Payroll 6: 0.00	Obj: <input type="button" value="▼"/>	Sobj: <input type="button" value="▼"/>

First Pay Date of School Year

Payroll 4: <input type="button" value="..."/>
Payroll 5: 09-20-2019
Payroll 6: 09-20-2019

TRS Extract Options

Use Pay Dates for TRS Month or Actual Date: P - Pay Dates For TRS Month
Pay Type 1 - Report Actual or Scheduled Hours: S - Scheduled Hours
Pay Type 2 - Report Actual or Scheduled Hours: S - Scheduled Hours
Pay Type 3 - Report Actual or Scheduled Hours: S - Scheduled Hours

<b>Payroll Clearing Fund/Year</b>	This field is automatically populated with the the payroll clearing fund/year selected on the <a href="#">Finance &gt; Tables &gt; District Finance Options &gt; Clearing Fund Maintenance</a> tab. If not, click <input checked="" type="checkbox"/> 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.
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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.

<b>School Year for PEIMS Codes</b>	Type the school year for the PEIMS edit tables in the YYYY format. <b>Note:</b> If the <b>School Year for PEIMS Codes</b> field does not contain a valid value or if left blank, values are not displayed in the <b>PEIMS</b> drop-down fields (e.g., <b>Sex</b> , <b>Ethnicity</b> , etc.) on the <a href="#">Personnel &gt; Maintenance &gt; Staff Demo &gt; Demographic Information</a> page.
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