



# Update payroll clearing fund/year



# Table of Contents



# Update HR Options

**Log on to the current year.**

Human Resources > Tables > District HR Options

Update the district Human Resources options.

The screenshot shows the 'District HR Options' form with the following visible fields and values:

- Save button
- HR Options tab
- Retrieve and Print buttons
- TRIS District ID: 1108
- Federal ID Number (EIN): 74-600204
- Payroll Clearing Fund/Year: 163/1** (circled in red)
- TWC District ID: 999902600
- Use Direct Deposit (Y,N, or E): E - Electronic Funds Transfer
- TRIS 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:
- Calculate Accrual Salaries:
- Check Amount - Alpha:
- Summarize Benefits Interface:
- Supplemental Tax Rate: 22.00%
- Standard Hours per Workday: 8.0
- Max Gross Amt for District: 25,000.00
- Auto Assign Employee Number:
- 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:
- Automatically Compute: Pay Rate, Daily Rate, Dock Rate, Accrual Rate, Overtime Rate (all checked)
- W-2 Print Options: TRS, HLTH, CAP, NTA, TXA, TFB (all checked)
- Default Overtime Object Code: Professional, Para-Professional/Hourly, Other (all dropdowns)
- TEA Health Ins Contribution: Amount 0.00, Obj, Subj
- First Pay Date of School Year: Payroll 4: --, Payroll 5: 09-20-2019, Payroll 6: 09-20-2019
- TRIS Extract Options: Use Pay Dates for TRS Month or Actual Date: P - Pay Dates For TRS Month; Pay Type 1-3: 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 type="checkbox"/> to select the fund/fiscal year (e.g., 163/0) 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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## Back Cover