



Update payroll clearing fund/year

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Log on to the current year.

Human Resources > Tables > District HR Options

Update the **Payroll Clearing Fund/Year** field.

The screenshot shows the 'Tables > District HR Options' interface. At the top, there are 'Save', 'Retrieve', and 'Print' buttons. The main form area contains several sections:

- General Information:** TRS District ID (1108), Federal ID Number (EIN) (74-600204), **Payroll Clearing Fund/Year** (163/1), TWC District ID (999902600).
- Payment and Tax Settings:** 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).
- Accrual and Benefits:** 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).
- Other Settings:** 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 (checked), Daily Rate (checked), Dock Rate (checked), Accrual Rate (checked), Overtime Rate (checked).
- W-2 Print Options:** TRS (checked), HLTH (checked), CAP (checked), NTA (checked), TXA (checked), TFB (checked).
- Default Overtime Object Code:** Professional, Para-Professional/Hourly, Other (all dropdown menus).
- TEA Health Ins Contribution:** Table with columns for Amount, Obj, and Subj for Payroll 4, 5, and 6.
- First Pay Date of School Year:** Payroll 4 (---), 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 1-3 (S - Scheduled Hours).

Payroll Clearing Fund/Year

This field is automatically populated with 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 for the current year to be used as the clearing fund/fiscal year when interfacing to Finance.



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