



Calculate a sample payroll

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Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

[Payroll > Payroll Processing > Run Payroll](#)

Calculate a sample payroll to identify any errors that need to be corrected prior to processing the first payroll in July.

Payroll Processing > Run Payroll

Frequency: 6 Pay Date: 09-25-2025 School Year: 2026 Begin Date: 09-01-2025 End Date: 09-30-2025
TRS Month: 09 TWC Qtr: 3 Print Alt Addr: N Adj Cycle: 000

Beginning Check Nbr: 010101 Wage / Earning Statement: Y - Direct Deposit
Payment Method: Electronic Fund Transfer Wage / Earning Statement Line 1:
Beginning Reference Nbr: 060050 Wage / Earning Statement Line 2:
Print Voided Checks: [] Wage / Earning Statement Line 3:
Print Bank Checks: [] Wage / Earning Print Bank Acct Nbr: []
Sort Checks by Alpha or Campus: Alpha Deduction Register Print Emp SSN: [x]

Increment Leave			
Lv Type	Description	Increment	Incr Amt
01	STATE PERSONAL	<input type="checkbox"/>	0.000
02	LOCAL	<input type="checkbox"/>	0.000
03	SICK LEAVE BANK	<input type="checkbox"/>	0.000
04	EXTENDED LEAVE	<input type="checkbox"/>	0.000
05	STATE BUS	<input type="checkbox"/>	0.000
06	LOCAL BUS	<input type="checkbox"/>	0.000
09	NON-DUTY DAY	<input type="checkbox"/>	0.000
11	OLD STATE SICK LEAVE	<input type="checkbox"/>	0.000
14		<input type="checkbox"/>	0.000
15		<input type="checkbox"/>	0.000
16		<input type="checkbox"/>	0.000

Deductions				
Deduct Cd	Abbrev	Description	Deduct	W2 Health Care
001	CU		<input checked="" type="checkbox"/>	<input type="checkbox"/>
002	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
003	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
006	AN		<input checked="" type="checkbox"/>	<input type="checkbox"/>
007	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
008	CU		<input checked="" type="checkbox"/>	<input type="checkbox"/>
009	TS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
010	TS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
011	TS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
012	M2		<input checked="" type="checkbox"/>	<input type="checkbox"/>
013	DC		<input checked="" type="checkbox"/>	<input type="checkbox"/>
014	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
015	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>
016	M1		<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Review the selected **Calculation Reports** to verify the accuracy of data for the new year.

Payroll Processing > Run Payroll Payroll

Frequency: 6 School Year: 2026
 Pay Date: 09-25-2025 Adj Nbr: 0

Gen Rpt	Report	Sort Options	Sort Order
<input type="checkbox"/>	Transaction Proof List	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input type="checkbox"/>	Transmittals Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input checked="" type="checkbox"/>	Payroll Earnings Register	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input checked="" type="checkbox"/>	Check Register	Alpha (A), Pay Campus (C), Primary Campus (P), Check Number (N)	N
<input checked="" type="checkbox"/>	Deduction Register	Alpha (A), Pay Campus (C), Primary Campus (P), Deduction Code (D)	D
<input checked="" type="checkbox"/>	Account Distribution Journal	Alpha (A), Account Code (C)	C
<input checked="" type="checkbox"/>	Bank Account Listing		
<input type="checkbox"/>	General Journal Report		
<input checked="" type="checkbox"/>	Account Code Comparison Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input type="checkbox"/>	Employee Leave Dock Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input type="checkbox"/>	Payroll Control Listing		
<input checked="" type="checkbox"/>	Leave Status Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input checked="" type="checkbox"/>	Payroll Balancing Report		
<input type="checkbox"/>	Statutory Minimum Report #373 Worksheet		
<input type="checkbox"/>	FSP Staff Salary Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A
<input type="checkbox"/>	Pay Info Extra Duty S-Type	Alpha (A), Pay Campus (C), Primary Campus (P), Extra Duty Code (E)	A
<input type="checkbox"/>	TRS Non-OASDI Employer Contribution		
<input type="checkbox"/>	Actual Hours Worked Report	Alpha (A), Pay Campus (C), Primary Campus (P)	A

Review the following pre-post reports from the Run Payroll process prior to running your actual payroll (important for July, August, and September):

- [Personnel > Reports > Personnel Reports > HRS1000 - Roster of Personnel](#): Review and save for the auditors.
- [Payroll > Reports > Payroll Reports > HRS2400 - Bank Account Listing](#): Review for accuracy.



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