



# Calculate a sample payroll



# Table of Contents



## Calculate a sample payroll

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 (i.e., those who receive their first paycheck in August).

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

Calculate a sample payroll to identify any errors that need to be corrected prior to processing the first payroll. Review for employees with July contracts.

Payroll Processing > Run Payroll

Frequency: 6 Pay Date: 2024 School Year: 2025 Begin Date: -2024 End Date: -2024  
TRS Month: 09 TWC Qtr: 3 Print Alt Addr: N Adj Cycle: 000

Beginning Check Nbr: 048702 Wage / Earning Statement: A - All  
Payment Method: Electronic Fund Transfer Wage / Earning Statement Line 1:  
Beginning Reference Nbr: 144897 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: Campus Deduction Register Print Emp SSN:

**Increment Leave**

Lv Type	Description	Increment	Incr Amt
01	INVALID	<input type="checkbox"/>	0.000
02	LOCAL PR 91	<input type="checkbox"/>	0.000
03	LOCAL PR 95	<input type="checkbox"/>	0.000
04	JURY DUTY	<input type="checkbox"/>	0.000
05	SCH BUS/WORK	<input type="checkbox"/>	0.000
06	INVALID	<input type="checkbox"/>	0.000
07	STATE PR 95	<input type="checkbox"/>	0.000
08	STATE PERSON	<input type="checkbox"/>	0.000
09	LOCAL/CURREN	<input type="checkbox"/>	0.000
10	DONATIONS	<input type="checkbox"/>	0.000
11	COMP TIME hrs only	<input type="checkbox"/>	0.000
12	ADMINISTRATION APROV	<input type="checkbox"/>	0.000
13	DONATED DAY	<input type="checkbox"/>	0.000

**Deductions**

Deduct Cd	Abbrev	Description	Deduct	W2 Health Care
001	WH	ADDITIONAL WITHHOLDING TAX	<input checked="" type="checkbox"/>	<input type="checkbox"/>
002	M1	WAGE GARNISHMENTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
003	M1	KAUFMAN CO DISTRICT ATTORNEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
004	CU	CREDIT UNION OF TEXAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
005	UD	TX FEDERATION OF TEACHERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
006	TC	AETNA LONG TERM CARE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
007	UD	ATPE DUES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
008	M2	ALTERNATIVE CERTIFICATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>
009	AN	AVIVA LIFE INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
010	LI	MUTUAL OF OMAHA LIFE INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
011	LI	AMERICAN FIDELITY LIFE INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
012	AN	LSW LIFE INSURANCE CO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
013	UD	TSTA DUES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
014	LI	TEXAS LIFE INSURANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
015	M3	TRS SERVICE PURCHASE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
016	M1	HUNT CO DISTRICT COURT	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Buttons: Back, Next, Cancel



## Back Cover