



## Verify state leave codes



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## Verify state leave codes

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Verify that the leave codes used by your LEA are accurate.

Tables > District HR Options

Save

HR OPTIONS

Retrieve Print

TRS District ID: 8575

Federal ID Number (EIN): 52-2201681

Payroll Clearing Fund/Year: 863/1

TWC District ID: 699939310

Use Direct Deposit (Y,N, or E): E - Electronic Funds Transfer

TRS Cost Education Index: 1.0600

Distributions Built By Amt or %: A - Amount

Apply Leave Used or Earned First: E - Earned First

Leave Code for State Sick: 03 ST SICK

Leave Code for State Personal: 01 ST PRSL

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: 100,000.00

Auto Assign Employee Number:

Next Available Employee Number: 000626

School Year for PEIMS Codes: 2021

Use Emp Nbr or SSN in EFT File: E - Employee Nbr

Set Demo Alpha Fields to Uppercase:

- **Leave Code for State Sick** (old)
- **Leave Code for State Personal** (current)



Verify that each employee has the appropriate leave code assigned to create the required state personal leave for service records. If not, use the [Payroll > Utilities > Mass Update > Leave](#) tab to add the leave code to employees.



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