



## Update tax/deductions



## Table of Contents



# Update TRS rates table

Payroll > Tables > Tax/Deductions > TRS Rates

Update the TRS rates.



**CAUTION:** Be sure to retrieve the 2025 school year data prior to updating this tab.



**IMPORTANT:** Be sure to visit the TRS website: [https://www.trs.texas.gov/Pages/re\\_contribution\\_rates.aspx](https://www.trs.texas.gov/Pages/re_contribution_rates.aspx) to obtain the updated rates for the next school year, and then return to this table to update the new rates.

**Note:** The below image displays the TRS rates for the 2023-2024 calendar year. This image will be updated to reflect the TRS rates for the 2024-2025 calendar year as soon as they are published.

Tables > Tax/Deductions ▼ Payroll 

**Save** School Year:  **Retrieve** **Delete**

**CAUTION:** Be sure to type the new school year (2026) and click Retrieve before entering the updated rates.

**EXEMPTIONS** **INCOME TAX** **FICA TAX** **UNEMPLOYMENT** **TRS RATES** **ANNUITY RATES** **WORKERS' COMP**

**Delete** **Print**

TRS Rate:	8.25%	
TRS Fee:	0.00	
TRS Insurance:	0.65%	Employer Paid: <input type="checkbox"/>
District Rate:	8.250%	
TRS Care Rate:	1.25%	
TRS Care Emplr Contrib:	0.75%	
TRS IRS Salary Cap:	330,000.00	
TRS Non-OASDI Rate:	2.000%	

- ☐ To create a new TRS rates record, type the new year (2025) and click **Retrieve**. A message is displayed indicating that the new record is populated based on the prior year's (2024) TRS rates record, click **Save** to retain the record.
- ☐ Complete the applicable fields. This information is used when performing calculations and extracts to Budget.

## Update deduction code table

Payroll > Tables > Tax/Deductions > Deduction Code

Delete	Deduction Code	Long Description	Abbrev Cd	Short Description	Deduct Chk	Wire	Vendor Name/Sort Key	Vendor Nbr	Extract Ded Cd	W2 Health Care
<input type="button" value="Delete"/>	001	ADDITIONAL WITHHOLDING TAX	WH Additi	ADD-WITHHOLDING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Delete"/>	002	UNITED WAY	UF United	UNITED WAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Delete"/>	003	SAVINGS BONDS	SB Saving	SAVINGS BONDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

- ☐ Update the deduction codes. The Deduction Code tab is shared between the current year and next year records; therefore, changes to the current year records are effective in the next year records, and vice versa.



## Back Cover