



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 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: 2026 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: ☐

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](#)

The screenshot shows the 'Deduction Code' tab within the 'Tables > Tax/Deductions' section. The interface includes a 'Save' button, a 'Year: C' dropdown, and a navigation bar with tabs for EXEMPTIONS, INCOME TAX, FICA TAX, UNEMPLOYMENT, TRS RATES, ANNUITY RATES, WORKERS' COMP, and DEDUCTION CD. Below the navigation bar are 'Retrieve' and 'Print' buttons. The main area displays a table with the following columns: Delete, Deduction Code, Long Description, Abbrev Cd, Short Description, Deduct Chk, Wire, Vendor Name/Sort Key, Vendor Nbr, Extract Ded Cd, and W2 Health Care. The table contains three rows of data:

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