



## Update tax/deductions



# Table of Contents



## Update Tax/Deductions

[Payroll > Tables > Tax/Deductions > FICA Tax](#)

Retrieve the FICA rates for the 2024 calendar year and print a copy for reference. Then, retrieve the 2025 calendar year record and manually enter the 2024 rates for 2025 and click **Save**.



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

Tables > Tax/Deductions Payroll

Save Year: N Frequency: F

Calendar Year: 2025 Retrieve Delete

EXEMPTIONS INCOME TAX FICA TAX UNEMPLOYMENT TRS RATES ANNUITY RATES WORKERS' COMP DEDUCTION CD

Print

FICA Max Salary: 176,100.00

Employee FICA Rate: 6.20% Employee FICA Max Tax: 10,918.20

Employer FICA Rate: 6.20% Employer FICA Max Tax: 10,918.20

Medicare Rate: 1.45% Additional Medicare Rate: 0.90% Additional Medicare Salary Threshold: 200,000.00

HSA Max Employer Contribution: 4,300.00

Tables > Tax/Deductions Payroll

Save Year: N Frequency: F

Calendar Year: 2026 Retrieve Delete

EXEMPTIONS INCOME TAX FICA TAX UNEMPLOYMENT TRS RATES ANNUITY RATES WORKERS' COMP DEDUCTION CD

Print

FICA Max Salary: 176,100.00

Employee FICA Rate: 6.20% Employee FICA Max Tax: 10,918.20

Employer FICA Rate: 6.20% Employer FICA Max Tax: 10,918.20

Medicare Rate: 1.45% Additional Medicare Rate: 0.90% Additional Medicare Salary Threshold: 345,000.00

HSA Max Employer Contribution: 4,300.00

[Payroll > Tables > Tax/Deductions > Unemployment](#)

If your LEA allows ASCENDER to calculate unemployment, select T - Taxable in the Employer Type field and enter the Unemployment Rate. Type the percent rate determined or assigned by the TWC (e.g., 0.4985% for 0.004985).

## Payroll &gt; Tables &gt; Tax/Deductions &gt; 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.

The screenshot shows the 'Tables > Tax/Deductions' section of the Payroll system. The 'School Year' is set to 2026. The 'Retrieve' button is highlighted with a large black arrow. A callout box points to the 'Retrieve' button with the text: '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.

## Payroll > Tables > Tax/Deductions > Deduction Code

The screenshot displays the 'Deduction Code' tab within the 'Payroll' section. The interface includes a 'Save' button at the top left and a 'Year: C' dropdown at the top right. Below these are tabs for 'EXEMPTIONS', 'INCOME TAX', 'FICA TAX', 'UNEMPLOYMENT', 'TRS RATES', 'ANNUITY RATES', 'WORKERS' COMP', and 'DEDUCTION CD'. The 'DEDUCTION CD' tab is active. Below the tabs are 'Retrieve' and 'Print' buttons. The main area contains a table with the following columns: Delete, Deduction Code, Long Description, Abbrev Cdl, Short Description, Deduct Chk, Wire, Vendor Name/Sort Key, Vendor Nbr, Extract Ded Cd, and W2 Health Care. The table lists three deduction codes:

Delete	Deduction Code	Long Description	Abbrev Cdl	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