



Review data for September employees

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Review data for September employees

Log on to the CYR payroll frequency.

Verify that all applicable data has been updated for all employees with a September contract. Refer to the **Before You Begin** section of this guide to review the **Payroll Verification Items**.

Generate the following Payroll Reports to thoroughly review data prior to running the September payroll:

[Payroll > Reports > Year to Date Reports > HRS3050 - School Year To Date Report](#)

Date Run:		School YTD (Sept 1 Thru Aug 31 2026)						Program: HRS3050			
Cnty Dist:		ISD						Page: 54 of 54			
Pay Period: -- thru -- Payrun Date: --								Frequency: 6			
Employee Name	Contract	Non Contr	Supplement	NTRS Ex	FICA Tax	Med Tax	Abs Ded	TRS Dep	Reg Hrs	Ovtn Hrs	
Emp Nbr	Prim Campus	Ovtn Grs	Emplr Cont	NTax Allow	NTRS Bs	Bus Allow	Emplr 457	TEA Contr	NT NP Bus	Empl Dep	Acc Dep
	Accru Code	Emplr Care	NPay Bus	Accru Pay	FICA Accru	E HI Acc	E An Acc	457 Accru	TEA Acc	Unemp Acc	
	A Fed Dep	A Fed Care	Accru Care	Ret Pensn	Care Surc	New TRS	Misc Ded	A Misc Ded	A 403B FICA		
District Totals:											
Contract Pay		.00	Non-TRS Non-Tax Bus Allow			.00	Absence Deduction			.00	
Non-Contract Pay		.00	Non-TRS Bus Allow			.00	TRS Deposit			.00	
Supplemental Pay		.00	FICA Tax			.00	Accrued Pay			1,822,967.77	
Accrued Federal Deposit		8,165.53	Medicare Tax			.00	Unemployment Accrued			.00	
Emplr Health Insurance Accrued		.00	FICA/Medicare Accrued			25,673.10	Emplr 457 Accrued			.00	
Emplr Annuity Accrued		.00	Accrued Federal Care			1,237.22	Non-TRS Reimbr Excess			.00	
Emplr Annuity Contrib		.00	Overtime Gross			.00	Non-TRS Reimbr Base			.00	
Emplr 457 Contrib		.00	TEA Health Ins Accrued			.00	Non-Pay Bus Allowance			.00	
TEA Health Ins Contrib		.00	Emplr TRS Care Accrued			13,569.42	Non-Tax NPay Bus Allow			.00	
Emplr TRS Care Contrib		.00	New TRS Member Contrib			.00	Emplr TRS Care Surcharge			.00	
Ret Emplr Pension Surcharge		.00	Emplr Dependent Care			.00	Emplr Dependent Care Accru			.00	
Emplr Misc Ded Contrib		.00	Emplr Misc Ded Contrib Accru			.00	Emplr 403B FICA Contrib Accru			.00	
End of Report											

[Payroll > Reports > Year To Date Reports > HRS3550 - School YTD Accrual Payroll Account Distr](#)

Reports > Year To Date Reports > School YTD Accrual Payroll Account Distr Payroll

Preview PDF CSV Clear Options

Year To Date Reports

- [HRS3000 - Calendar Year To Date Report](#)
- [HRS3050 - School Year To Date Report](#)
- [HRS3100 - YTD Report Workers' Compensation](#)
- [HRS3150 - Annual Payroll Report](#)
- [HRS3200 - YTD Payroll Earnings Register](#)
- [HRS3250 - YTD Account Distribution Journal](#)
- [HRS3300 - YTD Accrual Payroll Account Distribution](#)
- [HRS3325 - YTD Expenditure Payroll Account Distr](#)
- [HRS3350 - Combined YTD Deduction Register](#)
- [HRS3400 - YTD Check Register](#)
- [HRS3450 - YTD Payroll Control Listing](#)
- [HRS3500 - YTD Wage and Earning Statements](#)
- [HRS3550 - School YTD Accrual Payroll Account Distr](#)
- [HRS3600 - Payroll Balancing Report](#)
- [HRS3650 - YTD Special Adjustment Report](#)

HRS3550 - School YTD Accrual Payroll Account Distr

Parameter Description	Value
School Year (YYYY)	2026
Summary (S) or Detail (D) information for employees, or Fund Recap (R) only	R
Print Acct Codes with zero accrual amounts? (Y/N)	Y
Include report of variances between School YTD and Distribution History? (Y/N)	Y
Print Acct Codes not in General Ledger? (Y/N)	Y
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, Exclude Subs (E), or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	

Verify the accrual amounts balance with the amounts on the HRS3050 - School Year to Date Report.

Date Run: Cnty Dist:		School YTD Accrual Payroll Account Distribution Journal for 2026Recap ISD							Program: HRS3550 Page: 1 of 1 Frequency: 6	
Fund / FY		Gross Pay Ret Pen Surch	Accrued Pay Emplr Care	FICA/Med Care Surch	Unemploy Tax Emplr Misc	Employer Contrib	Federal Deposit	Federal Care	TEA Hith Ins Contrib	Emplr 457
198-6	Total	.00	21,541.82	301.37	.00	.00	.00	.00	.00	.00
/ / /		.00	131.47	.00	.00	.00	.00	.00	.00	.00
199-5	Total	912,329.38	.00	.00	.00	.00	.00	.00	.00	.00
/ / /		.00	.00	.00	.00	.00	.00	.00	.00	.00
199-6	Total	.00	1,698,134.61	23,936.73	.00	.00	.00	.00	.00	.00
/ / /		.00	12,695.60	.00	.00	.00	.00	.00	.00	.00
199	Total	912,329.38	1,698,134.61	23,936.73	.00	.00	.00	.00	.00	.00
/ / /		.00	12,695.60	.00	.00	.00	.00	.00	.00	.00
211-6	Total	.00	2,597.05	28.94	.00	.00	214.26	32.46	.00	.00
/ / /		.00	19.48	.00	.00	.00	.00	.00	.00	.00
224-6	Total	.00	14,048.25	197.02	.00	.00	1,158.99	175.60	.00	.00
/ / /		.00	105.37	.00	.00	.00	.00	.00	.00	.00
255-6	Total	.00	921.53	10.27	.00	.00	76.03	11.52	.00	.00
/ / /		.00	6.91	.00	.00	.00	.00	.00	.00	.00
281-6	Total	.00	13,949.19	200.52	.00	.00	794.78	120.43	.00	.00
/ / /		.00	72.25	.00	.00	.00	.00	.00	.00	.00
282-6	Total	.00	9,909.92	135.37	.00	.00	817.57	123.87	.00	.00
/ / /		.00	74.33	.00	.00	.00	.00	.00	.00	.00
283-6	Total	.00	61,195.17	855.41	.00	.00	5,048.61	764.96	.00	.00
/ / /		.00	458.98	.00	.00	.00	.00	.00	.00	.00
288-6	Total	.00	670.23	7.47	.00	.00	55.29	8.38	.00	.00
/ / /		.00	5.03	.00	.00	.00	.00	.00	.00	.00
/ / /		.00	.00	.00	.00	.00	.00	.00	.00	.00
District Totals: Gross Pay:		912,329.38	Unemployment Tax:	.00	Federal Care:	1,237.22	Emplr 457:	.00		
Accrued Pay:		1,822,967.77	Employer Contrib:	.00	TEA Hith Ins Contrib:	.00				
FICA/Medicare Tax:		25,673.10	Federal Deposit:	8,165.53	Ret Emplr Pen Surch:	.00				
Emplr TRS Care Contrib:		13,569.42	Emplr TRS Care Surch:	.00	Emplr Misc Ded Contrib:	.00				

[Payroll > Reports > Payroll Information Reports > HRS6000 - Account Code Comparison](#)

[Payroll > Reports > Payroll Information Reports > HRS6050 - Contract Balance Variance Report](#)

Reports > Payroll Information Reports > Contract Balance Variance Report
Payroll

Preview
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Payroll Information Reports

- [HRS1250 - Employee Data Listing](#)
- [HRS1650 - Employee Salary Information](#)
- [HRS6000 - Account Code Comparison](#)
- [HRS6050 - Contract Balance Variance Report](#)
- [HRS6150 - Employee Payroll Listing](#)
- [HRS6400 - Salary Verification Report](#)
- [HRS6450 - Health Insurance Coverage](#)
- [HRS6650 - CYR/NYR Salary Comparison](#)

HRS6050 - Contract Balance Variance Report

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Maximum Acceptable Difference	.11
Pay Status Active (A), Inactive (I), or blank for ALL	A
Pay Type 1-4, or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	

Emp Nbr	Employee Name	Job Cd	Pay Rate	Remain Pymts	Computed Bal	Actual Bal	Variance	
003349		41A	1,685.46	12	20,225.52	20,225.22	-.30	
003462		41A	1,652.25	12	19,827.00	18,827.00	-1,000.00	
Campus Variance:		-1,000.30	Campus Jobs with Variance:		2	Campus Avg. Variance:		500.15
Total All Variance:		-1,000.30	Total Jobs with Variance:		2	Avg. Variance All:		500.15

Date Run: Contract Balance Variance Report Program: HRS6050
 Cnty Dist: ISD Page: 1 of 1
 Variance Threshold: 0.11 Frequency: 6

End of Report

[Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing](#) OR [Payroll > Reports > HRS900 - User Created Report](#)

[Payroll > Utilities > Pre-Edit Payroll Data](#)

Review the following pre-post report from the [Payroll > Payroll Processing > Run Payroll](#) process before running your actual September payroll: [HRS2250 - Deduction Register by Employee](#) - Verify deductions are correct.

If leave was not updated in an earlier step, be sure to update appropriate leave balances now.

[Address leave.](#)

Address leave

[Payroll > Utilities > Mass Update > Leave](#)

Update the employee master leave record balances.

In the current year payroll frequency, generate the [Payroll > Reports > Leave Information Reports > HRS7350 - Leave Status Report](#) for active employees and exclude substitutes. Print and/or save this report and review it for accuracy.

Reports > Leave Information Reports > Leave Status Report

Preview PDF CSV Clear Options

Leave Information Reports

- [HRS2600 - Employee Substitute Report](#)
- [HRS7000 - Leave Transmittal Report](#)
- [HRS7050 - YTD Leave Transmittal Report](#)
- [HRS7100 - Leave Sequence Audit Trail Report](#)
- [HRS7150 - Detail Leave Sequence Audit Trail Report](#)
- [HRS7200 - Employee Leave Dock Report](#)
- [HRS7250 - YTD Leave Sequence Audit Trail Report](#)
- [HRS7300 - Leave Activity Report](#)
- [HRS7350 - Leave Status Report](#)

HRS7350 - Leave Status Report

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Page Break by Employee? (Y/N)	N
Select Leave Type(s), or blank for ALL	
Pay Status Active (A), Inactive (I), or blank for ALL	A
Pay Type 1-4, Exclude Subs (E), or blank for ALL	E
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Extract ID(s), or blank for ALL	
Select Employee(s), or blank for ALL	

Use the **Payroll > Utilities > Mass Update > Leave** tab to update employee master leave record balances. This is a three-step process.

Leave type codes are LEA-specific.

1a. This step clears the **Leave Used** and **Leave Earned** fields and rolls the ending balances to the following year beginning balances:

The screenshot shows the 'Utilities > Mass Update' payroll interface. The 'Parameters' section includes the following fields:

- Pay Status:** Active, Inactive, Both
- Pay Type:** E Exclude Substitute
- Job Code:** All
- Accrual Code:** All
- Pay Grade:** [Empty]
- Prior Yr Emp Date:** 00-00-0000
- Primary Campus:** All
- Payoff Date:** [Empty]
- Pay Campus:** All
- Frequency:** 6 Monthly CYR
- Contract Begin Date:** [Empty]
- Salary Concept:** All
- Contract End Date:** [Empty]
- Extract ID:** [Empty]
- Contract Months:** [Empty]
- Employee Nbr:** [Empty]

The **LEAVE** tab is selected, showing a table of leave types:

Type	Description	Leave Earned	Leave Used	End Balance
01	INVALID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
02	LOCAL PR 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
03	LOCAL PR 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04	JURY DUTY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05	SCH BUS/WO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
06	INVALID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07	STATE PR 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
08	STATE PERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
09	LOCAL/CURR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The **Method** section shows Zero Leave Values for Employees selected. The **Execute** button is highlighted with a downward arrow.

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Zero Leave Values for Employees**.
- Under **Leave Earned** and **Leave Used**, select all leave types to be set to zero for the new school year. Be sure to process both options at the same time to prevent inaccurate balances.
- Do not select **End Balance** unless you want to set the balance to zero for that specific leave type. If this field is not selected, the 2024-2025 ending balances are rolled to the beginning balance fields for the 2025-2026 school year.
- Click **Execute**.
- Review and print the report.

1b. You may have leave codes for which you want to zero the end-of-year balance. For example, Jury Duty, School Business, etc.

Utilities > Mass Update Payroll

Year: C

Parameters Reset

Pay Status:
 Active Inactive Both

Pay Type: E Exclude Substitute
 Job Code: All
 Accrual Code: All
 Pay Grade:
 Prior Yr Emp Date: 00-00-0000

Primary Campus: All
 Pay Campus: All
 Contract Begin Date:
 Contract End Date:
 Contract Months:

Payoff Date:
 Frequency: 6 Monthly CYR
 Salary Concept: All
 Extract ID:
 Employee Nbr:

DEDUCTIONS **LEAVE** EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Method
 Zero Leave Values for Employees
 Add Leave Code to Employees
 Delete Leave Code from Employees
 Increment Leave Earned to Employees

Type	Description	Leave Earned	Leave Used	End Balance
01	INVALID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02	LOCAL PR 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
03	LOCAL PR 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04	JURY DUTY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05	SCH BUS/WO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
06	INVALID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
07	STATE PR 9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
08	STATE PERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
09	LOCAL/CURR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Execute

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Zero Leave Values for Employees**.
- Select **Leave Earned**, **Leave Used**, and **End Balance** for all leave types you want to zero out completely and not carry forward ending balances.
- Click **Execute**.
- Review and print the report.
- If the report is accurate, click **Process** to complete the changes.

2. This step automatically adds leave types to active employees who do not have the leave type assigned on their leave balance record. This step must be completed before leave is mass incremented in step 3.

The screenshot shows the 'Utilities > Mass Update' payroll interface. The 'Parameters' section includes the following fields:

- Pay Status:** Active (selected), Inactive, Both
- Pay Type:** E Exclude Substitute
- Job Code:** All
- Accrual Code:** All
- Pay Grade:** (empty)
- Prior Yr Emp Date:** 00-00-0000

The 'Method' section includes the following options:

- Zero Leave Values for Employees
- Add Leave Code to Employees

The 'Add Leave Code' section includes the following fields:

- New Code:** 08 - STATE PERSON
- Begin Balance:** .000
- Leave Earned:** .000
- Leave Used:** .000
- Ending Balance:** .000
- [Update Ending Balance](#)

An 'Execute' button is located at the bottom right, with a large downward arrow pointing to it.

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select *E Exclude Substitute*.
- Under **Method**, select **Add Leave Code to Employees**.
- In the **New Code** field, select the leave code.
- Do not add balances.
- Click **Execute**.
- Review and print the report. The report only displays the employees who will have the leave code added.
- Repeat this step for each leave type to be added before it is incremented in step 3.

3. This step increments leave earned to employees:

Utilities > Mass Update Payroll

Year: C Frequency: 6

Parameters

Pay Status: Active Inactive Both Reset

Pay Type: Primary Campus: Payoff Date:

Job Code: Pay Campus: Frequency:

Accrual Code: Contract Begin Date: Salary Concept:

Pay Grade: Contract End Date: Extract ID:

Prior Yr Emp Date: Contract Months: Employee Nbr:

DEDUCTIONS LEAVE EMPLOYEE EXTRA DUTY JOB CODE SALARY CALCULATION

Method

Zero Leave Values for Employees

Add Leave Code to Employees

Delete Leave Code from Employees

Increment Leave Earned to Employees

Type	Description	Leave Earned	Increment
01	INVALID	<input type="checkbox"/>	0.000
02	LOCAL PR 9	<input checked="" type="checkbox"/>	5.000
03	LOCAL PR 9	<input checked="" type="checkbox"/>	5.000
04	JURY DUTY	<input type="checkbox"/>	0.000
05	SCH BUS/WO	<input type="checkbox"/>	0.000
06	INVALID	<input type="checkbox"/>	0.000
07	STATE PR 9	<input checked="" type="checkbox"/>	5.000
08	STATE PERS	<input checked="" type="checkbox"/>	5.000

Execute

Note: If you have a maximum balance designated on the leave type table, this step will not allow the leave balance to exceed the maximum number set on the leave type table.

- Under **Pay Status**, select **Active**.
- In the **Pay Type** field, select **E Exclude Substitute**.
- Under **Method**, select **Increment Leave Earned to Employees**.
- Select **Leave Earned** for the applicable leave types (as defined in your local policy).
- In the **Increment** field, enter the number of days to increment.
- Click **Execute**.
- Review and print the report. The report includes a list of those employees who have reached a maximum of any leave type.
- If the report is accurate, click **Continue**.
- The second report displays the newly incremented leave earned and the new ending balances. Click **Process**.

First ◀ ▶ Last

Date Run: Increment Leave Earned for Employees
Cnty Dist: ISD
Page: 1 of 7
Frequency: 6

Emp Nbr	Employee Name	Leave Type	Original Earned	New Earned	Original End Bal	New End Bal
000046	AUSSEM, AMY J	08 - STATE PERS	0.000	5.000	68.000	73.000
000096	BENTON, ANTONIO L	07 - STATE PR 9	0.000	5.000	5.000	10.000
000096	BENTON, ANTONIO L	08 - STATE PERS	0.000	5.000	83.000	88.000
000125	BLOUNT, BARBARA A	07 - STATE PR 9	0.000	5.000	6.000	11.000

- Click **OK**.

For new employees, leave balances must be individually updated from their service record information on the [Payroll > Maintenance > Staff Job/Pay Data > Leave Balance](#) tab.

Use the [Payroll > Reports > Leave Information Reports > HRS7350 - Leave Status Report](#) to verify the accuracy of the leave information. Print and/or save this report and review it for accuracy.

Reports > Leave Information Reports > Leave Status Report
Payroll

Leave Information Reports

- [HRS2600 - Employee Substitute Report](#)
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- [HRS7300 - Leave Activity Report](#)
- [HRS7350 - Leave Status Report](#)

HRS7350 - Leave Status Report

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<input type="text" value="A"/>
Page Break by Employee? (Y/N)	<input type="text" value="N"/>
Select Leave Type(s), or blank for ALL	<input type="text"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text" value="A"/>
Pay Type 1-4, Exclude Subs (E), or blank for ALL	<input type="text" value="E"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/>
Select Primary Campus(es), or blank for ALL	<input type="text"/>
Select Extract ID(s), or blank for ALL	<input type="text"/>
Select Employee(s), or blank for ALL	<input type="text"/>

If necessary, use the [Payroll > Maintenance > Staff Job/Pay Data > Leave Balance](#) tab to make changes to individual employees who are working less than the full school year or less than 100% percent of the day.



Back Cover