



set_the_standard_workday

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Payroll > Tables > District HR Options

In the **Standard Hours per Workday** field, type the standard number of hours that the LEA requires hourly employees to work.

The screenshot shows a web application interface for 'Tables > District HR Options'. At the top, there is a green header bar with a home icon and the text 'Tables > District HR Options'. Below the header, there is a 'Save' button. Underneath, the section is titled 'HR OPTIONS' and contains two buttons: 'Retrieve' and 'Print'. The main area is divided into two columns of settings. The left column includes: TRS District ID, Federal ID Number (EIN), Payroll Clearing Fund/Year, TWC District ID, Use Direct Deposit (Y,N, or E), TRS Cost Education Index, Distributions Built By Amt or %, Apply Leave Used or Earned First, Leave Code for State Sick, Leave Code for State Personal, and Update Actual Hours From Payroll Processing. The right column includes: Calculate Accrual Salaries, Check Amount - Alpha, Summarize Benefits Interface, Supplemental Tax Rate, Standard Hours per Workday (with a text input field containing '8.0' and a red circle around it), Max Gross Amt for District, Auto Assign Employee Number, Next Available Employee Number (a link), School Year for PEIMS Codes, Use Emp Nbr or SSN in EFT File, and Set Demo Alpha Fields to Uppercase.



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