



# 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 interface for 'Tables > District HR Options'. At the top, there is a green header with a home icon and the text 'Tables > District HR Options'. Below the header is a 'Save' button. Underneath is a section titled 'HR OPTIONS' with 'Retrieve' and 'Print' buttons. The main area contains 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 red circle around the input field containing '8.0'), 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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