

Run Payroll - HRS5000

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Human Resources > Payroll Processing > Run Payroll

The Run Payroll page performs all functions required for processing a payroll. Only pay dates that have not been processed and posted can be run from this page.

- A payroll date must be set up on the Human Resources > Tables > Pay Dates page prior to processing a payroll. At any time prior to posting, you can click **Cancel** to cancel the payroll calculation process. If this is done, all of the processing performed thus far is removed from the temporary storage areas and you are exited out of the payroll process. Only the payroll options selected on the first panel are saved and reusable for the payroll calculation process for that pay date/pay frequency.
- When the pay date options are set up for the first time (indicating that this pay date has never been run before), the selections made from the most recent payroll calculation that has been posted for the pay frequency is applied to the following fields for the current pay date:
    - Print Voided Checks
    - Print Bank Checks
    - Wage/Earning Print Bank Acct Nbr
    - Deduction Register Print Emp SSN
    - Wage/Earnings Statement
- On the HR District Options page, the first pay date of the school year is used to determine the following:
    - The school year to be used for the school YTD records for regular and nonstandard employees. If the employee is a nonstandard employee and his contract begin date is greater than this date, the payroll calculation stores the accrual amounts in the next year school YTD record.
    - The school year that should be used for the TRS rates and employee TRS deposit record.
    - The pay history records that should be used for first-in/first-out for accruals. The pay date used for EOY accrual processing should be equal to or greater than the first pay date of the school year.
    - The leave transmittals that should be accumulated to determine if the leave duration has been met for the school year.
- If the calendar year is greater than 2013, the non-TRS nontax business allowance and non-TRS nontax nonpay business allowance amounts are not included in the taxable gross calculations.
- TRS New Member fees are not calculated for employees who are terminated before their **End 90 Day Period** and have a **Termination Date** prior to the TRS report month. For example, if an employee with a termination date of 02-28-2019 and an end 90-day period date of 03-28-2019 is paid for a pay date where the TRS month is 02 and the pay date month 03, then the 90-day fee is calculated. However, if the employee is paid for a pay date where the TRS month and pay date month are 03, the 90-day fee is not calculated.
- For additional notes on actual hours worked and actual date information, click here.
- Click
  here
  to open the Signature Template word document.

- Click here to open the payroll check proof.

For any TRS payroll questions, be sure to access the TRS website and review the Payroll Manual for Independent School Districts, Charter Schools, and Education Service Centers.

Employment Retirement System of Texas (ERS) payroll rules

If an employee is an ERS retiree and is eligible to receive health coverage through ERS (i.e., the **ERS Retiree Health Elig** field is selected on the Personnel > Maintenance > Employment Info tab), the following rules are effective for pay dates greater than August 31, 2016:

- The member does not pay the Member Insurance Contribution (IN) payment.
- The employer does not pay the Reporting Entity TRS-Care (RI) payment.
- The employer does not pay the Federal TRS-Care (FI) payment.

Note: The above amounts are not calculated under the new ERS rules.

Run a payroll:


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