



## Verify Payroll data



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## Verify Payroll data

[Payroll > Maintenance > Staff Job/Pay Data > Distributions](#)

Verify all account codes, amounts, and activity codes. All employees should have at least one row with **Activity Code 78** (*non-salary*) or **80** (*Base Salary*).

**Note:** Activity Code 78 is generally used for Volunteer Services where there is zero pay. If pay should be reported, use Activity Code 79 or 80.

**Maintenance > Staff Job/Pay Data** Payroll

Save

Employee: 000101: AUSTIN, AMBER SUE Retrieve Directory

PAY INFO **DISTRIBUTIONS** DEDUCTIONS LEAVE BALANCE

Delete	Details	Job Code	Extra Duty	Account Type	Account Code	Amount	Percent
		0136 - SPECIAL PROGRAMS COORDINATOR	45 - COUNSELOR	G	199-31-6119.00-001-611000	10,000.00	17.286%
		0136 - SPECIAL PROGRAMS COORDINATOR		G	199-31-6119.00-001-611000	47,849.00	82.714%
<b>Total:</b>						<b>57,849.00</b>	<b>100.000%</b>

Rows: 2 of 2 [Refresh Totals](#) + Add

Job Code: 0136 - SPECIAL PROGRAMS COO

Extra Duty Code:

Account Type: G Standard gross pay

Account Code: 199-31-6119.00-001-611000

Description: SALARIES - TEACHER & PROFESS

Amount: 47,849.00 out of 57,849.00

Percent: 82.714%

Activity Code: 80 Base Salary Re-sort

TRS Grant Code:

Worker's Comp Code: PROFESSIONALS

Expense 373: Y Account used in ASB distr

Employer Contribution: ☒

Performance Pay: ☐

[District Administration > Tables > District Information > Fall Finance TSDS Data](#)

This tab is used to retrieve and edit Fall TSDS financial data, allowing for corrections to Budget and Payroll data in the TSDS staging tables. The staging area temporarily holds data before it is submitted to the Texas Education Agency (TEA) (i.e., promoted to the Operational Data Store (ODS)).

The data on this tab is obtained from the latest Fall extracts after period 10 is closed, incorporating all TSDS crosswalks, automatic crosswalks, and data summaries. Accounts are summarized by fund, function, object class (6100), organization, and program intent code. For instance,

199-11-6119.00-001-511000 will display as 199 11 6100 001 11. Users should cross-reference balances with the Finance application and may need to combine amounts to ensure accurate budget reporting.

#### Notes:

- This tab becomes available for editing the day after accounting period 10 is closed in Finance.
- Data cannot be duplicated. Duplicated data will receive an error upon submission.
- Enter data carefully on this tab. Incorrect or improperly formatted data may cause errors upon submission.

[Finance TSDS Crosswalk Tables](#)

## 2 - Payroll

Tables > District Information

District Administration

Year: 2026
Retrieve
Save

DISTRICT NAME / ADDRESS
CAMPUS NAME / ADDRESS
PAYROLL FREQUENCIES
REPORTING CONTACT
SHARED SERVICES ARRANGEMENT
FUND BALANCES
FALL FINANCE TSDS DATA

2 - Payroll

Fund Fund Func Obj Org Fsc Yr Pgm Unique Staff ID
XXX XX XXXX XXX X XX
Retrieve Reset

School Year	Unique Staff ID	Fund	Func	Obj	Org	Fsc Yr	Pgm	Pay Amount	Pay Activity	Begin Date	End Date	Status	Action
No Rows													



## Back Cover