

# payroll

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# **Payroll**

#### TSDS > Maintenance > Fall > Staff > Payroll

Include the short page introduction here.

#### Select a staff person

To retrieve a staff person's records, select the staff person in one of the following ways:

	Begin typing the staff ID. As you begin typing the staff ID, a drop-down list displays staff whose ID matches the numbers you have typed. From the drop-down list you can select the staff person.
Staff ID	Begin typing the staff person's Texas Unique Staff ID. As you begin typing the Texas Unique Staff ID, a drop-down list displays staff whose ID matches the numbers you have typed. From the drop-down list you can select the staff person.
Directory	Click <b>Directory</b> to select a staff person from the Staff Directory.

Click Retrieve.

Click +Add to add a blank row.

Field	Description
Activity	PAYROLL-ACTIVITY-CODE (E0424) Code table: C018
	Select the activity code for the type of duty for which the employee receives salary, salary supplements, or bonuses. This does not include fringe benefits, such as group health and life insurance, workers' compensation, sick leave, and others under object code 6140.
Fund	FUND-CODE (E0316) Code table: C145
	Select the fund code for the financial transaction.
Function	FUNCTION-CODE (E0317) Code table: C146
	Select the purpose of the transaction. This function code will be applied to expenditures.
Object	OBJECT-CODE (E0318) Code table: C159
	Select the account, transaction, or source of funds.
	Rule 30090-0117: If <b>Role ID</b> is not 033 or 036, there must be at least one staff payroll record with a matching <b>Texas Unique Staff ID</b> where <b>Obj</b> is 6119 or 6112.
Organization	ORGANIZATION-CODE (E0319) Type the code identifying the campus with which the account is associated.

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Field	Description
Fiscal Year	FISCAL-YEAR (E0974)
	Type the last digit of the ending year of the fiscal year.
Program Intent PROGRAM-INTENT-CODE (E0320)	
	Code table: C147
	Select the code indicating the cost of instruction and other services that are
	directed toward a particular need of a specific set of students.
Amount	PAYROLL-AMOUNT (E0425)
	Type the dollar amount (rounded to the nearest dollar) associated with the account listed.

Click Save.

### Other functions and features:

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III)	Delete a row.
	Click III to delete a row. The row is shaded red to indicate that it will be deleted
	when the record is saved.
	Click <b>Save</b> .
Prev and	Scroll through staff.
Next	Once a staff person is retrieved, click <b>Prev</b> or <b>Next</b> to scroll to the previous or next
	staff person alphabetically.
+Add	Add a staff record.
	Click <b>Add</b> to add an employee record.
Delete	Delete all of the employee's records.
	Click <b>Delete</b> to delete all of the employee's records. A confirmation message is
	displayed.
	Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b> .
Change ID	Change the staff ID.
	The <b>Change ID</b> button is disabled until an employee is retrieved on the page.
	Retrieve an employee, and click <b>Change ID</b> . The <b>Change Staff ID</b> section is
	displayed at the top of the page.
	In the New Ctaff ID field there a valid again against a sure how that you would like to
	In the <b>New Staff ID</b> field, type a valid social security number that you would like to
	change the existing ID to, and then click <b>Submit</b> .
	The <b>Change Staff ID</b> dialog box is displayed prompting you to review the change ID
	request information and accept the information if it is correct.
	request morniation and accept the information in it is correct.
	Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b> .
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