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payroll

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Update data for the *PayrollExtension* complex type as needed.

The *PayrollExtension* complex represents the sum of the financial transactions to date for employee compensation. An “employee” who performs services under the direction of the employing institution or agency, is compensated for such services by the employer, and is eligible for employee benefits and wage or salary tax withholdings.

Select a staff person

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

Staff	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.
Texas Unique 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 **Directory** 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.

Field	Description
Object	OBJECT-CODE (E0318) Code table: C159 Select the account, transaction, or source of funds. Rule 30090-0117: If **Role ID** is not 033 or 036, there must be at least one staff payroll record with a matching **Texas Unique Staff ID** where **Obj** is 6119 or 6112.
Organization	ORGANIZATION-CODE (E0319) Type the code identifying the campus with which the account is associated.
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:

	Delete a row. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Prev and Next	Scroll through staff. Once a staff person is retrieved, click **Prev** or **Next** to scroll to the previous or next staff person alphabetically.
Add	Add a staff record. Click to add a staff person who does not already exist in ASCENDER State Reporting tables. **Staff ID** • The first character must start with 0-8. It cannot start with S (Rule: 30040-0004). • The first three characters cannot be 000, 666, or 900-999. • The middle digits (4th and 5th digit) cannot be 00. • The last four digits cannot be 0000. • The number cannot be 123456789, 219099999, or 078051120. Click **Save**.
+Add	Add a payroll record for the employee.

Delete	Delete all of the employee's records. Click **Delete** to delete all of the employee's records. A confirmation message is displayed. Click **OK** to continue. Otherwise, click **Cancel**.
Change ID	Change the staff ID. The **Change ID** button is disabled until an employee is retrieved on the page. Retrieve an employee, and click **Change ID**. The **Change Staff ID** section is displayed at the top of the page. In the **New Staff ID** field, type a valid social security number that you would like to change the existing ID to, and then click **Submit**. The **Change Staff ID** dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct. Click **OK** to continue. Otherwise, click **Cancel**.


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