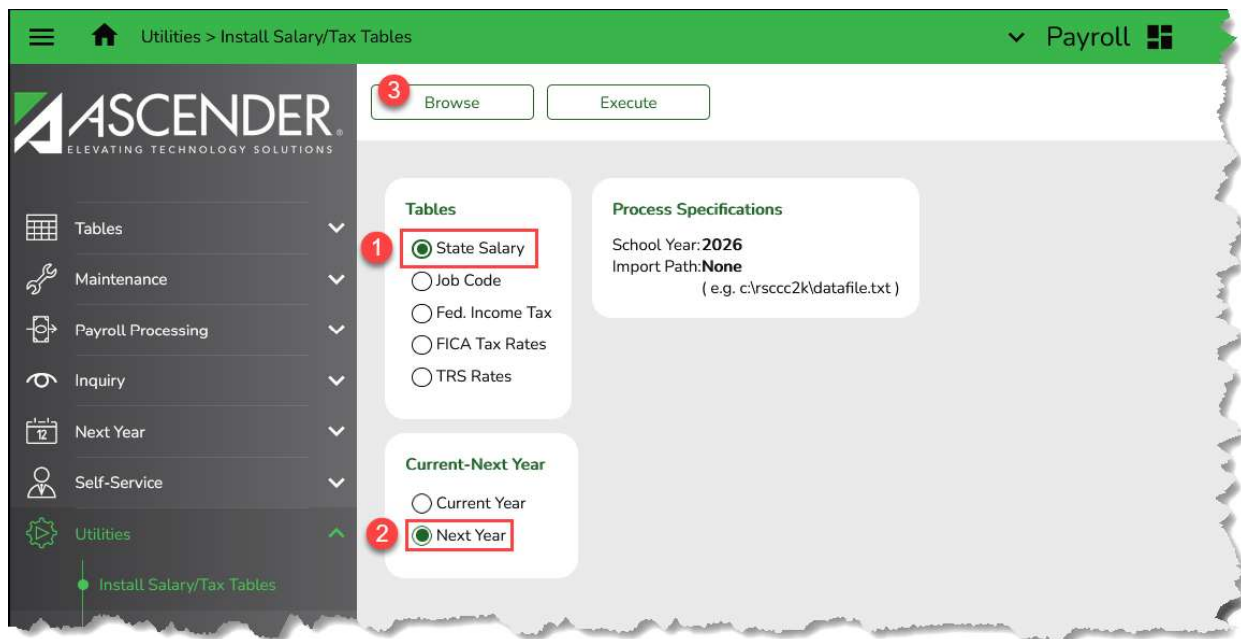


## Installing 2025-2026 State Minimum Tables

1. Download and save the following file from the **IMS Business website > Documentation > Payroll/Personnel** page
  - **StatMin 2026v2.txt** (When saving, right click the downloaded file and click **Save As** to save the file as a .TXT file.)





2. Navigate to the **Payroll > Utilities > Install Salary/Tax Tables** screen



- Select the **State Salary** option under the **Tables** section.
- The year in the **Process Specifications** section will default to **School Year: 2026**. Be sure to verify the year.
- Under the **Current-Next Year** section, select **Next Year**. This selection specifically updates tables in the Next Year payroll frequency.
- Click on **Browse**, then select the **Browse...** button and select the **StatMin 2026v2.txt** file.
- Click **Submit**.
- Click **Execute**. A report will then populate that displays all of the state minimum information being updated for 2025-2026. You may save a copy of the report to verify the tables.

---



First ◀ ▶ Last

**Date Run:** **State Salary Table for Year 2026**  
**Cnty Dist:** 100-006 **TEXAS ISD**  
**TRS Year:** 2026 **Page: 1 of 4**  
**Frequency: 6**


Cyr Nyr Flag	St Salary Type	St Salary	St Step	Daily Rate
N	1		00	181.604
N	1		01	185.508
N	1		02	189.358
N	1		03	193.212

- Click **Process**.
- The following message will display, and you will select **Yes** to proceed with installing the new tables.



Do you wish to replace existing records?

- Once the process is completed, the following message will be displayed:



The Install Salary/Tax Tables process completed successfully.

### 3. Review the **Personnel > Tables > Salaries NYR > State Minimum** screen

- Verify that the state minimum tables are updated with the new state minimum salary information. Please reference the State Minimum Salary schedules found on TRS' website linked [here](#).

Tables > Salaries NYR

Personnel

ASCENDER  
ELEVATING TECHNOLOGY SOLUTIONS

Save

LOCAL ANNUAL   HOURLY/DAILY   EXTRA DUTY   **STATE MIN**   SUBSTITUTE   MIDPOINT   WORKERS' COMP

Records  
State Step: All

Retrieve

Modify  
☒ By Percent  
☐ By Dollar Amt

Salary  
Amount: 0.00 %

Default

Delete	State Step	TEA Base	% Increase	New TEA Base	A 000 - 187	% Increase	New A	B 202 - 206	% Increase	New B
	00	181.604	0.00	181.604	185.574	0.00	185.574	184.931	0.00	184.931

#### 4. Recalculate the State Minimum Only in Payroll > Utilities > Mass Update > Salary Calculation

Utilities > Mass Update

Payroll

Year: N   Frequency: F

ASCENDER  
ELEVATING TECHNOLOGY SOLUTIONS

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All

Pay Campus: All

Contract Begin Date:

Contract End Date:

Contract Months:

Payoff Date:

Frequency: F Monthly NYR

Salary Concept: A Use annual salary table

Extract ID:

Employee Nbr:

Reset

Pay Type: All

Job Code: All

Accrual Code: All

Pay Grade:

Prior Yr Emp Date: 00-00-0000

DEDUCTIONS   LEAVE   EMPLOYEE   EXTRA DUTY   JOB CODE   **SALARY CALCULATION**

Type of Calculation  
☐ Salary  
☒ **State Minimum Only**

☐ Apply Percent of Day Employed to Salary Amount

Execute

- In Next Year payroll, make sure to update the state minimum salary information for applicable employees via the **Mass Update** process. Select **State Minimum Only** and then click on **Execute**.

#### Payroll > Utilities > Mass Update > Employee

- State Minimum calculations must be calculated off of at least 187 days. Districts with teachers who work less than 187 days will also need to do the following process. If a state minimum eligible employee works 187 days or more, the following process does not need to be done for those groups.

Utilities > Mass Update Payroll

Year: N Frequency: F

**ASCENDER**  
ELEVATING TECHNOLOGY SOLUTIONS

Utilities > Mass Update

Parameters

Pay Status: ☒ Active ☐ Inactive ☐ Both

Primary Campus: All Payoff Date:

Pay Type: All Pay Campus: All Frequency: F Monthly NYR

Job Code: All Contract Begin Date:  Salary Concept: A Use annual salary table

Accrual Code: All Contract End Date:  Extract ID:

Pay Grade:  Contract Months:  Employee Nbr:

Prior Yr Emp Date: 00 00 0000

Reset

DEDUCTIONS LEAVE **EMPLOYEE** EXTRA DUTY JOB CODE SALARY CALCULATION

**Reset**

☐ Pay Status ☐ Active ☐ Inactive ☐ Both

☐ Fiscal Year ☐ Daily Rate ☐ No ☐ Yes

☐ Unemployment Elig ☐ Pre Note (FSP Staff Salary Data)

☐ Health Ins Code ☐ FSP Staff Data Code ☐ TRS Member Pos

☐ Annual Payments ☐ Remaining Payments ☐ WC Annual Payments ☐ WC Remaining Payments

☐ Incr Pay Step ☐ Calendar ☐ Contract Begin Date ☐ Contract End Date ☐ Nbr Days Empld ☐ # of Months in Contract ☐ Contract Days ☐ Local Contract Days ☐ Payoff Date ☐ Pay Grade ☐ Local Schedule ☐ Max Days ☐ Hrs/Day ☐ Wkly Hrs Sched

**Increment**

☐ Pay Step ☐ Limit:

☐ State Step ☐ Limit 20

☐ Total Job Experience

If Employment Date <

**Modify**

Contract Begin Date:  From  To

Contract End Date:  From  To

Nbr Days Empld:  183  187

# of Months in Contract:

Contract Days:  000 TRS -  000 TRS -

Payoff Date:

Execute

- If your district is a District of Innovation (DOI), you will first need to change the number of days to 187 via the **Employee** tab in the **Mass Update** screen. In the **Modify** section in the **From** column, type the **Nbr Days Empld** for those employees and type **187** in the **To** column. Then, perform the **State Minimum Only** calculation outlined in the first screenshot of step 4 to calculate the State Minimum on 187 days. Once complete, perform another Mass Update to change the **Nbr Days Empld** back to what it was.