

Welcome to the August 411!



Please scan QR code or
click link [here](#) to proceed
to Padlet. - update link

You will be prompted to
answer a few questions
before we begin the
webinar today.

**Thank you for your
participation!**

411 Webinar

IMS Business

August 26, 2026

ASCENDER Updates



ASCENDER Releases

- *Several updates over the summer*
- *Latest Update **11.1210** installed on **August 20, 2026***

User Created Reports

Personnel> Reports> User Created Reports

Payroll> Reports> User Created Reports

Added fields to User Created Reports:

- Added the new **Teacher Incentive Allotment Designation** section:
 - **Allotment Code**
- Added the following to the **Employment Info** section:
 - **Do Not Report for TSDS**
 - **TRA Teaching Exp**
 - **TRA Eligibility**
- Changed *Creditable Year of Service* to **TIA Creditable Year of Service.**



Payroll

Reports > Payroll Reports > HRS2500 - Wage and Earning Statement

- Corrected an issue where some LEA employees did not receive their Wage and Earnings Statement emails.

Maintenance > Staff Job/Pay Data > Pay Info

- Corrected an issue where a Bank Info Record change email was sent to an employee despite no actual changes being made to their banking details.



Payroll

Payroll Processing > EOY Payroll Accruals > Run Calculations

- Corrected Payroll EOY Accruals processing so rehired employees remain eligible when their rehire information indicates active employment.

Reports > NY Interface Budget Reports > HRS9970 - NY Payroll Extract Distribution by Acct

- Corrected an issue that caused the retiree pension surcharge to be doubled in Next Year Payroll calculations.



Personnel

Maintenance > Staff Demo > Responsibility

- Added the following Staff Service codes and descriptions for the **2027** school year:
 - **SR000010 - Content Mastery**
 - **SR000011 - Mentoring for Fellow Students**
 - **SR000012 - Head Start**
 - **SR000013 - Early Head Start**
 - **SR000014 - Even Start**



Personnel

Maintenance > TSDS Days Employed Set

- Added the new **Update TSDS Days** button to the page.
 - This button allows users to initiate the TSDS Nightly Employment Update Chron Job (6:15PM job) on demand for the selected employee.

Maintenance > TSDS Days Employed Set

Personnel

Save

Employee: 000139 : SMITH, JANET L

Retrieve Directory **Update TSDS Days**

Percent Day Employed	TSDS # Days Employed	Begin Date	End Date	Update DTS	Module
100%	179	08-21-2025	--	2025-08-21 18:15:04.016	TSDS Nightly Days
100%	185	08-01-2024	08-21-2025	2024-09-09 18:00:00.553	TSDS Nightly Days

First 1 / 1 Last



Personnel

Maintenance > Employment Info

- Added the **Do Not Report Staff for TSDS** checkbox. If selected, this option indicates that the staff member should not be reported for TSDS state or federal data collections. This element (StaffDoNotReportTSDS) is included in the JSON file for Staff Entity. When the TEA_DO_NOT_PROMOTE value is set to Y, the ASCENDER DataConnect (ADC)/API will include it in the JSON file sent to the IODS. This flag informs the IODS to not promote/validate the staff member.
- Removed the **Extract for TSDS** checkbox.



Personnel

Maintenance > Employment Info

- Modified the program to ensure that any changes made to **Paraprofessional Certification** records and **Auxiliary Role ID** records to appropriately update the Module column, allowing records to be accurately logged in the audit table. The audit log records can then be viewed on the *District Administration > Inquiry > Audit Log Inquiry* page.
- Corrected the program to restrict dates from overlapping for the same **Auxiliary Role ID**.
- Corrected the program to only allow one row with the same **Auxiliary Role ID** to have a blank end date.



Budget

Tables > Account Codes

- Added validation to require a value in the **Description** fields. If no value is entered, an error message is displayed upon clicking **Save**.



Finance

Utilities > Fiscal Year Close

- Modified the program as follows:
 - Added new fund option: **Continue Fund - Create Zero Bal Accts**
If selected, the specified funds are carried forward into the new fiscal year with zero balance accounts and the Carry Forward Balances and Create 5XXX-8XXX fields are cleared and disabled.



Finance

Utilities > Fiscal Year Close (cont'd)

- Modified the program as follows:
 - Updated the initial fund retrieval procedure to require that funds have associated account codes in the general ledger in order to be included in the display list.
 - Updated the page to allow the **Carry Forward Balances** field to be unselected when the **Continue** or **Continue/Increment** fields are selected. This change allows account codes to be carried forward without the balances.



Finance

Utilities > Fiscal Year Close (cont'd)

Execute

Reset

Process Status

New Historical File ID:

Accounting Period: 09

JV Number:

Historical Transaction Date:

New Year Transaction Date:

Fund Selection:

Fund/Year	Increment	Continue	Continue & Increment	Continue Fund - Create Zero Bal Accts	Delete	Carry Forward Balances	Create 5XXX-8XXX
	☒	☐	☐	☐	☐	☐	☐
	☒	☐	☐	☐	☐	☐	☐
	☒	☐	☐	☐	☐	☐	☐
	☒	☐	☐	☐	☐	☐	☐



Finance

Utilities > Fiscal Year Close (cont'd)

- Modified the program to prevent multiple instances of the **Fiscal Year Close** process from running simultaneously. If a user attempts to start a second instance, the following message displays: "**A process is currently running. Wait for that process to complete before continuing.**"
- Modified the program to save the page selections even if errors are displayed after the user clicks the **Execute** button.
- Modified the program to correctly generate and display the Error List report after the process is completed and the user opens the Process Status pop-up window.



Reminders



Important Information to Review

Website & IMS Business Login

- Username: IMSBusiness
- Password: busims16ESC!



Subscribe to IMS Announcements

Subscribe to IMS
Announcements

IMS Business Training
Schedule 2025-2026

IMS Business Training
Schedule 2026-2027

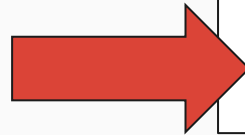
New District Employee
Form

- Log into the IMS Business Homepage
- Click on **Subscribe to IMS Announcements**, fill out form, and submit



New Employee Information Form

- Let us know about new employees or changes in staff who use ASCENDER
- Log into the IMS Business Homepage
- Click on **New District Employee Form**, fill out form, and submit



Subscribe to IMS
Announcements

IMS Business Training
Schedule 2025-2026

IMS Business Training
Schedule 2026-2027

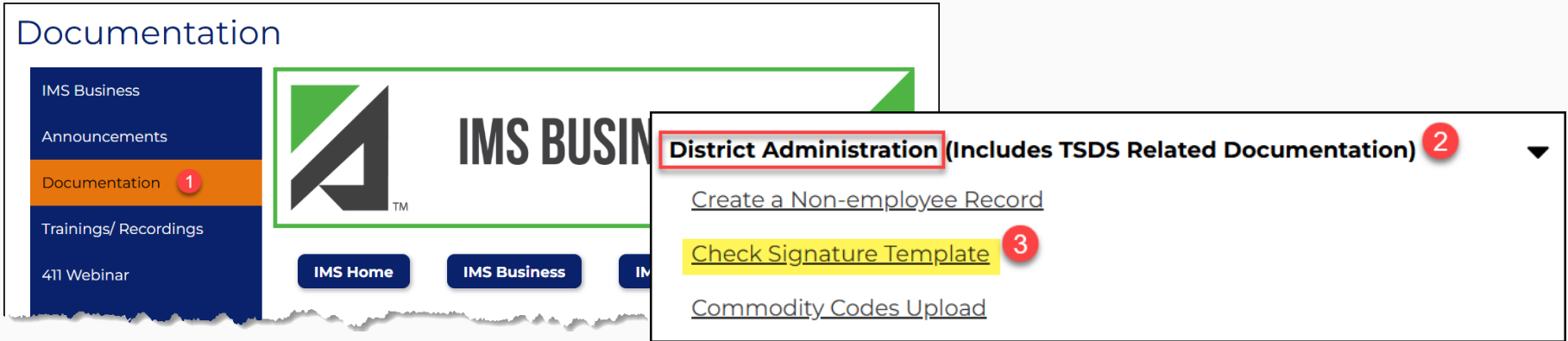
New District Employee
Form



Check Signature in ASCENDER

- Template available under Documentation on IMS Business website
- **Must upload cropped image** (from template into ASCENDER)
- *District Administration > Tables > Electronic Signatures*

Documentation



The screenshot shows the IMS Business website interface. On the left is a dark blue navigation menu with the following items: 'IMS Business', 'Announcements', 'Documentation' (highlighted in orange with a red circle containing the number 1), 'Trainings/ Recordings', and '411 Webinar'. To the right of the menu is a white header area with the IMS Business logo and the text 'IMS BUSIN'. Below the header are three buttons: 'IMS Home', 'IMS Business', and 'IM'. A dropdown menu is open from the 'IMS Business' button, showing the following options: 'District Administration (Includes TSDS Related Documentation)' (highlighted with a red box and a red circle containing the number 2), 'Create a Non-employee Record', 'Check Signature Template' (highlighted in yellow with a red circle containing the number 3), and 'Commodity Codes Upload'.

IMS Business

District Administration (Includes TSDS Related Documentation) 2

Create a Non-employee Record

Check Signature Template 3

Commodity Codes Upload



TRS Update Newsletters

- Includes pertinent information, timely reminders, and updates
- Review the updates for June, July and August.
 - [June 2026](#)
 - [July 2026](#)
 - [August 2026](#)



June TRS Update

- [June 2026](#)
- Some important topics covered include:

TRS Eligibility And Full-Time Equivalent (FTE)



Limits to Prior Fiscal Year Corrections



July TRS Update

- [July 2026](#)
- Some important topics covered include:

Year End Processing Deadlines



Annual Contribution Review And Collection



Annual ED40 Submissions



**Comparing TXNET
And RE Ledger**



Using the right TEXNET line matters.



August TRS Update

- [August 2026](#)
- Some important items covered include:

RE Portal Validation Schedule:

- RE Portal validations are scheduled to run every hour and half-hour from 6 a.m. to 6 p.m. every day of the week. Example: 6 a.m., 6:30 a.m., 7 a.m.
- Any information entered after 6 p.m. will not validate until the following morning.
- Validation run processing times may take longer the week of report due dates.
- The portal is unavailable each day from approximately 7 - 10 p.m.
- This schedule applies to business days, holidays and weekends.

FY28 Rate Change Notice: TRS Surcharge Effective Sept. 1, 2027



Effective **Sept. 1, 2027**, the TRS-Care surcharge amount will change from \$535 to \$450 for the 2027-28 TRS fiscal year. This updated amount will be reflected on the September 2027 ER report.



26-27 TRS Contribution Rates

- [Contribution Rates](#) for 2026-2027 have been posted to the TRS Website.
- ***Rates did not change from last year.***

Contribution Rates for 2026-2027

Rate	Contribution
8.25%	Member Retirement Contribution
0.65%	Member TRS-Care Contribution
0.75%	RE TRS-Care Contribution
8.25%	State Contribution
1.25%	Federal TRS-Care
2%	Public Education Employer Contribution
16.5%	Pension Surcharge
\$535	TRS-Care Surcharge



New IRS Salary Cap Amount

IRS Salary Cap

Some highly paid members may have their annual creditable compensation limited in accordance with Section 401(a)(17) of the Internal Revenue Code. These limits affect individuals who joined TRS for the first time on or after September 1, 1996. The annual limit is subject to indexing each plan year, based on federal regulations. Amounts excluded from creditable compensation under this law are not subject to member contributions and will not be used in calculating benefits.

The cap is based on the TRS plan year of September through August and not the member's contract/work agreement year. Once the member's reported salary beginning with the September posting reaches the salary cap for that year, do not report eligible salary in excess of the salary cap until the following September which is the beginning of the next plan year. Reporting Employers must continue to report Total Gross Compensation and days and hours worked each month for these employees after they have reached the salary cap.

Historical IRS Salary Cap Fiscal Year 2007-Present

Fiscal Year	Salary Cap Amount
FY27	360,000



TRS Rates in ASCENDER

- **Payroll > Tables > Tax/Deductions > TRS Rates**



CAUTION: Be sure to retrieve the 2027 data prior to updating this tab.

Tables > Tax/Deductions

Save

CAUTION: Be sure to type in the new school (2027) and click **Retrieve** before updating the rates.

School Year: 2027

RetrieveDelete

EXEMPTIONS

INCOME TAX

FICA TAX

UNEMPLOYMENT

TRS RATES

ANNUITY RATES

WORKERS' COMP

DEDUCTION CD

Delete

Print

TRS Rate	Member Retirement Contribution:	8.25%	
TRS Insurance	Member Care Contribution:	0.65%	Employer Paid: ☐
District Rate	State Contribution:	8.250%	
TRS Care Rate	Federal TRS Care:	1.25%	
TRS Care Emplr Contrib	RE TRS Care Contribution:	0.75%	
TRS IRS Salary Cap:		360,000.00	
TRS Non-OASDI Rate	Public Education Employer Contribution (PEEC):	2.000%	



TRS Retiree Surcharges

- **Reminder:** Retiree surcharges are not due during the summer months. If your LEA has retirees that meet the requirements for surcharges to be paid (please review TRS requirements for details), make sure to set up the appropriate options for those surcharges.
- **Note:** The method in which retiree surcharges are set up may vary per district, especially regarding who pays the surcharge.



TRS Retiree Surcharges

- If the employee is subject to the TRS Pension Surcharge, verify that the **Take Retiree Surcharge** option in Personnel for the TRS Retiree Surcharge to be calculated.

The screenshot shows the 'Personnel' section of a system, specifically the 'EMPLOYMENT INFO' form. The form is divided into several sections:

- EMPLOYMENT INFO**: This section contains the following fields:
 - Employee Status: 1 Active professional (dropdown)
 - Employee: [Redacted]
 - Retrieve: [Button]
 - Directory: [Button]
 - Not Employed: [Text]
 - Do Not Report Staff for TSDS: ☐
- Employment Dates**: This section contains the following fields:
 - Original Emp Date: 08-16-2005
 - Latest Re-Employ Date: 08-16-2025
 - Termination Date: 05-30-2025
 - Termination Reason: [Dropdown]
 - Eligible for Re-hire: ☐
 - Percent Day Employed: 100%
- Employment Types**: This section contains the following fields:
 - Employment Type: [Dropdown]
 - Sub Type: [Dropdown]
 - Highly Qualified: ☐
 - Year Round: ☐
 - Extract ID: [Dropdown]
 - Highest Degree: 1 Bachelor's
- Retiree Information**: This section contains the following fields:
 - Retirement Date: 05-30-2025
 - Retiree Employment Type: F Full-Time (dropdown)
 - Take Retiree Surcharge: ☒ (highlighted in yellow)
 - NY Take Retiree Surcharge: ☐



TRS Retiree Surcharges

- If the employee is subject to the TRS Care Surcharge, verify that a deduction has been created for this surcharge and has been added to the employee's screen in Payroll. The amount needs to be added under **Emplr Contrib**.
- If the retiree will pay any portion of the surcharges, then additional deductions will have to be added to this screen. **For additional information on surcharges, especially if the employee is paying any portion of them, please submit a ticket.**

PAY INFO	JOB INFO	DISTRIBUTIONS	DEDUCTIONS	LEAVE BALANCE
Delete	Deduction Code	Net Amount	Emplr Contrib	Remain Pymts
	- TRS CARE SURCHARGE	0.00	535.00	10



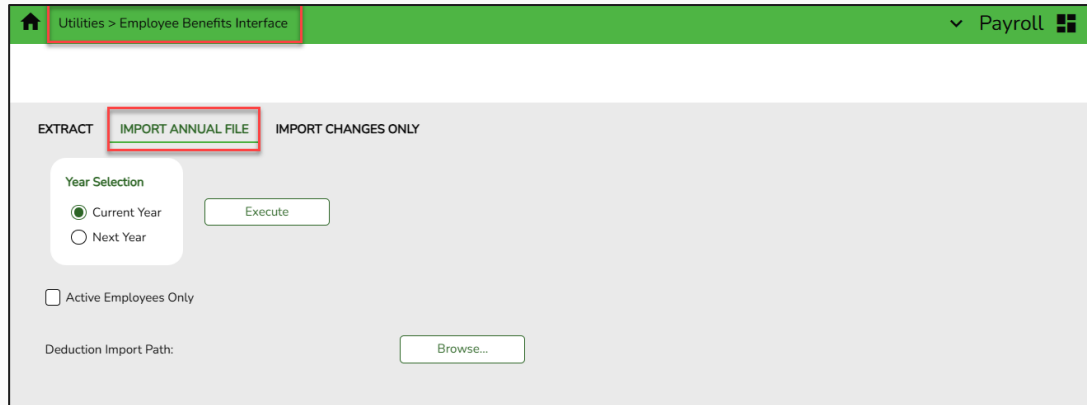
Verify State Minimum

- **State Minimum information needs to be reviewed for applicable staff prior to running September payroll.**
 - 25-26 Minimum Salary Schedule is the most recent.
 - Run a User-Created report using the following parameters to help with review:
 - **Employee Number, First Name, Last Name, State Step, State Minimum Salary fields**
 - Ensure **State Step** and **State Min Salary** amounts are correct prior to running September payroll.



Employee Benefits Interface

- **Load Employee Benefits file prior to September payroll**
 - *Payroll > Utilities > Employee Benefits Interface*
- See ASCENDER Help for additional instructions regarding how to [Import Annual File](#)



The screenshot shows a web application interface for 'Utilities > Employee Benefits Interface'. The breadcrumb path is highlighted with a red box. Below the breadcrumb, there are three tabs: 'EXTRACT', 'IMPORT ANNUAL FILE' (highlighted with a red box), and 'IMPORT CHANGES ONLY'. Under the 'IMPORT ANNUAL FILE' tab, there is a 'Year Selection' section with two radio buttons: 'Current Year' (selected) and 'Next Year'. To the right of these radio buttons is an 'Execute' button. Below the 'Year Selection' section is a checkbox labeled 'Active Employees Only'. At the bottom, there is a 'Deduction Import Path:' label and a 'Browse...' button.



Non-Standard Work Week

- *Payroll > Utilities > TRS Maintenance > Employee Data (ED) > ED40 (Contract and Position)*
- If an employee is working a non-standard work week, the **Non-Standard Work Week** checkbox needs to be selected.
- A non-standard work week occurs when the employee is regularly scheduled to work fewer than five days per week.
 - If your district has a 4-day week or a hybrid of these, then this checkbox will need to be checked on the employee's ED40 record.
 - Please note, currently it must be manually marked.

Contract

Employment Start Date: RE Pays Social Security:

Contract Begin Date: Non-Standard Work Week: ☒ 

Contract End Date:



UID Staff Extract

- *Personnel > Utilities > Texas Unique Staff ID Interface*
 - Update **School Year** to **2027** before running Staff ID Export
- For **student workers** and **temporary employees** hired to work during the summer, be sure to **add a Termination Date** when they finish working. If a Termination Date is not added, they will be picked up for the Unique ID extract when you run Unique IDs which can then cause additional issues.
- When running the Unique ID extract for new staff, make sure to verify all of the employees listed should be included in the Unique ID assignment process.
 - Remember, if you had any “placeholder positions” added, you do not want Unique IDs assigned to those “employees.”



Service Records

- All leave for 2025-2026 should be entered and posted prior to completing service records.
- All service records should be completed prior to moving employees from Next Year Payroll (NYPR) to Current Year Payroll (CYPR).



New Employees or Job/Position Changes

- Remember to consider the following for new employees:
 - Employee will receive an email to be notified that banking information has changed.
 - Note: This email is sent to the employee any time banking info is added or changed.
- What to consider for **anyone changing positions**:
 - Are the FICA/Medicare options set correctly?
 - Is the employee eligible for TRS?
 - Is the employee a retiree? If so, is the employee subject to surcharges? Are those surcharges marked?



Payroll Accrual Variance Extract

- ***Payroll > Utilities > Payroll Accrual Variance Extract***
- **It is recommended to:**
 - Run after September payroll
 - Monitor every month
- **Note:** The first run may show errors regarding tax table information. To ensure calculation of the accrual extract, some information under *Tax/Deductions* will need to be updated for Calendar Year 2027. *We recommend using 2026 information for now.*
 - **Remember to update any applicable information prior to the first payroll of the calendar year (in January 2027).**
- **Reminder:** *This process is only necessary for LEAs who accrue monthly.*



Financial Accountability System Resource Guide V20 Update

- [TAA Letter](#) dated 8/13/26
 - This correspondence informed school systems that the Financial Accountability System Resource Guide (FASRG) Version 20 is now effective and is posted to the Texas Education Agency's (TEA) website. Updates were made to accounting guidance, fund codes, function codes, object codes, and program intent codes.



Commodity Codes in Purchasing

- **ASCENDER Using Commodity Codes**

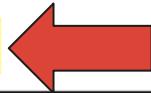
- This [document](#) will guide you through the necessary steps to set up and use commodity codes in ASCENDER.

Business Guides & Checklists Homepage

Accounts Receivable	Asset Management	Bank Reconciliation	Budget	Finance	Grants and Projects	Payroll
Personnel	Position Management	Purchasing	Warehouse	EmployeePortal		

Purchasing

- ☐ ASCENDER - (CRT) Credit Card Process
- ☒ ASCENDER - Using Commodity Codes



Security Administrators

- Review users, roles, and permissions in the Security Administration application to ensure that all information is current.
- The District Administration & Security Administration Zoom training was provided in July. The link to the recording is available [here](#).



Missed the August End of Year Workshop?

- Go to *ASCENDER Help > Business Guides and Checklists* for documentation on the processes covered. The guides are also linked below:
 - [End-of-Year Flowchart for September Start LEAs](#)
 - [End-of-Year Payroll Verification](#)
 - [August Accruals](#)
 - [August TRS Reporting](#)
 - [Finance End-of Year Process](#)
 - [First Payroll of the School Year \(September Start LEAs\)](#)



ASCENDER Secure Access (ASA): Coming Soon

- [IMS Announcement](#) sent on 8/25/26
- ASCENDER Secure Access (also known as ASA) combines Multi-Factor Authentication (MFA) with Single Sign-On (SSO) to provide a simpler and more secure way to access ASCENDER applications. Single Sign-On allows a user to log in one time with a single set of credentials and gain access to multiple applications or systems without needing to login repeatedly.
- SSO simplifies the login process = MFA makes logging in safer. Together, they help protect student records, payroll information, as well as financial and PEIMS data.



ASCENDER Secure Access (ASA): Coming Soon

- Key Takeaway: Once implemented across ASCENDER and all ASCENDER Portals, gone will be the days of multiple usernames and passwords for all the applications you access for your daily work. One username and password will get you access to them all!
 - **Please note that the initial implementation of ASA only applies to the ASCENDER Enterprise (Green ASCENDER).**
- **We will be sharing more information about the Zoom training that will cover the steps below and the implementation timeline of SSO for our Region 16 ASCENDER districts.**



ASCENDER ESC-16 Tickets - Reminders

- Your district email address is your username.
- If you forget your password, click the **Forgot your Password?** link on the ticket system login screen to reset it.
- Reminder: **You cannot respond to the ticket by replying to the email notification for your ticket.**
 - To respond to the ticket, you must click on **View request link** in your email notification for the ticket and log into the ticket system, or you can log into the ticket system, select your ticket and respond there.



ASCENDER ESC-16 Tickets - Reminders

- Put appropriate **Summary** (Title) and detailed **Description** of issue or question.
- Choose appropriate **System Category** and **Application**.
- Provide attachments that give additional background or information regarding the request. Screenshots are very beneficial for our research.
- Provide the best phone number to reach you.
- Choosing **Sharing with LEA** vs. **Private Request**
 - Depends upon information included in the ticket
 - If private info is shared, choose **Private Request** but make sure to include LEA Name in ticket body.



Trainings

Webinars and In-Person

ASCENDER/TSDS Kickoff for 26-27 Year (Zoom Training for TSDS Coordinators)

- ASCENDER/TSDS Kickoff for 26-27
 - **September 2nd @ 9:00am-11:00am**
 - TSDS/PEIMS Coordinators should have received an email from Evelyn on 8/25/26 with Registration information.



TEA Student Attendance Accounting Handbook Audit Review (In-Person)

- **Tuesday, September 15th 9:00am - 4:00pm**
 - Session #: [1041462](#)
 - **Lecture Hall**, Region 16
- **Speakers**
 - *Justin Jons* - TEA, Manager of Student Attendance & Financial Compliance Division
 - *Joe Herrera* - TEA, Manager of Student Attendance Accounting Handbook & SHARS Financial Compliance Division



PEIMS Fall Enrollment Workshop (In-Person)

- PEIMS Fall Enrollment Workshop 2026-2027
 - **September 16th @ 9am - 4pm**
 - Session #: [1040070](#)
 - **Lecture Hall**, Region 16 ESC



26-27 IMS Business Trainings

[IMS Business](#) » Trainings/ Recordings

Trainings/ Recordings

IMS Business

Announcements

Documentation

Trainings/ Recordings

411 Webinar

Helpful Links

Support



IMS Home

IMS Business

IMS Student

IMS TSDS

Use the session links in the document below to register for upcoming trainings

2025-2026 Business Training List

Subscribe to IMS
Announcements

IMS Business Training
Schedule 2025-2026

IMS Business Training
Schedule 2026-2027

New District Employee
Form

ASCENDER Help Desk

Available Training Recordings for the 2025-2026 School Year

Date	IMS Business Training
07/17/2026	ASCENDER - District Administration & Security Administration (Zoom)
06/16/2026	ASCENDER Business - EOY Processes for June Fiscal Year-Ends (Zoom)
06/10/2026	ASCENDER Business- Setting Up & Managing Student Activity Funds (Zoom)
05/27/2026	ASCENDER Business- EOY Accruals for June Year-End LEAs



IMS ASCENDER Business Trainings

September 2026 - August 2027

Registration links for trainings are linked in the Session # column found below. Click the link and follow the steps to complete the registration process.

Monthly 411 Webinars are recorded and posted on the IMS Business page > 411 Webinar page.
Other Zoom trainings are recorded and posted on the IMS Business page > Trainings/Recordings page.

Session #	Date	Start	End	IMS Business Trainings
1041452	9/15/26	9:00 AM	4:00 PM	TEA Student Attendance Accounting Handbook Review
1042281	9/22/26	9:00 AM	11:00 AM	Business - New User Overview (Zoom)
1042288	9/24/26	9:00 AM	11:00 AM	Purchasing - New User Overview (Zoom)
1042287	9/30/26	10:00 AM	12:00 PM	Monthly 411 Webinar (Zoom)
1042312	10/26/26	9:00 AM	12:00 PM	Personnel & PR - New User Overview and New Employee Setup (Zoom)
1042317	10/27/26	9:00 AM	12:00 PM	Payroll Processing for New Users (Zoom)
1042320	10/28/26	10:00 AM	12:00 PM	Monthly 411 Webinar (Zoom)
1042334	10/29/26	9:00 AM	12:00 PM	TRS Reporting Process for New Users (Zoom)
1042335	11/10/26	9:00 AM	11:00 AM	Finance - New User Session 1 (Zoom)
1042336	11/11/26	9:00 AM	11:00 AM	Finance - New User Session 2 (Zoom)
1042337	11/18/26	10:00 AM	12:00 PM	Monthly 411 Webinar (Zoom)
1042338	12/8/26	9:00 AM	11:00 AM	W-2 Processing (Zoom)
1042339	12/8/26	1:30 PM	3:30 PM	1099 Processing (Zoom)
1042340	12/16/26	10:00 AM	12:00 PM	Monthly 411 Webinar (Zoom)
1042341	1/27/27	10:00 AM	12:00 PM	Monthly 411 Webinar (Zoom)
1042342	2/24/27	10:00 AM	12:00 PM	Monthly 411 Webinar (Zoom)
1042359	3/3/27	9:00 AM	4:00 PM	Budget Process & Next Year Payroll Process
1042346	3/31/27	10:00 AM	12:00 PM	Monthly 411 Webinar (Zoom)
1042347	4/13/27	9:00 AM	11:00 AM	Business Tips, Tricks and Reminders (Zoom)
1042351	4/28/27	10:00 AM	12:00 PM	Monthly 411 Webinar (Zoom)
1042353	5/19/27	10:00 AM	12:00 PM	Monthly 411 Webinar (Zoom)
1042354	5/20/27	9:00 AM	11:00 AM	Creating Service Records (Zoom)
1042358	6/9/27	9:00 AM	11:00 AM	Setting Up & Using Commodity Codes (Zoom)
1042361	6/16/27	9:00 AM	12:00 PM	EOY Processes for June Fiscal Year-Ends (Zoom)
1042364	7/21/27	9:00 AM	11:00 AM	EmployeePortal: Overview of Additional Features (Zoom)
1042368	8/3/27	9:00 AM	4:00 PM	EOY Processes for August Fiscal Year-Ends
1042369	8/25/27	10:00 AM	12:00 PM	Business - Monthly 411 Webinar (Zoom)

REGION 16
Business Services
Serve. Lead. Ignite.



411 Webinars

- **September 30th**
 - Session #: [1042287](#)
- **October 28th**
 - Session #: [1042320](#)
- **November 18th**
 - Session #: [1042337](#)
- **December 16th**
 - Session #: [1042340](#)

411 Sessions begin at 10:00am.



IMS Business Trainings (Zoom)

- Business – New User Overview
 - **September 22nd @ 9:00am - 11:00am**
 - Session #: [1042281](#)
- Purchasing – New User Overview
 - **September 24th @ 9:00am - 11:00am**
 - Session #: [1042286](#)



IMS Business Trainings (Zoom)

- Personnel & Payroll - New User Overview and New Employee Set-Up
 - **October 26th @ 9:00am - 12:00pm**
 - Session #: [1042315](#)
- Payroll Processing for New Users
 - **October 27th @ 9:00am - 12:00pm**
 - Session #: [1042317](#)
- TRS Reporting Process for New Users
 - **October 29th @ 9:00am-12:00pm**
 - Session #: [1042334](#)



Helpful Links

- TRS Update Newsletters
 - [June 2026](#)
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