

Step By Step Directions to Use Check Estimator in ERMA

- Go to the Bastrop ISD Home Page.
www.bastrop.isd.tenet.edu
- Scroll down to the bottom and click on the “Staff” Button.
- Select “ERMA”
- Enter your Login and Password.
If you do not have them – please contact the Technology Dept. by emailing helpdesk@bastrop.isd.tenet.edu
- Select “Employee Information”.
- Select “Payroll”.
- Select “Check Estimator”.
- This page is for your pay information. Most employees will not need to make a change on this screen. If you anticipate a change in your pay - you can enter your new semi-monthly pay in the “Rate” box (take your projected new annual pay and divide it by 24).
Then select the “Continue Check Estimator Process” button (top right hand side of the screen).
- These are your current deductions/benefits for each paycheck. Find your current health insurance deduction code and change the dollar amount to reflect the new rates (your health insurance code will be listed as “TRS Health I”, “TRS Health II”, “TRS Health III” or “Scott and White”).
You can also change your dental rate or type in zero for any current deductions you may not want for the 2011 – 2012 school year.
In our example we changed TRS Health II from \$35.50 to \$54.50 and changed Dental – Humana from \$14.85 to \$9.85.
Then click on the “Calculate Check” button (top right hand side of the screen).
- You will see this screen as ERMA calculates your estimated check.
- Click on “Display Report”.
- This is your estimated check.
FYI – any changes made In Check Estimator are for your planning purposes only. In order to officially change your deductions, you must complete required paperwork during the open enrollment process.
Please remember – this is just an ESTIMATE of your check, for planning purposes only.