



# Generate the HRS3050 report for inactive employees



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# Generate the HRS3050 report for inactive employees

Payroll > Reports > Year to Date Reports > HRS3050 - School Year To Date Report

Generate the report with the following parameters:

Reports > Year To Date Reports > School Year To Date Report

Preview PDF CSV Clear Options Year: C

**Year To Date Reports**

- HRS3000 - Calendar Year To Date Report
- HRS3050 - School Year To Date Report
- HRS3100 - YTD Report Workers' Compensation
- HRS3150 - Annual Payroll Report
- HRS3200 - YTD Payroll Earnings Register
- HRS3250 - YTD Account Distribution Journal
- HRS3300 - YTD Accrual Payroll Account Distribution
- HRS3325 - YTD Expenditure Payroll Account Distr
- HRS3350 - Combined YTD Deduction Register
- HRS3400 - YTD Check Register
- HRS3450 - YTD Payroll Control Listing
- HRS3500 - YTD Wage and Earning Statements
- HRS3550 - School YTD Accrual Payroll Account Distr
- HRS3600 - Payroll Balancing Report
- HRS3650 - YTD Special Adjustment Report

**HRS3050 - School Year To Date Report**

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
School Year (YYYY)	2025
Include Job Accrual Detail(s)? (Y/N)	N
Select Accrual Code(s), or blank for ALL	
Pay Status Active (A), Inactive (I), or blank for ALL	I
Pay Type 1-4, Exclude Subs (E), or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Extract ID(s), or blank for ALL	
Select Employee(s), or blank for ALL	

Date Run: School YTD (Sept 1 Thru Aug 31 20) Program: HRS3050  
 Cnty Dist: ISD Page: 1 of 1  
 Pay Period: 05-01-20 thru 05-31-20 Payrun Date: 05-26-20 Frequency: 6

Employee Name	Contract	Non Contr	Supplement	NTRS Ex	FICA Tax	Med Tax	Abs Ded	TRs Dep	Reg Hrs	Ovtm Hrs
Emp Nbr	Prim Campus	Ovtm Grs	Empir Cont	NTax Allow	NTRS Bs	Bus Allow	Empir 457	TEA Contr	NT NP Bus	Empl Dep
	Accrual Code	Emplr Care	NPay Bus	Accru Pay	FICA Accru	E HI Acc	E An Acc	457 Accru	TEA Acc	Unemp Acc
	A Fed Dep	A Fed Care	Accru Care	Ret Pensn	Care Surc	New TRS	Misc Ded	A Misc Ded	A 403B FICA	
001827		17,921.25	.00	.00	.00	.00	259.83	.00	1,594.98	.00
	G	.00	.00	.00	.00	.00	.00	.00	.00	.00
		134.37	.00	5,433.75	78.78	.00	.00	.00	.00	.00
		.00	.00	40.74	.00	.00	.00	.00	.00	.00

**District Totals:**

Contract Pay	17,921.25	Non-TRS Non-Tax Bus Allow	.00	Absence Deduction	.00
Non-Contract Pay	.00	Non-TRS Bus Allow	.00	TRS Deposit	1,594.98
Supplemental Pay	.00	FICA Tax	.00	Accrued Pay	5,433.75
Accrued Federal Deposit	.00	Medicare Tax	259.83	Unemployment Accrued	.00
Emplr Health Insurance Accrued	.00	FICA/Medicare Accrued	78.78	Emplr 457 Accrued	.00
Emplr Annuity Accrued	.00	Accrued Federal Care	.00	Non-TRS Reimbr Excess	.00
Emplr Annuity Contrib	.00	Overtime Gross	.00	Non-TRS Reimbr Base	.00
Emplr 457 Contrib	.00	TEA Health Ins Accrued	.00	Non-Pay Bus Allowance	.00
TEA Health Ins Contrib	.00	Emplr TRS Care Accrued	40.74	Non-Tax NPay Bus Allow	.00
Emplr TRS Care Contrib	134.37	New TRS Member Contrib	.00	Emplr TRS Care Surcharge	.00
Ret Emplr Pension Surcharge	.00	Emplr Dependent Care	.00	Emplr Dependent Care Accru	.00
Emplr Misc Ded Contrib	.00	Emplr Misc Ded Contrib Accru	.00	Emplr 403B FICA Contrib Accru	.00

End of Report



If there are any individuals with an accrual balance displayed on this report who are no longer with the LEA, perform the **Payroll > Utilities > Zero School YTD Accruals** to zero out their accruals.

Utilities > Zero School YTD Accruals Payroll

Year: C

**EXTRACT**   REPORTS   POST TO MASTER / INTERFACE TO FINANCE

Frequencies  
 4 - Biweekly    5 - Semimonthly    6 - Monthly

School Year: 20   Retrieve   Run

JV Number: ZEROAC   File ID: C

Select	Emo Nbr	Frequency	Last Name	First Name
<input type="checkbox"/>	001817			
<input type="checkbox"/>	001818			
<input type="checkbox"/>	001819			
<input type="checkbox"/>	001820			
<input type="checkbox"/>	001821			
<input type="checkbox"/>	001822			
<input checked="" type="checkbox"/>	001825			
<input type="checkbox"/>	001828			
<input type="checkbox"/>	001830			
<input type="checkbox"/>	001831			
<input type="checkbox"/>	001832			
<input type="checkbox"/>	001833			

First   15 / 15   Last

Select	Emo Nbr	Frequency	Last Name	First Name
<input type="checkbox"/>	001827			

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⇌  
←  
⇌

Generate the report again with the following parameters:

Reports > Year To Date Reports > School Year To Date Report Payroll

Preview   PDF   CSV   Clear Options

**Year To Date Reports**

- [HRS3000 - Calendar Year To Date Report](#)
- [HRS3050 - School Year To Date Report](#)
- [HRS3100 - YTD Report Workers' Compensation](#)
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- [HRS3200 - YTD Payroll Earnings Register](#)
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**HRS3050 - School Year To Date Report**

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
School Year (YYYY)	2025
Include Job Accrual Detail(s)? (Y/N)	N
Select Accrual Code(s), or blank for ALL	
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, Exclude Subs (E), or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Extract ID(s), or blank for ALL	
Select Employee(s), or blank for ALL	

Compare the **Accrued Pay** totals to the **Total Pay Remaining** column from step 3.

Date Run:		School YTD (Sept 1 Thru Aug 31 2025)							Program: HRS3050		
Cnty Dist:		TEXAS ISD							Page: 1 of 35		
Pay Period: 05-01-20 thru 05-31-20		Payrun Date: 05-26-20							Frequency: 6		
Employee Name	Contract	Non Contr	Supplement	NTRS Ex	FICA Tax	Med Tax	Abs Ded	TRS Dep	Reg Hrs	Ovtn Hrs	
Emp Nbr	Prim Campus	Ovtn Grs	Emplr Cont	NTax Allow	NTRS Bs	Bus Allow	TEA Contr	NT NP Bus	Empl Dep	Acc Dep	
	Accrual Code	Emplr Care	NPay Bus	Accru Pay	FICA Accru	E HI Acc	457 Accru	TEA Acc	Unemp Acc		
		A Fed Dep	A Fed Care	Accru Care	Ret Pensn	Care Surc	New TRS	Misc Ded	A Misc Ded	A 403B FICA	
		17,624.97	.00	.00	.00	.00	255.60	.00	1,568.61	.00	
		.00	.00	.00	.00	.00	.00	.00	.00	.00	
000223		132.19	.00	4,406.24	63.89	.00	.00	.00	.00	.00	
	B	.00	.00	33.04	.00	.00	.00	.00	.00	.00	

**Note:** The **Accrued Pay** should match the **Total Pay Remaining** (column H) in the Excel file.