



w2_generate_calendar_ytd_and_941

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Generate the HRS3000 - Calendar YTD and HRS5000 - 941 Worksheet reports to verify that the fourth quarter totals and the previously reported 941 Worksheet quarter totals equal the total YTD amounts. If the totals do not balance, it is possible that data changed in a previous quarter (in TxEIS) and a 941C was not reported; if that is the case, make the necessary adjustments to correct the issues.

[Human Resources > Reports > Year To Date Reports > Calendar Year To Date Report](#)

The report provides a listing of employee earnings between January 1 and December 31. Typically, this report is printed after posting payroll information to the master file to verify employee earnings.

[Image](#)



- In the **Sort by Alpha (A), Pay Campus (C), Primary Campus (P)**, type A to sort the report alphabetically.
- In the **Calendar Year** parameter, type 2018.
- You can complete other parameters as needed.
- Click **Run Preview**. The Calendar YTD (Jan 1 Thru Dec 31, 2018) report is displayed.

SCREENSHOT

Note: Keep in mind that any manual adjustments made on the [Human Resources > Maintenance > Calendar YTD Data](#) page is not reflected on this report.

The last page of the report displays the LEA totals. Print the totals page for use in the balancing process later in this document. The highlighted totals are referenced.

Generate the [Human Resources > Reports > HR Reports > Quarterly/Annual Reports > HRS5000 - 941 Worksheet](#) report.

[Image](#)



- In the **Sort by Alpha (A), Pay Campus (C), Primary Campus (P)**, type A to sort the report alphabetically.
- In the **From Pay Date** and **To Date** parameters, type the from and to pay dates in the MMDDYYYY format. These are required parameters.
- You can complete other parameters as needed.
- Click **Run Preview**. The 941 Worksheet report is displayed.

Only the district totals at the end of the report are used for comparison purposes in the balancing process.

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