



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](#)



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. Reference the following district totals:

- **FICA Gross**
- **Emp FICA Tax**
- **Taxable Gross**
- **Medicare Gross**
- **Medicare Tax**
- **Withholding Tax**

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

[Image](#)



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