



w2_generate_calendar_ytd_and_941

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

☐ 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 ASCENDER) and a 941C was not reported; if that is the case, make the necessary adjustments to correct the issues.
- 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.

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Calendar Year (YYYY)	20XX
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	

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

The last page of the report displays the LEA totals. Print the totals page to use later in the balancing process. Reference the following totals:

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

☐ Generate the [Payroll > Reports > Quarterly/Annual Reports > HRS5000 - 941 Worksheet](#) report.

The totals in this report include all regular payrolls, supplemental payrolls, and adjustments.

The screenshot shows a web application interface for generating reports. At the top, there is a breadcrumb trail: "Reports > Quarterly/Annual Reports > 941 Worksheet". On the right, there is a "Payroll" dropdown menu. Below the breadcrumb, there are four buttons: "Preview", "PDF", "CSV", and "Clear Options".

On the left side, under the heading "Quarterly/Annual Reports", there are several links: [HRS5000 - 941 Worksheet](#), [HRS5050 - TWC Wage List](#), [HRS5100 - W-2 Forms](#), [HRS5150 - FICA Annual Report](#), and [HRS5200 - Third Party Sick Pay Report](#).

The main content area is titled "HRS5000 - 941 Worksheet". It contains a table of filter parameters:

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
From Pay Date (MMDDYYYY)	010120XX
To Pay Date (MMDDYYYY)	123120XX
Select Frequency(ies), or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/>
Select Primary Campus(es), or blank for ALL	<input type="text"/>
Select Employee(s), or blank for ALL	<input type="text"/>

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