



# 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:

Business

Employee Name	Contract	Non Contr	Supplement	N-Tax Annu	FICA Gross	FICA Tax	Unemp Grs	WH Tax
Employee Number	Health Ins	Cafe 125	Tax Fr Ben	Med Gross	Med Tax	Unemp Tax	TRS Sal Red	Dep Care
Primary Campus ID	Emp Bus Ex	Emp 457	Emplr 457	Taxable Grs	Tax Empr Ins	Tax Empr Grp	Mov Exp Re	457 Whdraw
	EIC	Non-Tax Bus	Tax-Bus	N-TRS-Excs	N-TRS-Base	TRS Suppl	TEA Hlth Ins	N-Pay Bus
	NT NP Bus	Emplr Dep Care	Ann Roth	Emplr DC Tax	HSA Emp	HSA Emplr	HIRE Exempt	Spon Hlth Covrg
	Emplr FICA	Emplr Med Tax	Roth 457b					
District Totals:	Contract Pay		1,500,424.63		Health Insurance		18,414.83	
	Non Contract Pay		536,480.57		Cafeteria 125		125,288.19	
	Supplemental Pay		161,636.03		Tax Fringe		.00	
	Annuities		15,162.50		Medicare Gross		2,047,467.33	
	FICA Gross		45,606.26		Medicare Tax		29,688.59	
	Emp FICA Tax		2,827.58		Withholding Tax		150,773.78	
	Unemployment Gross		2,162,150.84		Dependent Care Reimbr		.00	
	Unemployment Tax		2,162.60		Employee 457 Contrib		11,192.55	
	TRS Salary Red		158,827.78		Employer 457 Contrib		10,704.38	
	Employee Bus Expense		.00		Tax Emplr Grp Ins Contrib		.00	
	Taxable Gross		1,889,638.32		457 Withdraw		.00	
	Tax Emplr Ins Contrib		.00		Non-TRS Reimbr Excess		.00	
	Moving Exp Reimbr		.00		Non-TRS Reimbr Base		.00	
	Non-TRS Non Tax Bus Allow		.00		TEA Health Ins Contribution		.00	
	Non-TRS Business Allow		.00		Non-TRS Non-Pay Bus Allow		1,568.11	
	TRS Supplemental Comp		.00		N-TRS N-Tax N-Pay Bus Allow		.00	
	Earned Income Credit		.00		Employer Dependent Care		.00	
	Annuity Roth		3,325.00		Employer Dependent Care Taxable		.00	
	HSA Emp Sal Redctn Contrib		6,781.25		HSA Employer Contribution		.00	
	HIRE Exempt Wages		.00		Employer-Sponsored Health Coverage		274,561.00	
	Employer FICA Tax		2,856.35		Employer Medicare Tax		29,688.59	
	Annuity Roth 457b		.00					

End of Report

- 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.

Reports > Quarterly/Annual Reports > 941 Worksheet Payroll

Preview PDF CSV Clear Options

Quarterly/Annual Reports HRS5000 - 941 Worksheet

- [HRS5000 - 941 Worksheet](#)
- [HRS5050 - TWC Wage List](#)
- [HRS5100 - W-2 Forms](#)
- [HRS5150 - FICA Annual Report](#)
- [HRS5200 - Third Party Sick Pay Report](#)

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	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	

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

Date Run: 941 Worksheet Program: HRS5000  
Cnty Dist: ISD Page: 70 of 70  
Beginning Quarter Date: 01-01-20 Ending Quarter Date: 12-31-20 Frequency: 5

Employee Name	Emp Nbr	Check Dt	Check Nbr	Total Taxable Gross	Total Income Tax Withheld	Taxable FICA Gross	Emp FICA Tax	Emplr FICA Tax	Taxable Medicare Gross	Medicare Tax	EIC
Summary Totals:											
Payroll 4 Totals				.00	.00	.00	.00	.00	.00	.00	.00
Payroll 5 Totals				2,134,150.26	171,158.45	47,257.74	2,934.39	2,944.91	2,311,089.31	33,511.13	.00
Payroll 6 Totals				.00	.00	.00	.00	.00	.00	.00	.00
District Totals:				<b>1</b> 2,134,150.26	<b>2</b> 171,158.45	<b>3</b> 47,257.74	<b>4</b> 2,934.39	2,944.91	<b>5</b> 2,311,089.31	<b>6</b> 33,511.13	.00

Total Number of Employees This Pay Period 01-01-20 through 12-31-20 216

End of Report

- 1. Taxable Gross
- 2. Withholding Tax
- 3. FICA Gross
- 4. Emp FICA Tax
- 5. Medicare Gross
- 6. Medicare Tax