



YTD Payroll Earnings Register Report Field Descriptions

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Explanation of Fields

The Payroll Earnings Register report provides a listing of all employees receiving payment for the pay period. The report includes a breakdown of the payroll calculations including the standard gross, absence deductions, supplemental pay, deductions, benefits, and calculated net pay by the employee.

This document provides a numerical listing with descriptions of all the components within the Payroll Earnings Register report.

Date Run: Payroll Earnings Register										Program:		
Cnty Dist:										Page:		
From Pay Date:										Frequency: 6		
1. Employee Name		15. Stand Grs	23. Suppl Pay	31. N-Tax Bus	39. Abs Ded	46. Abs Ref	53. Units Wrkd	60. Hrly Rate	67. Tot Gross	74. Net Pay		
2. Emp Nbr	9. Ck Nbr	16. Withld Grs	24. Withld Tax	32. EIC Amt	40. Cafe 125	47. Annuity	54. Dep Care	61. Emplr Cont	68. Other Ded	75. Net Adjust		
3. M/S/H	10. Exmpts	17. Med Grs	25. Med Tax	33. TRS Grs	41. TRS Dep	48. TRS Ins	55. TRS Sal Red	62. W/C Tx	69. Emp 457	76. Emplr 457		
4. Rem Pymts	11. Adj Nbr	18. FICA Grs	26. FICA Tax	34. TRS Fd Grs	42. TRS Fd DP	49. TRS Fd Car	56. Unemp Grs	63. Unemp Tax	70. Ovtm Grs	77. Ovtm Units		
5. Dt of Pay		19. N-TRS Suppl	27. Tax Bus	35. NP Tax Bus	43. NP NT Bus	50. N-TRS Excs	57. N-TRS Base	64. TRS Suppl	71. TEA Hlth Ins	78. TRS ASB		
6. W4 Othr Exmpt	12. Multi-Job	20. PR Pay Grs	28. PR Sal Red	36. PR Ins	44. Ret Pen Gr	51. Ret Pen Sur	58. Emplr Care	65. Care Surch	72. New TRS Gr	79. New TRS Co		
7. W4 Othr Inc	13. Chldrn	21. Emplr Dep Car	29. Ann Roth	37. Emplr DC Tax	45. HSA Emp	52. HSA Emplr	59. Emplr FICA	66. Emplr Misc	73. Emplr Med Tx	80. CYTD Med Grs		
8. W4 Othr Ded	14. Othr Dep	22. Non-OASDI	30. Roth 457b	38. Emplr TRS Ins								

Field Name on Report	Field Description
1. Employee Name	Displays the employee's full name.
2. Emp Nbr	Displays the employee's six digit employee number as listed in ASCENDER.
3. M/S/H	Displays 1:Filing Status data from the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab under W-4 Withholding Certificate . <ul style="list-style-type: none"> • <i>H Head of household</i> • <i>M Married filing jointly</i> • <i>S Single or Married filing separately</i>
4. Rem Pymts	Displays the number of payments remaining to the employee. For example, this count will be 0 on the employee's payoff date.
5. Dt of Pay	Displays the pay date associated with the data.
6. W4 Othr Exmpt	Displays 3: Other Exemptions data from the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab under W-4 Withholding Certificate .
7. W4 Othr Inc	Displays 4a: Other Income data from the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab under W-4 Withholding Certificate .
8. W4 Othr Ded	Displays 4b: Other Deductions data from the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab under W-4 Withholding Certificate .
9. Ck Nbr	Displays the employee's check number. The system distributes check numbers beginning with the Beginning Check Nbr as indicated on the Payroll > Payroll Processing > Run Payroll page.
10. Exmpts	Displays the number of exemptions claimed by the employee for federal income tax withholding.
11. Adj Nbr	Displays 0 when a regular payroll is created. This number increases upon the first payroll adjustment (void/reissue/supplement), the number then becomes 1.

Field Name on Report	Field Description
12. Multi-Job	Displays whether or not the Multi-Jobs (Multiple Jobs) checkbox is selected on the employee's Withholding Certificate (Form W-4). This data is displayed on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab under W-4 Withholding Certificate .
13. Chldrn	Displays the number of Children under 17 . This data is displayed on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab under W-4 Withholding Certificate . This field is used to determine the amount of child tax credit an employee may be able to claim for qualifying dependent children under the age of 17 when filing their tax return. The amount is calculated by multiplying the number entered in this field by the designated amount in Step 3 on the W-4 form for the applicable reporting tax year.
14. Other Dep	Displays the number of Other Dependents . This data is displayed on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab under W-4 Withholding Certificate . This field is used to determine the amount of tax credit an employee may be able to claim for other qualifying dependents when filing their tax return. The amount is calculated by multiplying the number entered in this field by the designated amount in Step 3 on the W-4 form for the applicable reporting tax year.
15. Stand Grs	Displays the Standard Gross amount of pay due to the employee per pay period. The calculation for the pay rate is as follows: $\text{Contract Total} / \# \text{ of Annual Pymts} = \text{Standard Gross amount}$. This data is displayed in the Pay Rate field on the on the Payroll > Maintenance > Staff Job/Pay Data > Job Info tab.
16. Withld Grs	Displays the employee's Withholding Gross amount. This amount is to be used for withholding tax calculations. $\text{Total Gross} - \text{TRS Sal Red} - \text{Cafeteria} = \text{Withld Grs}$.
17. Med Grs	Displays the employee's Medicare Gross amount. This amount is to be used for Medicare Tax calculations. $\text{Stand Grs} - \text{Cafe 125} = \text{Med Grs}$.
18. FICA Grs	The FICA (Federal Insurance Contributions Act) is a payroll tax for employees who are not eligible for Medicare tax. This amount is the employee's Stand Grs or Suppl Pay.
19. N-TRS Suppl	Displays the Non-TRS Supplement amount. This amount is retrieved from the Payroll > Maintenance > Hours/Pay Transmittals > Non TRS tab. This type of compensation is non-TRS supplemental pay amounts (payment type 3) such as travel and uniform allowances and TRS ActiveCare contributions taken as compensation.
20. PR Pay Grs	Displays the Performance Pay Gross amount.
21. Emplr Dep Car	Displays Employer contributions that are coded Dependent Child Care. The abbreviation code is DC on the Payroll > Tables > Tax/Deductions > Deduction Cd .
22. Non-OASDI	Displays the employer's 2.0% contribution of TRS Gross (up to the state minimum salary).
23. Suppl Pay	Displays supplemental compensation paid to the employee in addition to the regular Standard Gross and/or compensation for Pay Type 3 & 4 employees.
24. Withld Tax	Displays the Withholding tax calculated for the employee based on their withholding gross amount and their W-4 Withholding Certificate selections for the pay period. Review the Calculating Withholding Tax for detailed examples.
25. Med Tax	Displays the employee's Medicare Tax that is calculated as 1.45% of the Medicare Gross amount.

Field Name on Report	Field Description
26. FICA Tax	Displays the employee's 6.2% contribution of FICA Grs.
27. Tax Bus	Displays the Business Tax Allowance. This is calculated if the employee has a business allowance tax amount (B type) on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab or a Non-TRS entry with a payment type 2 and a taxable amount on the Payroll > Maintenance > Hours/Pay Transmittals > Non TRS tab.
28. PR Sal Red	Displays the TRS employer contribution that is 8.25% of Performance Pay.
29. Ann Roth	Displays the Net Amount (employee contributions) that are coded Roth Annuities. The abbreviation code is R1 on the Payroll > Tables > Tax/Deductions > Deduction Cd.
30. Roth 457b	Displays the Net Amount (employee contributions) that are coded Roth 457b Annuities. The abbreviation code is R2 on the Payroll > Tables > Tax/Deductions > Deduction Cd
31. N-Tax Bus	Displays the Non-Tax Businesses Allowance. This is calculated if the employee has a business allowance tax amount (B type) on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab or a Non-TRS entry with a payment type 2 and a taxable amount on the Payroll > Maintenance > Hours/Pay Transmittals > Non TRS tab. Available only if the employee has a business allowance nontax amount on the Pay Info tab (T type) or a Non-TRS entry on the Payroll > Maintenance > Hours/Pay Transmittals screen with a payment type 2 and a Non-Taxable amount.
32. EIC Amt	Earned Income Credit Amount. Obsolete for years greater than 2019: The EIC is a tax credit for certain workers who have a qualifying child who lives with them in the United States. The tax credit is based upon a percentage of their earned income.
33. TRS Grs	Gross Pay that is TRS Eligible.
34. TRS Fd Grs	Gross Pay that is paid out of Federal Funds
35. NP Tax Bus	Non-TRS nonpaid business allowance taxable amount. Non-TRS entry on the Payroll > Maintenance > Hours/Pay Transmittals screen with a payment code N, payment type 2, and a Taxable Amt.
36. PR Ins	TRS employee contribution that is .65% of Performance Pay.
37. Empr DC Tax	Employer Dependent Care Taxable amount. Once the total dependent care (employee and employer) exceeds \$5,000, the employer contribution amount will be displayed.
38. Empr TRS Ins	TRS employer contribution that is .65% of TRS Gross
39. Abs Ded	The amount to be deducted from an employee's gross pay that reflects leave taken in excess of leave balance.
40. Café 125	Net Amount (employee contributions) of deductions marked as Café 125 (pre-tax) under Deductions tab.
41. TRS Dep	TRS Deposit which is 8.25% + .65% of TRS Gross
42. TRS Fd DP	TRS Grant Deposit calculated by multiplying TRS Federal Gross x 8.25%.
43. NP NT Bus	Non-TRS nonpaid business allowance non-taxable amount. Non-TRS entry on the Payroll > Maintenance > Hours/Pay Transmittals screen with a payment code N, payment type 2, and a Non-Taxable Amt.
44. Ret Pen Gr	Retiree Pension Gross amount.
45. HSA Emp	Net Amount (employee contributions) that are coded Health Savings Account. Abbrev Code under Payroll > Tables > Tax/Deductions > Deduction Cd would be HS.
46. Abs Ref	Absence refund amounts applied to an employee's gross pay.
47. Annuity	Net Amount (employee contributions) of annuity deductions.

Field Name on Report	Field Description
48. TRS Ins	TRS employee contribution that is .65% of TRS Gross
49. TRS Fd Cr	TRS Grant Care calculated by multiplying TRS Federal Gross x 1.25%
50. N-TRS Excs	Non-TRS reimbursement in excess of the base amount.
51. Ret Pen Sur	TRS Retiree Pension Surcharge. Calculated by multiplying the Pension Surcharge rate (TRS Rate + District Rate) by the Ret Emplr Pension Gross.
52. HSA Emplr	Employer contributions that are coded Health Savings Account. Abbrev Code under Payroll > Tables > Tax/Deductions > Deduction Cd would be HS.
53. Units Wrkd	Number of units worked for the employee. Matches the amount entered for Regular Hours on the REG HOURS tab.
54. Dep Care	Net Amount (employee contributions) that are coded Dependent Child Care. Abbrev Code under Payroll > Tables > Tax/Deductions > Deduction Cd would be DC.
55. TRS Sal Red	TRS employee contribution that is 8.25% of TRS Gross
56. Unemp Grs	Employee's Unemployment Gross amount.
57. N-TRS Base	Non-TRS reimbursable base amount. Non-TRS entry on the Payroll > Maintenance > Hours/Pay Transmittals screen with payment type 1 and a Non-Taxable Amt.
58. Emplr Care	Employer .75% contribution of TRS Gross.
59. Emplr FICA	Employers 6.2% contribution of FICA Grs.
60. Hrly Rate	Employee's Hourly Pay Rate.
61. Emplr Cont	Employer Contribution is the amount of the contribution, per pay period, by the district to the employee. Designated by the Emplr Contrib field located on the Deduction tab for the employee. Payroll > Maintenance > Staff Job/Pay Data > Deductions.
62. W/C Tx	Worker's Compensation Tax based on the rate assigned by the district's insurance carrier for each code. For detailed examples, visit the Calculating Workers' Compensation page on ASCENDER help.
63. Unemp Tax	Taxable rate of employees unemployment gross if the LEA is set up as taxable under Payroll > Tables > Tax/Deductions > Unemployment.
64. TRS Suppl	Obsolete?
65. Care Surch	Employer paid TRS Care Surcharge (RI deduction code). Calculated if "Take Retiree Surcharge" is selected on Personnel > Maintenance > Employment Info.
66. Emplr Misc	Employer contribution that is coded Miscellaneous. Abbrev code under Payroll > Tables > Tax/Deductions > Deduction Cd would be M1, M2, and/or M3.
67. Tot Gross	Stand Grs + Suppl Pay + Tax Bus
68. Other Ded	Net Amount (employee contributions) not to include additional withholding.
69. Emp 457	Net Amount (employee contributions) that are coded 457 deferred comp. Abbrev Code under Payroll > Tables > Tax/Deductions > Deduction Cd would be D1 or D2.
70. Ovtm Grs	Total Gross Pay that is equal to Ovtm Hrs x Ovtm Rate.
71. TEA Hlth Ins	TEA Health Insurance amount
72. New TRS Gr	New Member TRS Eligible Gross Pay
73. Emplr Med Tx	Employer's Medicare tax is calculated as 1.45% of the Medicare Gross amount.

Field Name on Report	Field Description
74. Net Pay	<p>Net pay is the amount of money employees take home after all deductions are subtracted. The below examples represent how net pay is calculated on the Earnings Register.</p> <p>Employee with a business allowance: Standard Gross + Suppl Pay + Taxable Bus Allowance - W/H tax - Med tax - Annuity - TRS Insurance - TRS Sal Red - Cafe 125 = Net Pay</p> <p>Employee without a business allowance: Standard Gross + Suppl Pay - W/H tax - Med tax - Annuity - TRS Insurance - TRS Sal Red - Deductions Employee paid NOT Cafe 125 = Net Pay</p>
75. Net Adjust	Amount subtracted from Standard Gross, Suppl Pay, & Taxable Bus Allowance to calculate Net Pay. Equal to W/H tax + Med tax + Annuity + TRS Insurance + TRS Sal Red + Cafe 125.
76. Emplr 457	Employer contributions that are coded 457 deferred comp. Abbrev Code under Payroll > Tables > Tax/Deductions > Deduction Cd would be D1 or D2.
77. Ovtm Units	Number of overtime units worked for the employee. Matches the amount entered for Overtime on the OVTM HOURS tab.
78. TRS ASB	TRS ASB (Above State Base) which is the Statutory Minimum Contribution. Typically (Pay Rate - Adj Stat Min) x 8.25%
79. New TRS Co	Employer New Member Surcharge that is calculated on the employees first 90 days of TRS membership. 8.25% of TRS Eligible Gross Pay.
80. CYTD Med Grs	Employee's calendar year to date (as of January) Medicare gross amount.