


# calendarytd

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# Calendar YTD - HRS3600

***Human Resources > Maintenance > Calendar YTD Data > Calendar YTD***

This tab is used to view and maintain payroll year-to-date totals for individual employees. The totals include those for various types of pay and deductions. These amounts are used for generating W-2 forms.

How W-2 Box Amounts are Populated

Field Name Cross Reference

## Create a calendar YTD record:

| Field | Description |
|---|---|
| **Calendar Year** | Type the year of the calendar in the YYYY format. The system is set to the current year, if available. |
| **Employee** | |

Click **Save**.

**NOTE:

## Other functions and features:

| | |
|---|---|
|  | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. |