


# Total - HRS3300

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***Payroll > Maintenance > Hours/Pay Transmittals > Total***

This tab displays a summary report for the selected pay date of all adjustments to employee hours worked, deductions claimed, and absences taken in excess of leave earned for the selected pay date. The following transmittal total summaries are available:

- **Total** - displays a summary of all adjustments for the selected pay date of the district or campus.
- **Transmittals** - displays a summary of each employee's adjustments for the selected pay date of the district or campus.
- **Deduction Transmittals** - displays a summary of all employee deduction totals for the selected pay date of the district or campus.

## Perform an inquiry:

❑ Under Retrieval Options, enter any of the following criteria:

| Field | Description |
|---|---|
| **Pay Date** | Click ⌄ to select a pay date. The field is required. |
| **Campus** | Click ⌄ to select a campus code, or leave blank to select all. |

❑ Click **Retrieve**. The selected pay date information is displayed.

❑ Under **Inquiry Data**, select one of the following:

- **Total**
- **Transmittals**
- **Deduction Transmittals**

The appropriate report is displayed with the available transmittal data. If there is no transmittal information, the report preview is blank.

**Total**

- The total regular hours value is displayed from the Reg Hours tab.
- The total deduction for absences is displayed from the Abs Ded tab.
- The total hours of overtime authorized is displayed from the OVTM Hours tab.
- The total deduction for coded absences is displayed from the Abs Ded tab.
- The total hours of extra duty authorized is displayed from the Extra Duties tab.
- The total dollar value of the non-TRS tax deductions is displayed from the Non TRS tab.
- The total dollar value of the non-TRS nontax deductions is displayed from the Non TRS tab.
- The total dollar value of deduction adjustments is displayed from the Add'l Ded and Ded Refund tabs.
- The total dollar value of deduction refunds is displayed from the System Adjust tab.

- The total dollar value of employer contribution refunds is displayed from the System Adjust tab.
- The total dollar value of the FICA tax refunds is displayed from the System Adjust tab.
- The total dollar value of Medicare tax refunds is displayed from the System Adjust tab.
- The total dollar value of Withholding tax refunds is displayed from the System Adjust tab.
- The total dollar value of TRS deposit refunds is displayed from the System Adjust tab.
- The total dollar value of TRS insurance refunds is displayed from the System Adjust tab.
- The total dollar value of employer annuity contribution refunds is displayed from the System Adjust tab.
- The total dollar value of employer non-annuity contribution refunds is displayed from the System Adjust tab.
- The total dollar value of TRS salary reduction refunds is displayed from the System Adjust tab.
- The total dollar value of TRS insurance refunds is displayed from the System Adjust tab.
- The total dollar value of new employee pension surcharge contribution refunds is displayed from the System Adjust tab.
- The total dollar value of retiree pension surcharge refunds is displayed from the System Adjust tab.
- The total dollar value of TEA health insurance contribution refunds is displayed from the System Adjust tab.
- The total dollar value of employer TRS-Care contribution refunds is displayed from the System Adjust tab.
- The total dollar value of employer dependent care refunds is displayed from the System Adjust tab.

**Transmittals**

- The employee number and name are displayed from the Staff Demographic page. The report is sorted by employee last name.
- The summary displays the various types of adjustments made to the employee's pay date records.
- The totals for all employees are also displayed.

**Deduction Transmittals**

- The employee number and name are displayed from the Staff Demographic page.
- The type of deduction refund to the employee's pay is displayed from the Ded Refund tab.
- The type of additional deduction to the employee's pay is displayed from the Add'l Ded tab.
- The total amount of the additional deduction and deduction refunds are displayed from the Add'l Ded Refund and Ded Refund tabs.

## Other functions and features:

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