



ASCENDER GUIDES



HRS4550 - Payroll Benefits Expense Distribution

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This report lists the amount charged to a particular benefit account along with the employee details for each account. Fund and district totals are also listed.

This report prints in landscape orientation.

| Parameter | Parameter Description |
|--|--|
| Sort by Fund (F), Organization (O) | F - Sort the report by fund. O - Sort the report by organization. This is a required field. |
| Report Month (01-12) | Type a specific report month in the MM format (e.g., 11). The report month is used to determine if an employee is eligible for TRS or is still within the 90-day waiting period for TRS. This is a required field. |
| Report Year (YYYY) | Type a report year in the YYYY format. The report year is used to determine if an employee is eligible for TRS or is still within the 90-day waiting period for TRS. This is a required field. |
| Select Frequency(ies), or blank for ALL | Type a one-digit frequency number separating multiple frequency numbers with a comma (e.g., 5, 6). Or, click  to search for payroll frequencies. Otherwise, leave blank to use all payroll frequencies. |

[Generate the report.](#)