



ASCENDER GUIDES



HRS4550 - Payroll Benefits Expense Distribution

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The 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 is printed 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.](#)