



HRS3200 - YTD Payroll Earnings Register

Table of Contents

| | |
|--|----------|
| HRS3200 - YTD Payroll Earnings Register | i |
| HRS3200 - YTD Payroll Earnings Register | 1 |





HRS3200 - YTD Payroll Earnings Register

Payroll > Reports > Year To Date Reports > YTD Payroll Earnings Register

The report provides a complete breakdown of the year's payroll records for each employee. The report can be run for the district, campus, all employees, or up to ten individual employees indicated by the user. The report includes detailed data on each check issued during the range of pay dates indicated but does not include pay history records that were created from the Calendar YTD maintenance tab.

When total dependent care (employee and/or employer) exceeds \$5,000 for the calendar year, an additional deduction line is displayed on the reports to separate the taxable and nontaxable parts of that deduction.

| Parameter | Parameter Description |
|--|--|
| Sort by Alpha (A), Pay Campus (C), Primary Campus (P) | A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. This is a required field. |
| Include Job Information? (Y/N) | Y - Include job information on the report. N - Do not include job information on the report. This is a required field. |
| Include Deductions? (Y/N) | Y - Include deductions on the report. N - Do not include deductions on the report. This is a required field. |
| Page Break on Employee? (Y/N) | Y - Include a page break between each employee. N - Do not include a page break between each employee. This is a required field. |
| From Pay Date (MMDDYYYY), or blank for ALL | Type the from pay date in the MMDDYYYY format, or leave blank to use all from dates. |
| To Pay Date (MMDDYYYY), or blank for ALL | Type the to pay date in the MMDDYYYY format, or leave blank to use all to dates. |
| Pay Status Active (A), Inactive (I), or blank for ALL | A - Print active employees only. I - Print inactive employees only. Blank - Print both active and inactive employees. |

| Parameter | Parameter Description |
|---|--|
| Pay Type 1-4, Exclude Subs (E), or blank for ALL | <p>1-4 - Include employees with a specific pay type (e.g., 1) on the report.</p> <p>E - Exclude substitute employees from the report.</p> <p>Blank - Include all employees on the report.</p> |
| Select Pay Campus(es), or blank for ALL | Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click  to search for pay campuses. Otherwise, leave blank to use all campus ID numbers. |
| Select Primary Campus(es), or blank for ALL | Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click  to search for primary campuses. Otherwise, leave blank to use all campus ID numbers. |
| Select Extract ID(s), or blank for ALL | Type the extract ID, separating multiple extract IDs with a comma (e.g., GO, BUS). Or, click  to search for extract IDs. Otherwise, leave blank to use all extract IDs. |
| Select Employee(s), or blank for ALL | Type the employee number separating multiple employee numbers with a comma. Or, click  to search for employees. Otherwise, leave blank to use all employee numbers. |

[Generate the report.](#)