


# HRS3100 - YTD Report Workers' Compensation

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***Payroll > Reports > Year To Date Reports > YTD Report Workers' Compensation***

The report lists all employees with cumulative totals for the school year. The report includes cumulative totals for each individual rate as well as an overall total for all rates. Print the report after running payroll calculations and posting the payroll information to the master file to verify the workers' compensation amounts for each employee, as well as for the district.

Calculations

| Parameter | Parameter Description |
|---|---|
| **Sort by Alpha (A), Pay Campus (C), Primary Campus (P)** | A - Sort the report alphabetically.<br><br>C - Sort the report by pay campus.<br><br>P - Sort the report by primary campus.<br><br>This is a required field. |
| **Using School YTD (S), or Distribution Hist (H)** | S - Include the school year-to-date data on the report.<br><br>H - Include the school distribution history on the report.<br><br>This is a required field. |
| **For School YTD - School Year (YYYY), or blank for ALL** | Type a school year in the YYYY format. Otherwise, leave blank to use all school years. |
| **Pay Status Active (A), Inactive (I), or blank for ALL** | A - Print active employees only.<br><br>I - Print inactive employees only.<br><br>Blank - Print both active and inactive employees. |
| **Pay Type 1-4, Exclude Subs (E), or blank for ALL** | 1-4 - Include employees with a specific pay type (e.g., 1) on the report.<br><br>E - Exclude substitute employees from the report.<br><br>Blank - Include all employees on the report. |
| **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. |

| Parameter | Parameter Description |
|---|---|
| **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 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. |
| **For YTD - 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. |
| **For YTD - 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. |

Generate the report.