



Generate the HRS3050 report for inactive employees

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Generate the HRS3050 report for only inactive employees.

Use the following parameters:

| Parameter | Description |
|--|---|
| Sort by Alpha (A), Pay Campus (C), Primary Campus (P) | A - Sort the report alphabetically. |
| School Year (YYYY) | 2018 |
| Include Job Accrual Detail(s)? (Y/N) | N - Do not include the job accrual detail(s) on the report. |
| Pay Status Active (A), Inactive (I), or blank for ALL | I - Print inactive employees only. |

If there are any individuals with an accrual balance displayed on this report who are no longer with the school, perform the Human Resources > Utilities > Zero School YTD Accruals to zero out their accruals.

Generate the report again using the following parameters:

| | |
|--|---|
| Sort by Alpha (A), Pay Campus (C), Primary Campus (P) | A - Sort the report alphabetically. |
| School Year (YYYY) | 2018 |
| Include Job Accrual Detail(s)? (Y/N) | N - Do not include the job accrual detail(s) on the report. |
| Pay Status Active (A), Inactive (I), or blank for ALL | Blank - Print both active and inactive employees. |

Compare the totals to the Excel file created in step 3.

[Image](#)

| Employee Name | Contract | Non Contr | Supplement | NTRS Ex | FICA Tax | Med Tax | Abs Ded | TRS Dep | Reg Hrs | Ovtm Hrs | |
|---------------|--------------|------------|------------|------------|------------|-----------|-----------|-----------|------------|-----------|---------|
| Emp Nbr | Prim Campus | Ovtm Grs | Emplr Cont | NTax Allow | NTRS Bs | Bus Allow | Emplr 457 | TEA Contr | NT NP Bus | Empl Dep | Acc Dep |
| | Accrual Code | Emplr Care | NPay Bus | Accru Pay | FICA Accru | E HI Acc | E An Acc | 457 Accru | TEA Acc | Unemp Acc | |
| | | A Fed Dep | A Fed Care | Accru Care | Ret Pensn | Care Surc | New TRS | Misc Ded | A Misc Ded | | |
| Smith, Jane | | 12,507.25 | 4,167.00 | 4,294.26 | .00 | .00 | 269.11 | .00 | 1,750.88 | 10.78 | 16.08 |
| 000006 | 101 | 337.75 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| | A | 157.27 | .00 | 5,360.25 | 66.33 | .00 | .00 | .00 | .00 | .00 | .00 |
| | | 188.14 | 34.58 | 40.20 | .00 | .00 | .00 | .00 | .00 | | |

Note: The **Accrued Pay** should match the **Total Pay Remaining** column in the Excel file.



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