



Generate the HRS3050 report for inactive employees

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Generate the HRS3050 report for inactive employees

Payroll > Reports > Year to Date Reports > HRS3050 - School Year To Date Report

Generate the report with the following parameters:

| Parameter Description | Value |
|---|-------|
| Sort by Alpha (A), Pay Campus (C), Primary Campus (P) | A |
| School Year (YYYY) | 2025 |
| Include Job Accrual Detail(s)? (Y/N) | N |
| Select Accrual Code(s), or blank for ALL | |
| Pay Status Active (A), Inactive (I), or blank for ALL | I |
| Pay Type 1-4, Exclude Subs (E), or blank for ALL | |
| Select Pay Campus(es), or blank for ALL | |
| Select Primary Campus(es), or blank for ALL | |
| Select Extract ID(s), or blank for ALL | |
| Select Employee(s), or blank for ALL | |

Date Run: School YTD (Sept 1 Thru Aug 31 20) Program: HRS3050
 Cnty Dist: ISD Page: 1 of 1
 Pay Period: 05-01-20 thru 05-31-20 Payrun Date: 05-26-20 Frequency: 6

| 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 |
| | 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 | A 403B FICA | |
| 001827 | | 17,921.25 | .00 | .00 | .00 | .00 | 259.83 | .00 | 1,594.98 | .00 |
| | G | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| | | 134.37 | .00 | 5,433.75 | 78.78 | .00 | .00 | .00 | .00 | .00 |
| | | .00 | .00 | 40.74 | .00 | .00 | .00 | .00 | .00 | .00 |

District Totals:

| | | | | | |
|--------------------------------|-----------|------------------------------|--------|-------------------------------|----------|
| Contract Pay | 17,921.25 | Non-TRS Non-Tax Bus Allow | .00 | Absence Deduction | .00 |
| Non-Contract Pay | .00 | Non-TRS Bus Allow | .00 | TRS Deposit | 1,594.98 |
| Supplemental Pay | .00 | FICA Tax | .00 | Accrued Pay | 5,433.75 |
| Accrued Federal Deposit | .00 | Medicare Tax | 259.83 | Unemployment Accrued | .00 |
| Emplr Health Insurance Accrued | .00 | FICA/Medicare Accrued | 78.78 | Emplr 457 Accrued | .00 |
| Emplr Annuity Accrued | .00 | Accrued Federal Care | .00 | Non-TRS Reimbr Excess | .00 |
| Emplr Annuity Contrib | .00 | Overtime Gross | .00 | Non-TRS Reimbr Base | .00 |
| Emplr 457 Contrib | .00 | TEA Health Ins Accrued | .00 | Non-Pay Bus Allowance | .00 |
| TEA Health Ins Contrib | .00 | Emplr TRS Care Accrued | 40.74 | Non-Tax NPay Bus Allow | .00 |
| Emplr TRS Care Contrib | 134.37 | New TRS Member Contrib | .00 | Emplr TRS Care Surcharge | .00 |
| Ret Emplr Pension Surcharge | .00 | Emplr Dependent Care | .00 | Emplr Dependent Care Accru | .00 |
| Emplr Misc Ded Contrib | .00 | Emplr Misc Ded Contrib Accru | .00 | Emplr 403B FICA Contrib Accru | .00 |

End of Report



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

Utilities > Zero School YTD Accruals Payroll

Year: C

EXTRACT REPORTS POST TO MASTER / INTERFACE TO FINANCE

Frequencies
 4 - Biweekly 5 - Semimonthly 6 - Monthly

School Year: 20

JV Number: ZEROAC File ID: C

| Select | Emo Nbr | Frequency | Last Name | First Name |
|-------------------------------------|---------|-----------|-----------|------------|
| <input type="checkbox"/> | 001817 | | | |
| <input type="checkbox"/> | 001818 | | | |
| <input type="checkbox"/> | 001819 | | | |
| <input type="checkbox"/> | 001820 | | | |
| <input type="checkbox"/> | 001821 | | | |
| <input type="checkbox"/> | 001822 | | | |
| <input checked="" type="checkbox"/> | 001825 | | | |
| <input type="checkbox"/> | 001828 | | | |
| <input type="checkbox"/> | 001830 | | | |
| <input type="checkbox"/> | 001831 | | | |
| <input type="checkbox"/> | 001832 | | | |
| <input type="checkbox"/> | 001833 | | | |

| Select | Emo Nbr | Frequency | Last Name | First Name |
|--------------------------|---------|-----------|-----------|------------|
| <input type="checkbox"/> | 001827 | | | |

First [15] / 15 Last

Generate the report again with the following parameters:

Reports > Year To Date Reports > School Year To Date Report Payroll

Year To Date Reports

- [HRS3000 - Calendar Year To Date Report](#)
- [HRS3050 - School Year To Date Report](#)
- [HRS3100 - YTD Report Workers' Compensation](#)
- [HRS3150 - Annual Payroll Report](#)
- [HRS3200 - YTD Payroll Earnings Register](#)
- [HRS3250 - YTD Account Distribution Journal](#)
- [HRS3300 - YTD Accrual Payroll Account Distribution](#)
- [HRS3325 - YTD Expenditure Payroll Account Distr](#)
- [HRS3350 - Combined YTD Deduction Register](#)
- [HRS3400 - YTD Check Register](#)
- [HRS3450 - YTD Payroll Control Listing](#)
- [HRS3500 - YTD Wage and Earning Statements](#)
- [HRS3550 - School YTD Accrual Payroll Account Distr](#)
- [HRS3600 - Payroll Balancing Report](#)
- [HRS3650 - YTD Special Adjustment Report](#)

HRS3050 - School Year To Date Report

| Parameter Description | Value |
|---|-------|
| Sort by Alpha (A), Pay Campus (C), Primary Campus (P) | A |
| School Year (YYYY) | 2025 |
| Include Job Accrual Detail(s)? (Y/N) | N |
| Select Accrual Code(s), or blank for ALL | |
| Pay Status Active (A), Inactive (I), or blank for ALL | |
| Pay Type 1-4, Exclude Subs (E), or blank for ALL | |
| Select Pay Campus(es), or blank for ALL | |
| Select Primary Campus(es), or blank for ALL | |
| Select Extract ID(s), or blank for ALL | |
| Select Employee(s), or blank for ALL | |

Compare the **Accrued Pay** totals to the **Total Pay Remaining** column from step 3.

Business

| Date Run: | | School YTD (Sept 1 Thru Aug 31 2025) | | | | | | | Program: HRS3050 | | |
|------------------------------------|--------------|--------------------------------------|------------|------------|------------|-----------|-----------|-----------|------------------|-------------|--|
| Cnty Dist: | | TEXAS ISD | | | | | | | Page: 1 of 35 | | |
| Pay Period: 05-01-20 thru 05-31-20 | | Payrun Date: 05-26-20 | | | | | | | Frequency: 6 | | |
| Employee Name | Contract | Non Contr | Supplement | NTRS Ex | FICA Tax | Med Tax | Abs Ded | TRS Dep | Reg Hrs | Ovtn Hrs | |
| Emp Nbr | Prim Campus | Ovtn Grs | Emplr Cont | NTax Allow | NTRS Bs | Bus Allow | TEA Contr | NT NP Bus | Empl Dep | Acc Dep | |
| | Accrual Code | Emplr Care | NPay Bus | Accru Pay | FICA Accru | E HI 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 | A 403B FICA | |
| | | 17,624.97 | .00 | .00 | .00 | .00 | 255.60 | .00 | 1,568.61 | .00 | |
| | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | |
| 000223 | | 132.19 | .00 | 4,406.24 | 63.89 | .00 | .00 | .00 | .00 | .00 | |
| | B | .00 | .00 | 33.04 | .00 | .00 | .00 | .00 | .00 | .00 | |

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



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