



# YTD Payroll Earnings Register Report Field Descriptions



# Table of Contents

**YTD Payroll Earnings Register Report Field Descriptions ..... 1**



# YTD Payroll Earnings Register Report Field Descriptions

The Payroll Earnings Register report provides a listing of all employees receiving payment for the pay period. The report includes a breakdown of the payroll calculations including the standard gross, absence deductions, supplemental pay, deductions, benefits, and calculated net pay by the employee.

This document provides a numerical listing with descriptions of all the components within the Payroll Earnings Register report.

Payroll Earnings Register										
Date Run:								Program:		
Cnty Dist:								Page:		
From Pay Date:								Frequency: 6		
1. Employee Name	9. Ck Nbr	15. Stand Grs	23. Suppl Pay	31. N-Tax Bus	39. Abs Ded	46. Abs Ref	53. Units Wrkd	60. Hrly Rate	67. Tot Gross	74. Net Pay
2. Emp Nbr	10. Exmpts	16. Withld Grs	24. Withld Tax	32. EIC Amt	40. Cafe 125	47. Annuity	54. Dep Care	61. Emplr Cont	68. Other Ded	75. Net Adjust
3. M/S/H	11. Adj Nbr	17. Med Grs	25. Med Tax	33. TRS Grs	41. TRS Dep	48. TRS Ins	55. TRS Sal Red	62. W/C Tx	69. Emp 457	76. Emplr 457
4. Rem Pymts	12. Multi-Job	18. FICA Grs	26. FICA Tax	34. TRS Fd Grs	42. TRS Fd DP	49. TRS Fd Car	56. Unemp Grs	63. Unemp Tax	70. Ovtm Grs	77. Ovtm Units
5. Dt of Pay	13. Childn	19. N-TRS Suppl	27. Tax Bus	35. NP Tax Bus	43. NP NT Bus	50. N-TRS Excs	57. N-TRS Base	64. TRS Suppl	71. TEA Hith Ins	78. TRS ASB
6. W4 Othr Exmpt	14. Othr Dep	20. PR Pay Grs	28. PR Sal Red	36. PR Ins	44. Ret Pen Gr	51. Ret Pen Sur	58. Emplr Care	65. Care Surch	72. New TRS Gr	79. New TRS Co
7. W4 Othr Inc	22. Non-OASDI	21. Emplr Dep Car	29. Ann Roth	37. Empr DC Tax	45. HSA Emp	52. HSA Emplr	59. Emplr FICA	66. Empr Misc	73. Emplr Med Tx	80. CYTD Med Grs
8. W4 Othr Ded		30. Roth 457b	38. Empr TRS Ins							

Field Name on Report	Field Description
<b>1. Employee Name</b>	Displays the employee's full name.
<b>2. Emp Nbr</b>	Displays the employee's six digit employee number as listed in ASCENDER.
<b>3. M/S/H</b>	Displays <b>1:Filing Status</b> data from the <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Pay Info</a> tab under <b>W-4 Withholding Certificate</b> . <ul style="list-style-type: none"> <li>• <i>H Head of household</i></li> <li>• <i>M Married filing jointly</i></li> <li>• <i>S Single or Married filing separately</i></li> </ul>
<b>4. Rem Pymts</b>	Displays the number of payments remaining to the employee. For example, this count will be 0 on the employee's payoff date.
<b>5. Dt of Pay</b>	Displays the pay date associated with the data.
<b>6. W4 Othr Exmpt</b>	Displays <b>3: Other Exemptions</b> data from the <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Pay Info</a> tab under <b>W-4 Withholding Certificate</b> .
<b>7. W4 Othr Inc</b>	Displays <b>4a: Other Income</b> data from the <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Pay Info</a> tab under <b>W-4 Withholding Certificate</b> .
<b>8. W4 Othr Ded</b>	Displays <b>4b: Other Deductions</b> data from the <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Pay Info</a> tab under <b>W-4 Withholding Certificate</b> .
<b>9. Ck Nbr</b>	Displays the employee's check number. The system distributes check numbers beginning with the <b>Beginning Check Nbr</b> as indicated on the <a href="#">Payroll &gt; Payroll Processing &gt; Run Payroll</a> page.
<b>10. Exmpts</b>	Displays the number of exemptions claimed by the employee for federal income tax withholding.
<b>11. Adj Nbr</b>	Displays 0 when a regular payroll is created. This number increases upon the first payroll adjustment (void/reissue/supplement), the number then becomes 1.

Field Name on Report	Field Description
<b>12. Multi-Job</b>	Displays whether or not the <b>Multi-Jobs</b> (Multiple Jobs) checkbox is selected on the employee's Withholding Certificate (Form W-4). This data is displayed on the <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Pay Info</a> tab under <b>W-4 Withholding Certificate</b> .
<b>13. Chldrn</b>	<p>Displays the number of <b>Children under 17</b>. This data is displayed on the <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Pay Info</a> tab under <b>W-4 Withholding Certificate</b>.</p> <p>This field is used to determine the amount of child tax credit an employee may be able to claim for qualifying dependent children under the age of 17 when filing their tax return. The amount is calculated by multiplying the number entered in this field by the designated amount in Step 3 on the W-4 form for the applicable reporting tax year.</p>
<b>14. Other Dep</b>	<p>Displays the number of <b>Other Dependents</b>. This data is displayed on the <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Pay Info</a> tab under <b>W-4 Withholding Certificate</b>.</p> <p>This field is used to determine the amount of tax credit an employee may be able to claim for other qualifying dependents when filing their tax return. The amount is calculated by multiplying the number entered in this field by the designated amount in Step 3 on the W-4 form for the applicable reporting tax year.</p>
<b>15. Stand Grs</b>	Displays the Standard Gross amount of pay due to the employee per pay period. The calculation for the pay rate is as follows: $\text{Contract Total} / \# \text{ of Annual Pymts} = \text{Standard Gross amount}$ . This data is displayed in the <b>Pay Rate</b> field on the on the <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Job Info</a> tab.
<b>16. Withld Grs</b>	Displays the employee's Withholding Gross amount. This amount is to be used for withholding tax calculations. $\text{Total Gross} - \text{TRS Sal Red} - \text{Cafeteria} = \text{Withld Grs}$ .
<b>17. Med Grs</b>	Displays the employee's Medicare Gross amount. This amount is to be used for Medicare Tax calculations. $\text{Stand Grs} - \text{Cafe 125} = \text{Med Grs}$ .
<b>18. FICA Grs</b>	The FICA (Federal Insurance Contributions Act) is a payroll tax for employees who are not eligible for Medicare tax. This amount is the employee's Stand Grs or Suppl Pay.
<b>19. N-TRS Suppl</b>	<p>Displays the Non-TRS Supplement amount. This amount is retrieved from the <a href="#">Payroll &gt; Maintenance &gt; Hours/Pay Transmittals &gt; Non TRS</a> tab.</p> <p>This type of compensation is non-TRS supplemental pay amounts (payment type 3) such as travel and uniform allowances and TRS ActiveCare contributions taken as compensation.</p>
<b>20. PR Pay Grs</b>	Displays the Performance Pay Gross amount.
<b>21. Emplr Dep Car</b>	Displays Employer contributions that are coded Dependent Child Care. The abbreviation code is DC on the <a href="#">Payroll &gt; Tables &gt; Tax/Deductions &gt; Deduction Cd</a> .
<b>22. Non-OASDI</b>	Displays the employer's 2.0% contribution of TRS Gross (up to the state minimum salary).
<b>23. Suppl Pay</b>	Displays supplemental compensation paid to the employee in addition to the regular Standard Gross and/or compensation for Pay Type 3 & 4 employees.
<b>24. Withld Tax</b>	Displays the Withholding tax calculated for the employee based on their withholding gross amount and their <b>W-4 Withholding Certificate</b> selections for the pay period. Review the <a href="#">Calculating Withholding Tax</a> for detailed examples.
<b>25. Med Tax</b>	Displays the employee's Medicare Tax that is calculated as 1.45% of the Medicare Gross amount.

<b>Field Name on Report</b>	<b>Field Description</b>
<b>26. FICA Tax</b>	Displays the employee's 6.2% contribution of FICA Grs.
<b>27. Tax Bus</b>	Displays the Business Tax Allowance. This is calculated if the employee has a business allowance tax amount (B type) on the <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Pay Info</a> tab or a Non-TRS entry with a payment type 2 and a taxable amount on the <a href="#">Payroll &gt; Maintenance &gt; Hours/Pay Transmittals &gt; Non TRS</a> tab.
<b>28. PR Sal Red</b>	Displays the TRS employer contribution that is 8.25% of Performance Pay.
<b>29. Ann Roth</b>	Displays the Net Amount (employee contributions) that are coded Roth Annuities. The abbreviation code is R1 on the <a href="#">Payroll &gt; Tables &gt; Tax/Deductions &gt; Deduction Cd.</a>
<b>30. Roth 457b</b>	Displays the Net Amount (employee contributions) that are coded Roth 457b Annuities. The abbreviation code is R2 on the <a href="#">Payroll &gt; Tables &gt; Tax/Deductions &gt; Deduction Cd</a>
<b>31. N-Tax Bus</b>	Displays the Non-Tax Businesses Allowance. This is calculated if the employee has a business allowance tax amount (B type) on the <a href="#">Payroll &gt; Maintenance &gt; Staff Job/Pay Data &gt; Pay Info</a> tab or a Non-TRS entry with a payment type 2 and a taxable amount on the <a href="#">Payroll &gt; Maintenance &gt; Hours/Pay Transmittals &gt; Non TRS</a> tab. Available only if the employee has a business allowance nontax amount on the Pay Info tab (T type) or a Non-TRS entry on the Payroll > Maintenance > Hours/Pay Transmittals screen with a payment type 2 and a Non-Taxable amount.
<b>32. EIC Amt</b>	Displays the Earned Income Credit Amount. Per IRS requirements, EIC is obsolete for calendar years greater than 2019. The EIC is a tax credit for certain workers who have a qualifying child who lives with them in the United States. The tax credit is based upon a percentage of their earned income.
<b>33. TRS Grs</b>	Displays Gross Pay that is TRS eligible.
<b>34. TRS Fd Grs</b>	Displays Gross Pay that is paid from federal funds.
<b>35. NP Tax Bus</b>	Displays Non-TRS nonpaid business allowance taxable amount. Non-TRS entry on the Payroll > Maintenance > Hours/Pay Transmittals screen with a payment code N, payment type 2, and a Taxable Amt.
<b>36. PR Ins</b>	TRS employee contribution that is .65% of Performance Pay.
<b>37. Empr DC Tax</b>	Employer Dependent Care Taxable amount. Once the total dependent care (employee and employer) exceeds \$5,000, the employer contribution amount will be displayed.
<b>38. Empr TRS Ins</b>	TRS employer contribution that is .65% of TRS Gross
<b>39. Abs Ded</b>	The amount to be deducted from an employee's gross pay that reflects leave taken in excess of leave balance.
<b>40. Café 125</b>	Net Amount (employee contributions) of deductions marked as Café 125 (pre-tax) under Deductions tab.
<b>41. TRS Dep</b>	TRS Deposit which is 8.25% + .65% of TRS Gross
<b>42. TRS Fd DP</b>	TRS Grant Deposit calculated by multiplying TRS Federal Gross x 8.25%.
<b>43. NP NT Bus</b>	Non-TRS nonpaid business allowance non-taxable amount. Non-TRS entry on the Payroll > Maintenance > Hours/Pay Transmittals screen with a payment code N, payment type 2, and a Non-Taxable Amt.
<b>44. Ret Pen Gr</b>	Retiree Pension Gross amount.
<b>45. HSA Emp</b>	Net Amount (employee contributions) that are coded Health Savings Account. Abbrev Code under Payroll > Tables > Tax/Deductions > Deduction Cd would be HS.
<b>46. Abs Ref</b>	Absence refund amounts applied to an employee's gross pay.

<b>Field Name on Report</b>	<b>Field Description</b>
<b>47. Annuity</b>	Net Amount (employee contributions) of annuity deductions.
<b>48. TRS Ins</b>	TRS employee contribution that is .65% of TRS Gross
<b>49. TRS Fd Cr</b>	TRS Grant Care calculated by multiplying TRS Federal Gross x 1.25%
<b>50. N-TRS Excs</b>	Non-TRS reimbursement in excess of the base amount.
<b>51. Ret Pen Sur</b>	TRS Retiree Pension Surcharge. Calculated by multiplying the Pension Surcharge rate (TRS Rate + District Rate) by the Ret Emplr Pension Gross.
<b>52. HSA Emplr</b>	Employer contributions that are coded Health Savings Account. Abbrev Code under Payroll > Tables > Tax/Deductions > Deduction Cd would be HS.
<b>53. Units Wrkd</b>	Number of units worked for the employee. Matches the amount entered for Regular Hours on the REG HOURS tab.
<b>54. Dep Care</b>	Net Amount (employee contributions) that are coded Dependent Child Care. Abbrev Code under Payroll > Tables > Tax/Deductions > Deduction Cd would be DC.
<b>55. TRS Sal Red</b>	TRS employee contribution that is 8.25% of TRS Gross
<b>56. Unemp Grs</b>	Employee's Unemployment Gross amount.
<b>57. N-TRS Base</b>	Non-TRS reimbursable base amount. Non-TRS entry on the Payroll > Maintenance > Hours/Pay Transmittals screen with payment type 1 and a Non-Taxable Amt.
<b>58. Emplr Care</b>	Employer .75% contribution of TRS Gross.
<b>59. Emplr FICA</b>	Employers 6.2% contribution of FICA Grs.
<b>60. Hrly Rate</b>	Employee's Hourly Pay Rate.
<b>61. Emplr Cont</b>	Employer Contribution is the amount of the contribution, per pay period, by the district to the employee. Designated by the Emplr Contrib field located on the Deduction tab for the employee. Payroll > Maintenance > Staff Job/Pay Data > Deductions.
<b>62. W/C Tx</b>	Worker's Compensation Tax based on the rate assigned by the district's insurance carrier for each code. For detailed examples, visit the Calculating Workers' Compensation page on ASCENDER help.
<b>63. Unemp Tax</b>	Taxable rate of employees unemployment gross if the LEA is set up as taxable under Payroll > Tables > Tax/Deductions > Unemployment.
<b>64. TRS Suppl</b>	Obsolete?
<b>65. Care Surch</b>	Employer paid TRS Care Surcharge (RI deduction code). Calculated if "Take Retiree Surcharge" is selected on Personnel > Maintenance > Employment Info.
<b>66. Emplr Misc</b>	Employer contribution that is coded Miscellaneous. Abbrev code under Payroll > Tables > Tax/Deductions > Deduction Cd would be M1, M2, and/or M3.
<b>67. Tot Gross</b>	Stand Grs + Suppl Pay + Tax Bus
<b>68. Other Ded</b>	Net Amount (employee contributions) not to include additional withholding.
<b>69. Emp 457</b>	Net Amount (employee contributions) that are coded 457 deferred comp. Abbrev Code under Payroll > Tables > Tax/Deductions > Deduction Cd would be D1 or D2.
<b>70. Ovtm Grs</b>	Total Gross Pay that is equal to Ovtm Hrs x Ovtm Rate.
<b>71. TEA Hlth Ins</b>	TEA Health Insurance amount
<b>72. New TRS Gr</b>	Displays the New Member TRS Eligible Gross Pay
<b>73. Emplr Med Tx</b>	Displays the Employer's Medicare tax that is calculated as 1.45% of the Medicare Gross amount.

Field Name on Report	Field Description
<b>74. Net Pay</b>	<p>Displays the net pay, which is the amount of money employees take home after all deductions are subtracted. The below examples represent how net pay is calculated on the Earnings Register.</p> <p>Employee with a business allowance: Standard Gross + Suppl Pay + Taxable Bus Allowance - W/H tax - Med tax - Annuity - TRS Insurance - TRS Sal Red - Cafe 125 = Net Pay</p> <p>Employee without a business allowance: Standard Gross + Suppl Pay - W/H tax - Med tax - Annuity - TRS Insurance - TRS Sal Red - Deductions Employee paid NOT Cafe 125 = Net Pay</p>
<b>75. Net Adjust</b>	Displays the amount subtracted from Standard Gross, Suppl Pay, & Taxable Bus Allowance to calculate Net Pay. Equal to W/H tax + Med tax + Annuity + TRS Insurance + TRS Sal Red + Cafe 125.
<b>76. Emplr 457</b>	Displays the Employer contributions that are coded 457 deferred comp. The abbreviation code is D1 or D2 on the <a href="#">Payroll &gt; Tables &gt; Tax/Deductions &gt; Deduction Cd.</a>
<b>77. Ovtm Units</b>	Displays the number of overtime units worked by the employee. This should match the amount entered for overtime on the <a href="#">Payroll &gt; Maintenance &gt; Hours/Pay Transmittals &gt; Ovtm Hours</a> tab.
<b>78. TRS ASB</b>	Displays the TRS ASB (Above State Base), which is the Statutory Minimum Contribution. Typically (Pay Rate - Adj Stat Min) x 8.25%
<b>79. New TRS Co</b>	Displays the Employer New Member Surcharge (8.25% of TRS Eligible Gross Pay) that is calculated on the employees first 90 days of TRS membership.
<b>80. CYTD Med Grs</b>	Displays the employee's Calendar Year To Date (as of January) Medicare Gross amount.



## Back Cover