

calendarytd

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This tab is used to view and maintain payroll year-to-date totals for individual employees. The totals include those for various types of pay and deductions. These amounts are used for generating W-2 forms.

How W-2 Box Amounts are Populated

Field Name Cross Reference

Create a calendar YTD record:

Field	Description
Calendar Year	Type the year of the calendar in the YYYY format. The system is set to the current year, if available.
Employee	

Click **Save**.

**NOTE:

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.


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