



# calendarytd



# Table of Contents

**Calendar YTD - HRS3600** ..... 1



# Calendar YTD - HRS3600

**Human Resources > Maintenance > Calendar YTD Data > Calendar YTD**

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:

 <a href="#">Delete a row.</a>	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
---	--



## Back Cover