


# Calendar YTD - HRS3600

# Table of Contents

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

# Calendar YTD - HRS3600

***Payroll > 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** | Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click **Directory** to perform a search in the Employees directory. |

❑ Under **Calendar YTD Data**, complete the following fields:

| | |
|---|---|
| **Contract Pay** | Type the amount of pay issued to the employee during the current calendar year for job responsibilities covered by the contract. |
| **Non-Contract Pay** | Type the amount of pay issued to the employee during the current calendar year for job responsibilities not covered by the contract. |
| **Supplemental Pay** | Type the total amount of supplement pay issued to the employee during the current calendar year. |
| **TRS Supplemental** | Type the amount of the TRS supplemental compensation that was paid to the employee during the current school year. |
| **Tax Emplr Ins Contr** | Type the taxable employer's whole life insurance contribution that was paid on the employee's behalf during the current calendar year. The amount from this field is displayed in Box 14 (TFB) on the employee W-2 and as a Tax Fringe Benefit on the W-2 Report. |
| **Non-TRS Bus Allow** | Type the amount of any paid business allowances that were not subject to TRS deductions during the current calendar year. The amount from this field is displayed in Box 14 (TXA) on the employee W-2. |
| **Non-TRS Reimbr Excess** | Type the amount of the employee's pay that was over the base pay exemption for non-TRS reimbursement during the current calendar year. The amount from this field is displayed in Box 14 (TXA) on the employee W-2. |
| **N-TRS N-Pay Bus Allow** | Type the amount of any nonpaid business allowances that were not subject to TRS deductions during the current calendar year. The amount from this field is displayed in Box 14 (TXA) of the employee's W-2. |
| **Tax Emplr Grp Ins Contr** | Type the amount of any taxable group life insurance contribution that was paid on the employee's behalf during the current calendar year that exceeds $50,000. The amount from this field is displayed in Box 12C on the employee W-2 and as Taxed Contribution on the W-2 Report. |

| | |
|---|---|
| **457 Withdraw** | Type the amount received from a 457 plan withdrawal during the current calendar year. The amount from this field will not display on either the employee W-2 or the W-2 Report.<br><br>**Note**: Determine if the 457 withdrawal meets the criteria for the W-2 or a 1099-R. The IRS has specific requirements based on the type of 457 plan. See the IRS instructions for forms 1099-R, 5498, W-2, and W-3. |
| **Annuities** | Type the amount the employee contributed to an annuity during the current calendar year. The amount from this field is displayed in Box 12E on the employee W-2 and as Annuities on the W-2 Report. |
| **Cafeteria 125** | Type the amount of the employee's cafeteria 125 plan participation during the current calendar year. The amount from this field is displayed in Box 14 (CAF) on the employee W-2. |
| **TRS Salary Red** | Type the amount of the employee's TRS salary reduction during the current calendar year. |
| **457 Emp Contr** | Type the amount the employee contributed to a 457 plan during the current calendar year. The amount from this field is displayed in Box 12G on the employee W-2 and as 457 Comp on the W-2 Report. |
| **Emplr Depend Care Taxable** | Type the amount of the employer dependent care contribution that has caused the total dependent care (employee and employer) to exceed $5,000, which is the maximum amount allowed per calendar year. The amount from this field is included in Boxes 1, 3, and 5 on the employee W-2. |
| **Taxable Gross** | This amount is calculated based on the amounts entered in the column above it. The amount from this field is displayed in Box 1 on the employee W-2 and as Withhold Gross on the W-2 Report.<br><br>**Note**: If 457 withdraw is indicated on this page for 2006 or later year, the taxable gross on this page will not agree with the taxable gross on the W-2 or the W-2 Inquiry page. See the IRS instructions for forms 1099-R, 5498, W-2, and W-3. |

❑ Click **Refresh Taxable Gross** to update the taxable gross amount if any information is changed.

| | |
|---|---|
| **Withholding Tax** | Type the amount of federal income tax withheld from the employee's pay during the current calendar year. The amount from this field displays in Box 2 on the employee W-2 and as Withhold Tax on the W-2 Report. |
| **Medicare Gross** | Type the annual gross pay amount that is used to calculate Medicare withholding. The amount from this field displays in Box 5 on the employee W-2 and as Med Gross on the W-2 Report. |
| **Emp Medicare Tax** | Type the amount of Medicare tax withheld from the employee's pay during the current calendar year. The amount from this field displays in Box 6 on the employee W-2 and as Med Tax on the W-2 Report. |
| **FICA Gross** | Type the annual gross pay amount used to calculate FICA withholding. The amount from this field displays in Box 3 on the employee W-2 and as FICA Gross on the W-2 Report. |
| **Emp FICA Tax** | Type the amount of FICA tax withheld from the employee's pay during the current calendar year. The amount from this field displays in Box 4 on the employee W-2 and as FICA Tax on the W-2 Report. |
| **457 Emplr Contr** | Type the amount of the employer's contribution to the employee's 457 plan. The amount from this field displays in Box 12G on the employee W-2 and as 457 Comp on the W-2 Report. |

| | |
|---|---|
| **Emp Business Expense** | Type the amount of employee business expenses that were paid to the employee during the current calendar year. The amount from this field displays in Box 12L on the employee W-2. |
| **Earned Income Credit** | Type the amount of earned income credit the employee qualifies for during the current calendar year. The amount from this field displays in Box 9 on the employee W-2 and as EIC on the W-2 Report. |
| **TRS Deposit** | Type the amount deposited for the employee during the current calendar year. The amount from this field displays in Box 14 (TRS) on the employee W-2. |
| **Non-TRS Reimbr Base** | Type the basic amount of the employee's pay that was exempt from non-TRS reimbursement during the current calendar year. The amount from this field displays in Box 14 (TXA) on the employee W-2. |
| **N-TRS N-Tax Bus Allow** | Type the amount of any paid business allowances that were not subject to federal income tax or TRS deductions during the current calendar year. The amount from this field is displayed in Box 14 (NTA) on the employee W-2.<br><br>**Note**: The non-TRS nontax business allowance amount is not included in the taxable gross calculations if the calendar year is greater than 2013. |
| **N-TRS N-Tax N-Pay Allow** | Type the amount of any nonpaid business allowances that were not subject to federal income tax or TRS deduction during the current calendar year. The amount from this field is displayed in Box 14 (NTA) on the employee's W-2.<br><br>**Note**: The non-TRS nontax nonpay business allowance amount is not included in the taxable gross calculations if the calendar year is greater than 2013. |
| **Health Ins** | Type the amount paid for the employee's health insurance (AC or HI type deduction codes) during the current calendar year that was not sheltered under the cafeteria plan. The amount from this field displays in Box 14 (HEALTH) on the employee W-2. |
| **Unemployment Tax** | Type the amount paid for the employee's unemployment tax during the current calendar year. |
| **Unemployment Gross** | Type the annual gross pay amount that is used to calculate unemployment insurance premiums and benefits. |
| **Taxed Fringe Benefits** | Type the amount of taxable fringe benefits paid to the employee during the current calendar year. The amount from this field displays in Box 14 (TFB) on the employee W-2 and as Tax Fringe Bnft on the W-2 Report. |
| **Dependent Care** | Type the dependent care amount paid by the employee during the current calendar year. The amount from this field displays in Box 10 on the employee W-2 and as Dep Care on the W-2 Report. The Cafeteria 125 amount should be verified if this amount is adjusted. If the employee dependent care amount causes the total dependent care (employee and employer) to exceed $5,000, the cafeteria 125 amount for that deduction is reduced for that paycheck. |
| **Moving Exp Reimbr** | Type the amount for any moving expense reimbursement paid to the employee the calendar year. The amount from this field displays in Box 12P on the employee W-2. This field is disabled for tax years that are greater than or equal to 2018.<br><br>**Per the IRS, the 2018 tax law suspends the exclusion for qualified moving expense reimbursements**. |
| **TEA Health Ins Contr** | Type the amount of the TEA health insurance contribution paid to the employee during the current calendar year. |

| | |
|---|---|
| **Emplr Depend Care** | Type the dependent care amount paid by the employer during the current calendar year. The amount from this field displays in Box 10 on the employee W-2. The Cafeteria 125 amount should be verified if this amount is adjusted. |
| **Annuity Roth** | Type the amount paid by the employer for a Roth 403b annuity (R1 deduction type). The amount from this field displays in Box 12 (BB) on the employee W-2. |
| **HSA Emp Sal Red Contr** | Type the amount the employee contributed to a Health Saving Account. When this field is populated from Payroll Processing, the amount is also included in the **Cafeteria 125** field. Therefore, if a change is made to the field, the **Cafeteria 125** field should also be changed. |
| **HSA Emplr Contr** | Type the amount the employer contributed to a Health Savings Account for the employee. The amount from this field displays in Box 12 (W) on the employee W-2. |
| **Hire Exempt Wages** | Type the amount attributable to the Hiring Incentives to Restore Employment Act.<br><br>The amount may not be negative.<br><br>The original amount, new amount, and difference will be reported on the Calendar Year To Date Report (HRS3000). |
| **Emplr Sponsored Health Coverage** | Type the amount attributable to the Affordable Care Act.<br><br>The amount may not be negative.<br><br>The original amount, new amount, and difference will be reported on the Calendar Year To Date Report (HRS3000). |
| **Emplr FICA Tax** | Type the amount of the employer's FICA tax contribution during the current calendar year. |
| **Emplr Medicare Tax** | Type the amount of the employer's Medicare tax contribution during the current calendar year. |
| **Annuity Roth 457b** | Type the amount deferred by the employee for a Roth 457b annuity (R2 deduction type). The amount from this field displays in Box 12 (EE) on the employee W-2. |
| **Reportable Overtime** | The new required **Reportable Overtime** field is available on the Payroll > Maintenance > Calendar YTD Data > Calendar YTD tab. This field applies to calendar years 2025 and beyond. It captures the half-time portion of overtime pay from the Payroll > Maintenance > Hours/Pay Transmittals > Ovtm Hours tab, which must be reported to employees. Eligible overtime wages include pay for hours worked over 40 in a week, calculated at 1.5 times the regular rate. Only the additional half-time portion, the extra 0.5 rate applied to overtime hours, is reportable.<br><br>Negative amounts are not allowed. This field can be edited; however, any changes to this field require a date in the **Please select the pay date to be used for the pay history records** field.<br><br>For the 2025 tax year, this information will print in box 14 on the W-2. |

❑ Under **Unemployment Data**, complete the following fields:

| | |
|---|---|
| **First Quarter** | Type the quarterly gross and tax values. |
| **Second Quarter** | Type the quarterly gross and tax values. |
| **Third Quarter** | Type the quarterly gross and tax values. |

| | |
|---|---|
| **Fourth Quarter** | Type the quarterly gross and tax values. |

When an amount has been changed in certain fields on this tab, the **Please select the pay date to be used for the pay history records** field displays. Click ⌄ to select a date that is used for the pay and distribution history records. Be sure to select a pay date that is within the quarter in which you want to make the change. Changes are displayed on the Quarterly 941 Worksheet (HRS5000) report within the quarter attached to the pay date in the Pay Dates table. A pay date must be selected if you click **Save** to save the record.

❑ Click **Preview** to view the Calendar YTD Record Changes report. The following fields are displayed:

- **Field Name** - name of the field that was changed.
- **Original Amt** - original amount for the field.
- **Adjusted Amt** - new or adjusted amount.
- **Net Change** - the difference between the original and the adjusted amounts.

❑ Under **FFCRA Payments**, the following fields are available for the 2020 and 2021 calendar years:

You can either manually update the fields on this page or use the **Update Cal YTD** button on the Payroll > Utilities > FFCRA Payments page to update the fields.

**Note**: If any of these amounts are greater than zero, the field and amount are displayed in Box 14 on the employee's W-2.

| | |
|---|---|
| **EPSLA Regular** | Type the amount paid to the employee at the Emergency Paid Sick Leave Act (EPSLA) regular rate for the calendar year. |
| **EPSLA Two-Thirds** | Type the amount paid to the employee at the Emergency Paid Sick Leave Act (EPSLA) two-thirds rate for the calendar year. |
| **EFMLEA** | Type the amount paid to the employee at the Emergency Family and Medical Leave Expansion Act (EFMLEA) rate for the calendar year. |

**Note**: It is recommended that you preview and print changes before saving.

❑ Click **Save**.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover