

School YTD Data - HRS3700

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This page is used to access and maintain the payroll year-to-date totals for individual employees in those districts that operate on a school year basis. The page is divided into three data groups: Payroll Data, Accrued Data, and Workers' Comp Data. Although the fields are populated as payroll is processed, users can change school YTD records.

Update school YTD data:

Field	Description
School Year	Type the school year 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 **Payroll Data**, complete the following fields:

Contract Pay	Type the total amount of the standard gross, absence deductions, and absence refunds for each pay date where the employee's primary job is pay type 1. Therefore, this field may include amounts from other jobs that are not pay type 1.
Non-Contract Pay	Type the total amount of the standard gross, absence deductions, and absence refunds for each pay date where the employee's primary job is not pay type 1. Therefore, this field may include amounts from other jobs that are pay type 1. This amount also includes all overtime paid to the employee regardless of the pay type of the primary job.
Supplemental Pay	Type the total amount of supplement pay issued to the employee during the selected school year. This amount is populated when an employee is paid Extra Duty through Hours/Pay Transmittals or from the Extra Duty on the Pay Info page.
FICA Tax	Type the total amount of FICA tax paid by the employee during the selected school year.
Medicare Tax	Type the total amount of Medicare tax paid by the employee during the selected school year. This amount is based on the Medicare rate and includes amounts for the employee's additional Medicare tax, if necessary. The accrued FICA/Medicare tax amounts do not include any of the employee's additional Medicare tax.
TRS Deposit	Type the total amount in TRS deposits paid by the employee during the selected school year.
Absence Deduction	Type the amount deducted from the employee's pay during the selected school year.
Overtime Gross	Type the total amount of overtime pay received by the employee for overtime hours worked during the selected school year as received through the Overtime tab in Hours/Pay Transmittals. Its purpose is to provide information as to how much overtime is included in the **Non-Contract Pay** field.

Regular Hrs Worked	Type the total amount of regular hours worked by this employee during the selected school year as received through hours posted on the Regular Hours tab in Hours/Pay Transmittals or from the Regular Hours field on the Job Info tab in Staff Job/Pay data.
Overtime Hrs Worked	Type the total number of overtime hours worked by the employee during the selected school year as received through the Overtime tab in Hours/Pay Transmittals. Its purpose is to provide information as to how many hours of overtime for which the employee has received compensation.
Emplr Annuities	Type the amount of any employer annuity contributions that were paid by the district for the employee during the selected school year.
Emplr 457 Contr	Type the amount of any employer 457 contributions that were paid by the district for the employee during the selected school year.
Non-TRS Bus Allow	Type the amount of any non-TRS business allowances that were paid to the employee during the selected school year.
Non-TRS N-Tax Bus Allow	Type the non-TRS, nontaxable business allowance amount that was paid to the employee during the selected school year.
Non-TRS Reimbr Base	Type the non-TRS reimbursable base amount paid to the employee during the selected school year.
Non-TRS Reimbr Excess	Type the non-TRS reimbursement in excess of the base amount paid to the employee during the selected school year.
TEA Health Ins Contr	Type the amount of the TEA health insurance contribution that was paid to the employee during the selected school year.
N-TRS N-Tax N-Pay Allow	Type the non-TRS, nontaxable, nonpaid business allowance amount applied to the employee during the selected school year.
Non-TRS N-Pay Bus Allow	Type the non-TRS, nonpaid business allowance amount applied to the employee during the selected school year.
Ret Emplr Pension Surchg	Type the retired employer pension surcharge amount paid by the district for the employee during the selected school year.
Emplr TRS Care Contr	Type the amount of the TRS-Care contribution paid by the district for the employee during the selected school year.
Emplr TRS Care Surcharge	Type the employer TRS-Care surcharge amount paid by the district for the employee during the selected school year.
New TRS Pension Contr	Type the new employee TRS pension contribution paid by the district for the employee during the selected school year.
Emplr Dependent Care	Type the employer dependent care amount paid by the district for the employee during the selected school year.
Emplr Misc Ded Contr	Type the employer miscellaneous amount paid, if any, by the district for the employee during the selected school year.

Under **Accrued Data**, all fields are display only and display the total accrued amount for the specified school year. Adjustments to the accrual amounts are made by using the Zero School YTD Accruals utility, using the Payroll Accrual Variance Extract utility, voiding a check, or issuing a check.

Under **Workers' Comp Data**, type a new value in the following fields, if applicable. If no codes are defined in the Tables > Tax/Deductions > Workers' Comp table, the page will be empty, and no new rows can be added. Only codes that exist in the table are displayed.

Code A	Type the total amount of workers' compensation code A gross salary plus tax (that was subject to workers' compensation) paid by the employer during the selected school year.
Code B	Type the total amount of workers' compensation code B gross salary plus tax (that was subject to workers' compensation) paid by the employer during the selected school year.

Code C	Type the total amount of workers' compensation code C gross salary plus tax (that was subject to workers' compensation) paid by the employer during the selected school year.

If the school year entered is greater than 2005, the **Accrued Data by Job** section is displayed consisting of a grid and a free-form area. The grid shows multiple records; the area below it shows the detail of one highlighted row. If the employee had any jobs that accrued, the accrual amounts calculated for each job are displayed. Totals are also displayed that balance with the display-only fields under **Payroll Data** (Accrued Pay) and **Accrued Data**.

Type a new value in the **Days Earned** field, as necessary.

Click **Save**.

Click **Preview** to view the School YTD Record Changes report.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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Other functions and features:

	Click to view additional information for a row in the Accrued Data by Job grid.


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