



HRS2250 - Deduction Register

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The report lists all deductions generated during payroll calculations with the exception of federal income tax, FICA, and TRS. Print the report following payroll calculations to verify that the deductions were generated correctly. Use the report to locate errors prior to posting the master file, printing checks, and posting to the general ledger. Add a summarized page that shows totals for each deduction code.

When total dependent care (employee and/or employer) exceeds \$5,000 for the calendar year, an additional deduction line is displayed on the reports to separate the taxable and nontaxable parts of that deduction.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Deductions (D)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. N - Sort the report by deduction. This is a required field.
Print Employee Number (E), Staff ID (S), or Masked Staff ID (M)	E - Print the employee number on the report. S - Print the staff ID number on the report. M - Print the masked staff ID number on the report. This is a required field.
Print Summary Report? (Y/N)	Y - Print the summary report. N - Do not print the summary report.
Pay Status Active (A), Inactive (I), or blank for ALL	A - Print active employees only. I - Print inactive employees only. Blank - Print both active and inactive employees.
Pay Type 1-4, or blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on the report. Blank - Include all employees on the report.
Select Pay Campus(es), or blank for ALL	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click  to search for pay campuses. Otherwise, leave blank to use all campus ID numbers.

Parameter	Parameter Description
Select Primary Campus(es), or blank for ALL	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click  to search for primary campuses. Otherwise, leave blank to use all campus ID numbers.
Select Employee(s), or blank for ALL	Type the employee number separating multiple employee numbers with a comma. Or, click  to search for employees. Otherwise, leave blank to use all employee numbers.
Select Deduction Code(s), or blank for ALL	Type the three-digit deduction code, including all leading zeros and separating multiple deduction codes with a comma (e.g., 001, 098). Or, click  to search for deduction codes. Otherwise, leave blank to use all deduction codes.

[Generate the report.](#)



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