



ASCENDER GUIDES



HRS2200 - Payroll Earnings Register

Table of Contents


HRS2200 - Payroll Earnings Register 1



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Payroll > Reports > Payroll Reports > Payroll Earnings Register

The report provides a listing of all employees receiving payment for the pay period. The report includes a breakdown of the payroll calculations including the standard gross, absence deductions, supplemental pay, deductions, benefits, and calculated net pay by the employee. Print the report after running payroll calculations to verify the net pay for each employee. Use the report to make necessary corrections before printing checks and posting the information to the master file.

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)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. This is a required field.
Include Job Information? (Y/N)	Y - Include the job information on the report. N - Do not include the job information on the report. This is a required field.
Include Deductions? (Y/N)	Y - Include deductions on the report. N - Do not include deductions on the report. This is a required field.
Page Break on Employee? (Y/N)	Y - Include a page break between each employee. N - Do not include a page break between each employee. This is a required field.
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.

[Generate the report.](#)



Back Cover