HRS2500 - Wage and Earning Statement

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Payroll > Reports > Payroll Reports > Wage and Earning Statement

The report contains the same information as the paycheck stub: employee's name and address, current period and year-to-date earnings and deductions, and leave data. The form can serve the same purpose as a check stub for those employees using direct deposit or EFT. The statement can also be used as a salary notification form for employees at the beginning of the school year. Statements are printed alphabetically by campus after running calculations or after posting the payroll master file.

The earnings YTD amounts are derived from the current calendar YTD record.

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.

If the calendar year is greater than 2013, the non-TRS nontax business allowance and non-TRS nontax nonpay business allowance amounts are not included in the taxable gross calculations.

Note: The **E-mail** button is disabled when the **Preview Employees with No E-mail** option is selected from the report page

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.
Print Bank Account Number? (Y/N)	Y - Print the account number on the report. N - Do not print the account number on the report. This is a required field.
Direct Deposits (Y, N, blank for ALL)	Y - Include direct deposits on the report. N - Do not include direct deposits on the report. Blank - Include all transactions on the report.
Message 1 (up to 35 characters)	Type a message that will be displayed on the report.
Message 2 (up to 35 characters)	Type a message that will be displayed on the report.
Message 3 (up to 35 characters)	Type a message that will be displayed on the 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.

Parameter	Parameter Description
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.
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.
E-mail Subject	Type the subject of the e-mail message that will be sent.
E-mail Message	Type the e-mail message that will be sent.

Generate the report.

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