

HRS5000 - 941 Worksheet

Table of Contents

HRS5000 - 941 Worksheet 1

HRS5000 - 941 Worksheet

Payroll > Reports > Quarterly/Annual Reports > 941 Worksheet

The report lists information on checks that each employee received during the date range entered. The information is listed by employee name and includes the check number, check date, taxable gross, federal income tax, FICA gross, FICA withheld, Medicare gross, Medicare tax withheld, and earned income credit. The report is primarily used as a worksheet for preparing the quarterly 941 report. It only works if the district is maintaining year-to-date files, and it includes the pay history records that were created from the Calendar YTD maintenance tab.

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: taxable gross = withholding gross + non-TRS - nontax business allowances

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.
From Pay Date (MMDDYYYY)	Type the from pay date in the MMDDYYYY format. This is a required field.
To Pay Date (MMDDYYYY)	Type the to pay date in the MMDDYYYY format. This is a required field.
Select Frequency(ies), or blank for ALL	Type a one-digit frequency number separating multiple frequency numbers with a comma (e.g., 5, 6). Or, click ⋮ to search for payroll frequencies. Otherwise, leave blank to use all payroll frequencies.
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.

Generate the report.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover