HRS5150 - FICA Annual Report

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Payroll > Reports > Quarterly/Annual Reports > FICA Annual Report

The report generates a list of employee numbers, names, and amount of covered wages paid for the year. When printing the report, provide the district name and address, the employer ID number, and the year of the report. Options available include all existing payroll periods on the report or specific periods. The report lists all direct employees in alphabetical order.

The FICA Tax values are calculated based on the FICA rates from the FICA Rates table for the selected reporting year. The detailed report FICA tax values are from the employee and employer FICA tax values. Due to rounding, the total tax from page one may not match the total tax from the detailed report.

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.
Calendar Year (YYYY)	Type a calendar year in the YYYY format. 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, Exclude Subs (E), or blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on the report. E - Exclude substitute employees from the report. Blank - Include all employees on the report.
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.

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