

HRS5350 - Reportable Overtime for Calendar YTD

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This report provides the amount of overtime being reported in the **Reportable Overtime** field on the Payroll > Maintenance > Calendar YTD Data > Calendar YTD tab by employee and pay date.

The **Reportable Overtime** calculation captures the half-time portion of overtime pay from the Payroll > Maintenance > Hours/Pay Transmittals > Ovtm Hours tab, which must be reported to employees. Eligible overtime wages include pay for hours worked over 40 in a week, calculated at 1.5 times the regular rate. Only the additional half-time portion, the extra 0.5 rate applied to overtime hours, is reportable.

If overtime is paid as supplemental pay, it will not be calculated in the **Reportable Overtime** field on the Payroll > Maintenance > Calendar YTD Data > Calendar YTD tab. You must manually calculate the reportable amount and enter it.

For the 2025 tax year, reportable overtime (OVTM) will print in box 14 on the W-2.

Parameter	Parameter Description
Sort by Alpha (A), Employee Nbr (N), Pay Campus (C)	A - Sort the report alphabetically. N - Sort the report by employee number. C - Sort the report by pay campus. This is a required field.
Calendar Year (YYYY)	Type a calendar year in the YYYY format. This is a required field. The year must be 2025 or greater.
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.

Parameter	Parameter Description
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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