



ASCENDER GUIDES



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# **HRS4550 - Payroll Benefits Expense Distribution**



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## *Human Resources > Reports > TRS Reports > Payroll Benefits Expense Distribution*

The report lists the amount charged to a particular benefit account along with the employee details for each account. Fund and district totals are also listed.

This report is printed in landscape orientation.

Parameter	Parameter Description
<b>Sort by Fund (F), Organization (O)</b>	F - Sort the report by fund.  O - Sort the report by organization.  This is a required field.
<b>Report Month (01-12)</b>	Type a specific report month in the MM format (e.g., 11). The report month is used to determine if an employee is eligible for TRS or is still within the 90-day waiting period for TRS. This is a required field.
<b>Report Year (YYYY)</b>	Type a report year in the YYYY format. The report year is used to determine if an employee is eligible for TRS or is still within the 90-day waiting period for TRS. This is a required field.
<b>Select Frequency(ies), or blank for ALL</b>	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.

[Generate the report.](#)



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