



HRS3150 - Annual Payroll Report

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Payroll > Reports > Year To Date Reports > Annual Payroll Report

The report provides an individual listing for each employee. The listing includes totals for deductions, employer contributions, TRS, and Cafe 125, as well as pay history records that were created from the Calendar YTD maintenance tab. The information is broken down by individual payroll check and is subtotalized by quarter. The report also provides a grand total for each value. Print the report after all payroll cycles, adjustments, and payoffs are complete for the calendar and school year

| 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. |
| Include Deductions? (Y/N) | Y - Include deductions on the report. N - Do not include deductions on the report. This is a required field. |
| Print Summary Totals only? (Y/N) | Y - Print only the summary totals on the report. N - Print the detail for each quarter and the summary totals on the report. This is a required field. |
| From Pay Date (MMDDYYYY), or blank for ALL | Type the from pay date in the MMDDYYYY format, or leave blank to use all from dates. |
| To Pay Date (MMDDYYYY), or blank for ALL | Type the to pay date in the MMDDYYYY format, or leave blank to use all to dates. |
| 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 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 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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