



ASCENDER GUIDES



HRS3500 - YTD Wage and Earning Statements

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The report contains the same information as the paycheck stub: employee's name and address, current period earnings, deductions, and leave data. The form can serve the same purpose as a check stub for those employees on direct deposit or EFT. The statement can also be used as a salary notification form for employees at the beginning of the school year. Statements are printed alphabetically by campus after running calculations or after posting the payroll master file.

The earnings YTD amounts are derived from the current calendar YTD record. The deduction YTD amounts are derived from the deduction history for the calendar year. For leave reporting, **Balance** and **Units Used Year to Date** are reported only if the pay date is for the current school year. For pay dates prior to the current school year, only units used during this period are reported.

When total dependent care (employee and/or employer) exceeds \$5,000 for the calendar year, an additional deduction line is displayed on the reports to separate the taxable and nontaxable parts of that deduction.

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.




At the top of the preview report, select one of the following options:

- Select **Preview All Selected Employees** to view the wage and earnings statements for all of the selected employees.
- Select **Preview Employees with E-mail** to only view the wage and earning statements for the selected employees who have an email address listed on their demographic record.
- Select **Preview Employees with No E-mail** to view the wage and earning statements for the selected employees who do not have an email address listed on their demographic record. The **E-mail** button is disabled when **Preview Employees with No E-mail** is selected from the report page.

Click **Email** to email the wage and earning statements to the employee's email address listed in the **Work E-Mail** field on the Maintenance > Staff Demo tab. If you want to send the wage and earnings statements to the employee's home email address, the home email address must be listed in the **Work E-Mail** field.

Click **Cancel** to return to the report parameters page.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<p>A - Sort the report alphabetically.</p> <p>C - Sort the report by pay campus.</p> <p>P - Sort the report by primary campus.</p> <p>This is a required field.</p>

Parameter	Parameter Description
Print Bank Account Number? (Y/N)	Y - Print the account number on the report. N - Do not print the account number on the report. This is a required field.
Direct Deposits (Y, N, blank for ALL)	Y - Include direct deposits on the report. N - Do not include direct deposits on the report. Blank - Include all transactions on the report.
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.
Message 1 (up to 35 characters)	Type a message that will be displayed on the report.
Message 2 (up to 35 characters)	Type a message that will be displayed on the report.
Message 3 (up to 35 characters)	Type a message that will be displayed on the report.
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, or blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on 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.
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.
E-mail Subject	Type the subject of the e-mail message that will be sent.
E-mail Message	Type the e-mail message that will be sent.

[Generate the report.](#)



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