

HRMS Year End Reports

Report Name	PAY1 Report Name	Transaction Code	Use
Run After Each Payroll or Monthly			
Wages Not Subject to OASI/Medicare Report	Wages Not Subject To Social Security	ZHR_RPTPY632	Use to display employees who have wages not subject to OASI and Medicare.
Wage Type Reporter	Allowance / Reimbursement Summary, Update Savings Bond Reserve	PC00_M99_CWTR	Use to run analysis on wage types used in the payroll processed.
Employee Year to Date (YTD) Payroll Register	Year to Date Register	ZHR_RPTPY646	Use to view detailed results of an employee's year to date total earnings.
Payroll Posting Report	Cancelled Warrant Report	ZHR_RPTPY126	Use to display employees that have cancelled warrants for a selected pay period.
Payroll Journal	Payroll Register	ZHR_RPTPYN33	Use to verify the earnings and deductions for individual employee or groups of employees in your agency.
3 rd Party Remittance Reconciliation		PC00_M99_URMR	Use to verify IRS, EFTPS, vendor and VEBA payments.

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Run Quarterly			
Report 941 Employer's Quarterly Federal Tax Return		PU19	Use to generate Form 941 Employer's Quarterly Federal Tax Return. Copy the results from this report to the paper form.
Medical Aid Detail Report	L&I Medical Aid Report for Quarter	ZHR_RPTPY394	Use to display Gross Salary, Work Hours by Medical Aid code for the quarter.
Run during 4th Quarter			
Report W2 6559 Magnetic Media Summary W-2 Audit Report W-3 Report		PU19	Use to reprint a Form W-2 for an employee. Totals reported to SSA for wages subject to taxes Displays W-2 summary in a journal format Displays summary of total state payments to SSA
Tax Exempt Status Report	YTD Data Extracts for Tax Schedule Indicator	ZHR_RPTPY661	Use to display active employees who have "N" in their withholding tax schedule.
Appointments with EIC at Year End	Appointments with EIC at Year-End	ZHR_RPTPY675	Use to view active employees who have Earned Income Credit (EIC).
Ran Centrally by DOP in January – following January 10th Payroll			
Buyout Statements	Lag Leave	ZHR_RPTPY681	Use to verify employees eligible to buyout sick leave in excess of 480 hours in the year.