

Texas State Requirements

User Guide



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Contents

Reports	1-1
Overview	
Texas TMRS Report	1-2
Command Buttons	1-3
Report Output	1-4
Texas Quarterly Wage Report	1-5
Command Buttons	1-6
Report Output	1-6
Texas New Hire Report	1-8
Command Buttons	1-8
Report Output	1-9
Procedures	2-1
Overview	2-1
Saving Report Settings	2-2
Loading a Saved Report	2-3
Printing a Report	2-4

CHAPTER

REPORTS

Overview

This chapter provides detailed window and field information for Texas state requirement reports. Use these reports as guides for state remittances. For more information about these remittances, please refer to the following Web site:

http://www.state.tx.us

🧷 NOTE:

The reports described in this chapter require that benefit groups and hour codes are set up in Human Resources Maintenance.

- 1 "Texas TMRS Report" on page 1-2 allows authorized users to select the information that appears on the Texas TMRS Report and submit it to myReports.
- **2** "Texas Quarterly Wage Report" on page 1-5 allows authorized users to select the information that appears on the Texas Quarterly Wage Report and submit it to **myReports**.
- 3 "Texas New Hire Report" on page 1-8 allows authorized users to select the information that appears on the Texas New Hire Report and submit it to myReports.



Texas TMRS Report

The "Texas TMRS Report" page, accessed from the Human Resources menu (Human Resources > State Requirements > TX > TMRS Report), allows authorized users to select the information that appears on the Texas TMRS Report and submit it to myReports. For a description of the procedures that can be performed on this page, please refer to Chapter 3, "Procedures."



Entry Control Descriptions

Table 1.1 "Texas TMRS Report" Controls

Control	Description
Load Saved Report	This control enables you to retrieve selection criteria that has been previously defined. It displays a list of all saved report settings in alphanumeric order (with numerics displaying first). An unlimited number of selection criteria combinations for a report option can be stored. The default selection is <black>.</black>
Override Report Title	This control contains the title that will replace the default title. It may contain 64 characters.
Distribution Group	This control identifies the group to which the report will be distributed. The report will be sent to myReports for each user in the group.
From Date	This control is required. It contains the beginning date of the date range the report data will cover.
To Date	This control is required. It contains the ending date of the date range the report data will cover.
Employer Number	This control is required. The <i>Employer Number</i> is assigned to the employer by the Texas Municipal Retirement System.
Available Deduction Code(s)	This control displays all deduction codes to which the user has authority. Users may use Ctrl+Click to select multiple deduction codes or Shift+Click to select a range of deduction codes.
Selected Deduction Code(s)	This control displays all deduction codes that have been selected to include on the listing. At least one deduction code must be selected. Users may use Ctrl+Click to select multiple deduction codes or Shift+Click to select a range of deduction codes.



Deduction Codes Command Buttons

 Table 1.2
 "Texas TMRS Report" Deduction Codes Command Buttons

Button	Description
Add	This button moves all selected deduction codes in the <i>Available Deduction Code(s)</i> multi-select text-box to the <i>Selected Deduction Code(s)</i> multi-select textbox. If no deduction codes are listed in the <i>Available Deduction Code(s)</i> multi-select textbox, the Add command button is disabled.
Add All	This button moves all deduction codes from the <i>Available Deduction Code(s)</i> multi-select textbox to the <i>Selected Deduction Code(s)</i> multi-select textbox. If no deduction codes are listed in the <i>Available Deduction Code(s)</i> multi-select textbox, the Add All command button is disabled.
Remove	This button moves all selected deduction codes from the <i>Selected Deduction Code(s)</i> multi-select textbox to the <i>Available Deduction Code(s)</i> multi-select textbox. If no deduction codes are listed in the <i>Selected Deduction Code(s)</i> multi-select textbox, the Remove command button is disabled.
Remove All	This button moves all deduction codes from the Selected Deduction Code(s) multi-select textbox to the Available Deduction Code(s) multi-select textbox. If no deduction codes are listed in the Selected Deduction Code(s) multi-select textbox, the Remove All command button is disabled.

Command Buttons

Table 1.3 "Texas TMRS Report" Command Buttons

Button	Description
Submit	This button automatically sends the "Texas TMRS Report" to myReports.
Reset	This button updates the page and sets the data in the controls to the state they were in when the page was last saved.
Save	If the report settings have not yet been saved, this button opens a popup page that enables the user to save the current report settings and assign a name to the settings so they can be used at a later date. When OK is clicked, the settings are saved, the popup page is closed, and the cursor focus is placed in the <i>From Date</i> control. When changes are made to a previously saved report, any changes are saved to the report settings and the cursor focus is placed in the <i>From Date</i> control. This button is hidden if the user does not have the appropriate security permissions.
Save As	This button opens a popup page that enables the user to save the current report settings and assign a name to the settings so they can be used at a later date. When OK is clicked, the settings are saved, the popup page is closed, and the cursor focus is placed in the <i>From Date</i> control. This button is hidden if the user does not have the appropriate security permissions.
Delete	Enabled only if the <i>Load Saved Report</i> option was used, this button prompts the user to delete the current report settings. When OK is clicked, the saved report settings are deleted, all controls are cleared, and the cursor focus is placed in the <i>From Date</i> control. This button is hidden if the user does not have the appropriate security permissions.



Report Output

Generated via the "Texas TMRS Report" page, the report provides users with information detailing wages and contributions that fall within the date range selected. A sample report appears below.

chmist, Milliam 99.47.2999 imins, John 99.46.72999 imins, John 99.46.5699 imins, John 99.45.5699 imins, John 99.45.5699 imister, John A 99.45.7999 imider, John A 99.45.7999 imider, John A 99.45.9199 pencer, Ruth 99.45.1999 TANLEY, Stuart 93.9-22.6999 ittingel, Steven 93.9-15.4000 93.9-15.4000 93.9-15.4000 93.9-15.4000 93.9-15.4000 93.9-15.4000 93.9-15.4000 93.9-15.4000 93.9-15.4000 93.9-15.4000 93.9-15.4000 93.9-7-11 FRAUB, Jason 93.17900 urner, Arthony urner, Arthony urner, Brenda 99.9-87.4199 urner, Jeanette 99.9-85.9999 ehdat, Beth 99.9-	Wages \$33,495,18 \$19,273,26 \$51,449,92 \$19,15,592 \$1,346,17 \$56,77 \$0.00 \$13,846,62 \$19,788,00 \$25,688,04 \$25,521,10 \$25,688,07 \$19,536,87 \$14,317,60 \$23,346,87 \$31,431,66 \$23,008,78	Contribution \$4,343.06 \$1,372.18 \$9.200.27 \$5.169.96 \$9.19.99 \$19.99 \$37.49.36 \$3,749.36 \$3,449.22 \$9,787.57 \$3,003.90 \$908.76 \$5,773.62 \$3,344.23 \$3,344.24 \$3,334.42
Schmitt, Milliam 99.07.2e99 Sisins, Richard 99.45.6599 Simith, John 99.45.6599 Simith, John 99.23.5699 Simith, John 99.23.5699 Simith, John A 99.45.6599 Sinider, John A 99.63.6199 Spencer, Ruth 99.45.1199 STANLEY, Shuart 93.22.6899 Stroke, Scott 93.15.4000 Stork, Scott 93.15.4000 Stork, Scott 93.15.4000 Stork, Scott 99.45.6199 Stork, Scott 99.45.699	\$10.273.26 \$51,449.92 \$1,946.17 \$56.77 \$0.00 \$13,846.62 \$19,798.00 \$25,589.40 \$25,589.40 \$25,521.10 \$25,688.07 \$11,00 \$20,989.07 \$14,317.60 \$23,346.87 \$44,55 \$7,431.66 \$20,088.78	\$1,372,18 \$5,200,27 \$5,159,500 \$9,19,90 \$19,19,90 \$10,500 \$10,23,13 \$2,307,90 \$37,749,30 \$37,749,30 \$37,800 \$39,600,76 \$5,733,600 \$10,600,76 \$5,733,600 \$30,42 \$3,304,42 \$1,304,83
Sims, Pichard Simio, Bradle y 909-46-3699 Simio, Bradle y 909-46-3699 Simit, John 909-23-3699 Simit, James 909-44-7799 Sinder, John A 909-33-3699 Simit, James 909-44-7799 Sinder, John A 909-35-1699 Sinder, Staurt 909-94-1109 STANLE Y, Stuart 909-94-1109 STANLE Y, Stuart 909-97-37-266 Stork, Scott 939-15-4000 Tague, Mark 909-05-8099 Todd, Clinton 939-34-6611 Trace Photonics, ho, David Trace Photonics, ho, David Trace Photonics, ho, David Trace Photonics, ho, Bavid Trace Photonics, ho, Bavid Trace Photonics, ho, Bavid Warker, Bavid Warker, Scott 999-87-4199 Turner1, Brands 999-87-4199 Turner1, Brands 999-88-3099 Wehatar, Beth 999-88-3099 Wehatar, Bowl Warker, Jawad Warker, Jawad Warker, Jawad WARK J, Jason 999-48-0499 WARKER, Jason 999-48-0499 Welst-composite of the Store of t	\$51,4440,92 \$10,136,92 \$1,346,17 \$30,77 \$0,00 \$13,946,62 \$10,798,00 \$25,509,00 \$25,509,40 \$25,502,10 \$20,698,07 \$18,936,87 \$14,317,80 \$25,446,87 \$34,55 \$7,431,86 \$22,009,78	\$6.200.27 \$5,156.96 \$9,199 \$3,64 \$16.65,00 \$22.13 \$2,207.96 \$3,749.26 \$3,749.26 \$4,003.00 \$40,007.65 \$5,733.02 \$3,442 \$3,344.22 \$3,344.22 \$3,344.23 \$3,344.23
Skinb, Bradley 99-45-5699 Smith, James 999-45-5699 Smith, James 999-45-7599 Smith, James 999-45-7599 Smith, James 999-45-7599 Smith, James 999-45-1699 Sencer, Ruth 999-45-1699 Stanker, Stant 999-25-8999 Stingel, Steven 999-77-72-86 Stork, Scott 939-15-4000 Stork, Scott 939-15-4000 Stork, Scott 939-15-4000 Stork, Scott 939-15-4000 Stork, Scott 939-36-8091 Tague, Mark 999-36-8091 Tague, Mark 999-36-8091 Tague, Mark 999-36-8091 Tague, Mark 999-37-4199 Tumer, Arthony 999-37-4199 Tumer, Librarda 999-37-4199 Tumer, Librarda 999-37-4199 Tumer, Librarda 999-85-1499 Werberran, Jeanette 999-86-9999 Werberran, Jeanette 999-86-9999 Werberran, Jeanette 999-86-9999 Werberran, Jeanette 999-86-9999 Werberran, Jeanette 999-86-999 Werberran, Jeanethe 999-86-999 Werberrand 999-86-1499 Werber, Gerald 999-48-5999 Werber, Lynn P. 999-48-599	\$19,135.92 \$1,346.17 \$36.77 \$0.00 \$13,846.62 \$19,798.00 \$25,989.00 \$25,589.40 \$25,52.110 \$25,688.07 \$19,036.87 \$14,317.00 \$23,346.87 \$4,455 \$7,431.66 \$22,088.78	\$5,168,06 \$9019.99 \$3,64 \$1,65,00 \$2,207.99 \$3,749.36 \$3,449.22 \$9,767.57 \$3,203.00 \$908.75 \$5,773.62 \$3,442 \$3,344.28
Smith, John 99-23-599 Smith, James 99-44-7799 Smith, James 99-44-7799 Smith, James 99-44-7799 Smith, James 99-44-7799 Smith, James 99-83-6199 Spenoer, Ruth 99-83-6199 Spenoer, Ruth 99-84-1199 STANLEY, Stuart 999-26-899 Stingel, Steven 99-73-7266 Soxie, Scott 99-15-4000 Tague, Mark 99-05-899 Todd, Climbon 99-34-6611 Tague, Mark 99-05-899 Todd, Climbon 99-34-6611 Tague, Mark 99-95-899 Todd, Climbon 99-37-7900 Tumer, Anthony 99-87-4199 Tumer, Penda 99-87-799 Verbara, Beth 99-86-999 Verbaran, Jeanette 99-86-999 Verbaran, Jeanette 99-86-999 Verbaran 99-98-79-999 Verbaran	\$1.346.17 \$36.77 \$0.00 \$1.346.02 \$10,798.00 \$25.089.00 \$25.598.40 \$25.521.10 \$25,698.07 \$14,317.00 \$23,45.87 \$14,317.00 \$23,446.87 \$7.451.86 \$25,000.78	99 19 09 9 \$3 8.4 \$166 50 \$23 31 3 \$2,307 99 \$3,749 .36 \$3,449 .22 \$3,003 90 \$2,693 90 \$2,693 90 \$3,004 92 \$3,004 92 \$3,004 92 \$3,004 92 \$3,004 92 \$3,004 92
Smith , James 99,44-7799 Sinider , Jahn A 998-44-7799 Sinider , Jahn A 998-45-8199 998-44-7199 998-44-7199 998-44-7199 998-44-7199 998-44-7199 998-44-7199 998-44-7199 998-77-7266 998-715-4000 Fague, Mark 999-65-899 998-76-899 998-7	\$16,77 \$0.00 \$13,846.62 \$13,788.00 \$25,598.40 \$25,562,110 \$26,568.07 \$19,836.87 \$14,317.60 \$20,346.87 \$7,431.66 \$2,008.78	\$1.64 \$1.55.50 \$2.307.99 \$3.74.90 \$3.44.22 \$9.797.75 \$3.303.90 \$2.692.00 \$9.682.75 \$3.742.25 \$3.442.25 \$3.442.25 \$3.442.25 \$3.442.25 \$3.442.25 \$3.442.25
Snider_John A 99.45.6199 Snider_John A 99.8-5.6199 STANLEY, Stuart 998-22.6699 STANLEY, Stuart 999-73-7266 Stork, Scott 999-16-4000 Stork, Scott 1991-16-4000 1992-46-611 Trace Photonics, ho, David 999-46-611 Trace Photonics, ho, David 998-87-7811 TRAUB, Jason 998-37-7800 Tumer I, Renda 998-37-7909 Verbaaren, Jeanette 999-66-9499 Verbaaren, Jeanette 999-66-9499 Werbaaren, Jeanette 999-86-1499 Welter, Carald 999-85-1499 Welter, Carald 999-85-1499 Welter, Carald 999-85-1499 Welter, Gerard 999-85-999 Welter, Gerard 999-85-999 Welter, Gerard 999-85-999 Welter, Lynn P. 999-85-6999	\$0.00 \$13,840.02 \$19,798.00 \$26,989.00 \$25,521.10 \$25,521.10 \$25,688.07 \$14,317.00 \$20,346.87 \$14,317.00 \$23,346.87 \$34,455 \$7,431.66 \$20,008.78	\$156.50 \$623.13 \$2,307.90 \$3,749.36 \$3,449.22 \$9,767.57 \$3,003.90 \$2,893.00 \$9,087.75 \$5,773.62 \$3,42 \$3,334.42 \$1,304.82
Spencer, Ruth Spencer, Ruth Spencer, Ruth Spencer, Ruth Strak, EV, Strait Strak, EV, Strait Strak, EV, Strait Strak, EV, Strait Strak, Scott Spencer, Spence	\$1.3,846.82 \$10,798.00 \$20,699.00 \$25,598.40 \$25,652.1.10 \$20,698.07 \$19,820.87 \$1,4317.80 \$25,346.87 \$3,456 \$7,431.86 \$23,009.78	\$2.20.19 \$2.20.79 \$3.749.30 \$3.446.22 \$9.787.77 \$3.303.90 \$2.693.90 \$6.773.62 \$3.42 \$3.44.24 \$3.34.42
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Stingel, Steven 939-73-7286 Stork, Scot 939-15-4000 Stork, Scot 939-15-4000 Tague, Mark 999-6-899 Todd, Clinton 939-34-6611 Trace Photonics, Inc., David 939-34-6611 TRAUB, Jason 939-31-7800 Tumer, Archony 99-87-4199 Tumer, Jennda 999-87-4199 Tumer, Jennda 999-87-4199 Vehrlart, Beth 999-66-3999 Vehrlart, Beth 999-66-3999 Vehrlart, Beth 999-66-3999 Vehrlart, Bathara 959-19-4611 Walters, David 999-75-1499 Walter, Unison 999-85-1499 Walter, Unison 999-85-1499 Walter, Unison 999-85-1499 Welter, Gerald 999-85-899 Welter, Lynn P. 999-48-2499 Welter, Lynn P. 999-48-2499 Welter, Lynn P. 999-48-2499 Welter, Lynn P. 999-88-8499 Welter, Unison 999-85-899	\$26,989.00 \$25,508.40 \$25,521.10 \$25,698.07 \$14,977.00 \$20,349.87 \$14,317.00 \$27,345.55 \$7,431.66 \$20,009.78	\$3,749,36 \$3,446,22 \$9,767,57 \$3,303,90 \$2,693,60 \$968,75 \$5,773,62 \$3,42 \$3,42 \$1,304,88
Stork, Scott 93-15-4000 Tague, Mark 998-05-8999 Todd, Climbn 999-34-6611 Tague, Mark 998-05-8999 Todd, Climbn 999-34-6611 999-34-6611 999-34-6611 999-38-7611 TRAUB, Jason 993-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-38-7899 999	\$28,508,40 \$25,521,10 \$25,688,07 \$19,536,87 \$14,317,00 \$23,340,87 \$34,55 \$7,431,66 \$23,008,78	\$3,446,22 \$9,787,77 \$3,303,90 \$2,693,60 \$988,75 \$5,773,62 \$3,42 \$33,42 \$1,304,88
Stork, Scott 93-15-4000 Tague, Mark 998-05-8999 Todd, Climbn 999-34-6611 Tague, Mark 998-05-8999 Todd, Climbn 999-34-6611 999-34-6611 999-34-6611 999-38-7611 TRAUB, Jason 993-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-37-7800 999-38-7899 999	\$28,508,40 \$25,521,10 \$25,688,07 \$19,536,87 \$14,317,00 \$23,340,87 \$34,55 \$7,431,66 \$23,008,78	\$9,787.57 \$3,303.90 \$2,693.60 \$968.75 \$5,773.62 \$3,44.2 \$1,304.88
Todd, Clinton 939-34-6611 Trace Photonics, h.c. David 939-38-7611 TRAUB, Jason 939-31-7800 Turner, Arthony 998-87-4199 Turner J. Brands 999-87-4199 Turner J. Brands 999-88-3999 Vehical, Beth 999-68-3999 Vehical, Beth 999-68-3999 Vehical, Esth 999-68-3999 Vehical, Esth 999-99-99-99-99-99-99-99-99-99-99-99-99	\$26,689.07 \$19,508.87 \$14,317.60 \$26,346.87 \$34.55 \$7,431.66 \$22,008.78	\$3,303,90 \$2,693,60 \$9,68,76 \$5,773,62 \$3,42 \$3,94,42 \$1,304,88
Trace Photonics, hc, David 93 9-88-7611 TRAUB, Jason 939-17-800 Tumer1, Asthony 999-97-4199 Tumer1, Penda 999-87-4199 Tumer1, Penda 999-83-7699 Verbearen, Jeanette 999-66-3999 Verbearen, Jeanette 999-66-0499 Werbearen, Jeanette 999-86-1499 Welter, David 999-85-1499 Welter, David 999-85-1499 Welter, Carad 999-85-1499 Welter, Ceradd 999-85-1499 Welter, Ceradd 999-99-99 Welter, Ceradd 999-99-99 Welter, Ceradd 999-99-99 Welter, Ceradd 999-99-99-99-99-99-99-99-99-99-99-99-99	\$19,826.87 \$14,317.00 \$20,346.87 \$34.65 \$7,431.86 \$2,008.78	\$2,893.80 \$968.75 \$5,773.82 \$3.42 \$3.34.42 \$1,304.88
TRAUB , Jason 939-31-7800 Tumer , Arthon y 99-87-4199 Tumer 1, Brinds 999-87-4199 Tumer 1, Brinds 999-87-4199 Tumer 1, Brinds 999-88-7699 We harket, Beth 999-68-3999 Whoen 1, Barbara 999-19-4911 Whater 2, David 999-98-51499 Whater 1, David 999-98-51499 WhAER D, Jason 999-48-6477 Weet, Gerald 999-48-6999 Whithworth , Anne 999-98-6499 Whithworth , Anne 999-98-6499 Whithworth , Anne 999-24-6599	\$1.4.317.60 \$25,346.87 \$3.4.55 \$7.431.86 \$23,009.78	\$9.68.76 \$5,773.62 \$3.42 \$334.42 \$1,304.88
Turner J. Anthon vy 99.457-4199 Turner J. Renda 99.457-4199 Turner J. Renda 99.457-499 Verbearen, Jeanette 999.65.3999 Verbearen, Jeanette 999.65.4999 Whoten, Barbara 999.451-499 Whiter J. David WARD J. Jason 99.451-477 West, Gerard 99.45-6999 Whiter J. Lynn P. 99.44-2599 Whiter J. Whiter J. P. 99.44-2599 Whiter J. Whiter J. Whiter J. Whiter J. P. 99.45-6999 Whiter J. White	\$26,346.87 \$34.65 \$7,431.66 \$23,009.78	\$5,773.62 \$3.42 \$334.42 \$1,204.88
Tumer I, Brends 99.8-37-799 99-83-7-799 99-83-7-799 99-86-3999 Werketa, Beth 999-66-3999 Werketaren, Jeanette 999-66-3999 Wincent, Barbara 99-19-491 11 Wildeters, David 99-8-51-499 Wildeter, David 99-9-7-3999 Wildeter, Jason 99-43-64-77 Wildets, Gerald 99-43-6999 Wildeter, Lynn P. 999-44-2599 Wildeter, Lynn P. 999-44-2599 Wildeter, Anne 99-84-999 999-84-5999 Wildeter, John 999-24-5599 Wildeter, John 999-24-5599 999-24-5599	\$34.65 \$7,431.66 \$23,008.78	\$3.42 \$334.42 \$1,304.88
Vehiclar, Beth 999-68-3999 Vehor Bernar, Jean ette 999-68-3999 Whorent, Barbara 999-19-4911 Wilders, Cardid 999-85-1499 Widerd, Todd 999-79-999 WWAFD, Jason 939-43-6477 West, Gerald 999-85-899 Whitau Lynn P. 999-44-2599 Whitau Cardid, Anne 999-88-6499 Wild zo wiski, John 999-24-5599	\$7,431.66 \$23,008.78	\$334.42 \$1,304.88
Verbearen , Jeanette 99 -86 -9499 Vhoent, Barbara 959 -10 -40 11 Walters, David 99 -85 -1499 Word, Todd 99 -85 -1499 Word, Todd 99 -45 -999 West, Gerald 99 -45 -699 White, Lynn P. 99 -44 -2599 White, Lynn P. 99 -45 -6999 White orb, Anne 99 -24 -5599 Williar orb, Anne 99 -24 -5599	\$23,008.78	\$1,304.88
Mncent, Barbara 959-19-4611 wildsters, Cawid 999-85-1499 wildster, Cawid 999-85-1499 wildster, Lyand 999-95-1499 wildster, Lyand 939-45-9477 west, Gerald 99-45-9699 wildster, Lyan P. 999-46-2699 withtworth, Avne 999-96-8499 wildster uskyl, John 999-24-5699		
Watters, David 999-85-1499 Ward, Todd 999-07-3999 WARD, Jason 939-45-4677 West, Gerald 99-45-9899 White, Lynn P. 999-44-2599 White, Lynn P. 999-64-999 Williaroth, Anne 989-86-899		
Ward, Todd 999-07-3999 WARD, Jason 939-43-64-77 West, Gerald 999-45-6999 White, Lynn P. 999-44-2599 White Channel 999-64-6999 Wat or the Anne 999-24-5599 Wat or the Anne 999-24-5599	\$9,783.39	\$440.28
WARD, Juson 93-43-6477 West, Gerald 99-46-9699 White, Lynn P. 99-44-2599 White Lynn P. 99-90-94-999 White on M., John 99-24-5699	\$23,008.04	\$5,796.46
West, Gerald 999-45-9899 White, Lynn P. White Lynn P. White John 990-44-25999 White John 990-28-6499 Wilazouski, John 999-24-5599	\$27,496.39	\$1,786.77
White, Lynn P. 999-44-2599 Whitworth , Anne 999-08-6499 Williazowski, John 999-24-6599	\$20,242.90	\$4,755.43
Whitworth, Anne 999-08-6499 Wiazowski, John 999-24-6599	\$28,208.71	\$8,375.56
Mazowski, John 999-24-5599	\$23,716.06	\$3,162.72
	\$6.047.28	\$272.14
	\$51,394.18	\$3,133.30
Mazowskia, Deborah 999-06-1799	\$21,976.43	\$3,894.33
Mison, Carl III 999-45-5899	\$21,462.82	\$4,234.43
Winnett, Joe 939-95-6233	\$28,388.89	\$4,024.41
Mroblewski, Robert 939-88-8222	\$19,816.34	\$5,104.41
Yordy, James 939-77-7499	\$0.00	\$62.50
Zimmerle, Terry 999-63-3599	\$11,272.95	\$507.29
ZYTKA, Paul 939-04-4000	\$38,021.89	\$10,224.63
		\$712.022.00

Report Fields

Table 1.4 "Texas TMRS Report" Fields

Column	Description
Employee	This column displays the employee's name.
SSN	This column displays the social security number of the employee.
Wages	This column displays the sum of wages earned for the date range selected.
Contribution	This column displays the amount of the employee's contribution.



Texas Quarterly Wage Report

The "Texas Quarterly Wage Report" page, accessed from the Human Resources menu (Human Resources > State Requirements > TX > Quarterly Wage Report), allows authorized users to select the information that appears on the Texas Quarterly Wage Report and submit it to myReports.



Entry Control Descriptions

Table 1.5 "Texas Quarterly Wage Report" Controls

Control	Description
Submission Period	This section groups submission period information for the report.
Quarter	This control is required. Select the quarter for which you want to run the report. The available options are 1-4. The default selection is 1.
Year	This control is required. Specify the year for which you want to run the report. This control is required. The acceptable range is 2001 - 2999. The current year is the default.
State Unemployment Insurance	This section groups the controls used to calculate state unemployment insurance.
Employer Account Number	This control is required. Enter the employer's account number.
Taxable Wage Base	This control is required. Enter the amount of annual wages that are taxable for unemployment insurance.
Taxable Rate	This control is required. Enter the tax rate used to calculate unemployment insurance. Enter .0000 if the state has not provided you with a tax rate.
Contact Information	This section groups contact information for the report.
Contact Name	This control is required. Enter the name of the person to contact with questions or concerns about the quarterly wage information.
Contact Phone	This control is required. Enter the contact person's phone number. It must contain ten digits.
Phone Extension	This control contains the contact person's phone extension, if applicable.
Send to myReports	This control tells whether to send the submitted report to myReports. The default is selected. If the control is deselected, the report is not created.
Create File	This control tells whether to create the transmittal file. The default is selected.



Command Buttons

Table 1.6 "Texas Quarterly Wage Report" Command Buttons

Button	Description
Submit	If the Send to myReports control is selected, this button automatically sends the "Texas Quarterly Wage Report" to myReports. A Windows File Download dialog box will appear to give the user the option to open or save a text file version of the report.
Reset	This button updates the page and sets the data in the controls to the state they were in when the page was last saved.

Report Output

Generated via the "Texas Quarterly Wage Report" page, the report provides users with information detailing the gross quarterly wages paid to each employee, year-to-date gross, taxable gross and excess gross. A sample report appears below.

939-31-7800 TRAUB, 999-97-4199 Turner, 7-9-99-90-90-90-90-90-90-90-90-90-90-90-9	oft miel Jark Natica Erin moton motonics, Inc., David Jason mothony with n, Leartte n, Larry Jarbara David Jason dd urg, Jerad r Pamela	5,656,38 6,049,30 228,88 5,120,88 356,020 94,25 5,553,51 3,997,22 2,320,92 5,863,10 1,483,32 6,873,25 1,382,50 1,1970,55 5,155,40 5,009,71 258,00 5,742,00	31,050,99 33,494,82; 655,39 25,521,10 366,00 26,02 29,812,57 19,536,87 14,317,80 28,797,58 7,491,56 23,008,78 6,751,27 9,783,39 23,008,04 24,072,83 644,00 28,899,54	4,905.37 2,664.78 288.88 5,120.68 366.00 94.25 5,653.51 3,997.22 2,320.92 5,393.10 1,493.32 6,873.25 1,970.55 5,155.40 5,165.40 5	0.0 0.0 0.0
939-70-8211 Strutt D2 939-05-6599 Tague, M: 939-93-6591 Temple, I 939-34-6591 Trample, I 939-34-6591 Trample, I 939-34-7800 Trane, I 939-37-7800 Trane, I 939-37-7800 Trane, I 939-37-7800 Verkat, E 939-38-4222 Verbeere 939-38-4222 Verbeere 939-38-4222 Verbeere 939-38-4222 Verbeere 939-38-939 Warghen, I 939-95-5999 Warghen, I 949-35-6989 White, I 949-35-6088 White, I 949-35-6088 White, I 949-36-6089 White, I 949-36-6089 White, I 949-36-9699 White, I 949-36-969 White, I 949-36-969	nniel Ank Ank Altica Erin nton obonics, Inc, David Jason Jason Hothory Helth In, Jeanette In, Larry Barbara David Jason Jourd Journ	238.88 5,120.88 386.00 94.25 5,653.51 3,997.22 2,320.92 5,383.10 1,483.32 6,873.25 1,382.69 1,970.55 5,165.40 5,005.93 6,009.71 258.00 5,742.00	635.39 25.521.10 366.00 286.02 28.812.57 19,536.87 14,317.60 28,797.58 7,431.86 23,008.78 6,751.27 9,783.39 23,008.04 24,072.82 27,496.39 644.00	238.88 5.120.88 365.00 94.25 5.653.51 3,997.22 2,320.92 5,383.10 1,483.32 6,873.25 1,382.69 1,997.0.56 5,155.40 5,005.93 6,039.71 1,288.00	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0
999-05-6899 Tague, M 939-91-8011 Templel, D 999-28-9599 Thomas, G 939-34-6811 Todd, Dil 909-85-74190 Turner, A 909-65-9490 Verbeere 909-65-9402 Verbeere 909-65-9402 Watgeb 909-65-9403 Watgeb 909-65-9403 Watgeb 909-65-9590 Watgeb 909-65-9590 Watgeb 909-65-9590 Watgeb 909-65-9590 Watgeb 909-65-9590 Watgeb 909-65-9590 Watgeb	tark Vatica Erin noton Obtonics, Inc, David Jason otthory seth n, Jeanette n, Larry Barbara David ason dd urg, Jerad rad	5,120,88 366,00 94,25 5,653,51 3,967,22 2,320,92 5,363,10 1,483,32 6,873,25 1,382,59 1,970,55 5,156,40 5,905,93 6,039,71 288,00 5,742,00	25.521.10 366.00 26.02 29.812.57 19.636.87 14.317.80 28.797.88 7.431.66 23.008.78 6.761.27 9.783.39 23.008.04 24.072.82 27.496.39 644.00	5,120,68 366,00 94,25 5,653,51 3,997,22 2,320,92 5,383,10 1,483,32 6,873,25 1,382,69 1,970,55 5,165,40 5,005,93 6,039,71 288,00	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0
99-91-8011 Temple, 1999-22-9599 Thomas, 2099-36-9591 Todd, Cil Gogo-31-7800 TRAUB, 999-87-4199 TRAUB, 999-87-4199 Temple, 1999-87-4199 Verlat, Et. 1999-96-95-999 Verlat, Et. 1999-96-95-999 Warght 1999-97-97-97-97-97-97-97-97-97-97-97-97-	Natica Erin otonics, Inc., David Jasco nithony seth n, Jeanette n, Larry Barbara David as on dd urg, Jerad rand	368.00 94.25 5,563.51 3,997.22 2,320.92 5,833.10 1,483.32 6,873.25 1,392.29 1,970.25 5,156.40 5,005.93 6,039.71 288.00 5,742.00	356.00 286.02 29.812.57 19.836.87 14.317.80 28.797.58 6,761.27 9,763.39 23.008.04 24.072.82 27.496.39 644.00	356.00 94.25 5.553.51 3,997.22 2,320.92 5,363.10 1,483.32 6,873.25 1,970.55 5,155.40 5,005.93 6,009.71 2,58.00	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0
999-28-9599 Thomas, 999-38-7611 Todd, CIII G99-88-7611 Trace Ph (999-87-4199 Trace) Verbeers 999-69-999 Verbeers 999-69-999 Warpen 999-69-999 Wards 1099-69-5999 Wards 1099-69-5999 Wards 1099-69-5999 White, Ly 999-43-999-999-999-999-999-999-999-999-9	Ein noton noton noton noton noton last noton last noton last noton	94.25 5,659.351 3,997.22 2,320.92 5,383.10 1,483.32 6,873.25 1,382.89 1,970.55 5,155.40 5,905.93 6,009.71 258.00 5,742.00	286.02 29.812.57 19.636.87 14.317.80 28.797.68 7,431.66 23.008.78 6,761.27 9,783.39 23.008.04 24.072.82 27,496.39 544.00	9425 5,653.51 3,967.22 2,320.92 5,363.10 1,483.32 6,873.25 1,382.69 1,970.55 5,155.40 5,005.93 6,009.71 258.00	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0
939-34-8611 Todd, Cli 939-83-7611 Trace Ph 939-31-7600 Trace Ph 939-65-3490 Verberre 939-94-4222 Verberre 939-94-4222 Verberre 939-94-53-490 Wargen, 939-93-5490 Wargen, 939-93-5390 Wargen, 939-93-5390 Wargen, 939-93-930	nton otonics, Inc, David Jason otthony otthony h, Jeanette n, Larry garbara David ason dd urg, Jerad rand	5,653.51 3,997.22 2,300.92 5,383.10 1,483.22 6,873.25 1,392.26 1,970.25 5,165.40 5,005.93 6,039.71 228.00 5,742.00	29,812,57 19,536,87 14,317,60 28,797,58 7,431,66 23,008,78 6,751,27 9,763,39 23,008,04 24,072,82 27,496,39 644,00	5,653,51 3,997,22 2,320,92 5,383,10 1,483,32 6,873,25 1,382,59 1,970,55 5,155,40 5,905,93 6,039,71 258,00	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0
\$39.82.7811 Trace Pt (1998) 31.7800 TRAUB, (1998) 399.7800 Verlat, Et (1998) 599.890 Verlat, Et (1998) 599.890 Verlat, Et (1998) 599.190 Verlat, Et (1998) 599.190 Verlat, Et (1998) 599.190 Verlat, Et (1998) 599.690 Verlat, Et	otonics, Inc, David Jason Jason Nethon Neth N, Jeanette Barbara David Jason Jarad Jarad Jarad Jarad Jarad	3,997 22 2,300 92 5,393,10 1,483,32 6,873,25 1,392,59 1,970,55 5,155,40 5,005,93 6,009,71 258,009	19,536,87 14,317,80 28,797,58 7,431,86 23,008,78 6,751,27 9,783,39 23,008,04 24,072,82 27,496,39 644,00	3,997.22 2,320.92 5,363.10 1,483.32 6,873.25 1,382.69 1,970.55 5,155.40 5,905.93 6,039.71 258.00	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0
939-31-7800 TRAUB, 1009-557-41990 Turner, 7-4090-059-309-059-309-309-559-4022 Verbeere 1059-14-22 Verbeere 1059-14-20 Walter, 1099-55-1490 Walter, 1099-65-5090 Warpenb 1099-65-5090 White, by 1099-45-5090 Wh	Jason nthony sheh n, Jeanette n, Larry Barbara David ason dd urg, Jerad rPamela	2,320,92 5,363,10 1,483,32 6,873,25 1,392,95 5,165,40 5,005,93 6,039,71 258,00 5,742,00	14,317.60 28,797.68 7,431.66 23,008.78 6,761.27 9,783.39 23,008.04 24,072.82 27,496.39 544.00	2,320,92 5,363,10 1,483,32 6,873,25 1,382,59 1,970,55 5,155,40 5,905,93 6,039,71 258,00	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0
999-87-4190 Turnet, A 999-85-3999 Verkat, Et, 999-85-3999 Verkat, Et, 999-85-1490 Warker, 999-85-1490 Walker, 999-85-5990 Warker, 999-85-5990 Walker, 999-85-5990 Walk	nthony seth , Jeanette n, Larry Barbara David asron dd urg, Jerad Pamela	5,883.10 1,483.32 6,873.25 1,382.89 1,970.55 5,155.40 6,905.93 6,039.71 258.00 5,742.09	28,797.58 7,431.66 23,008.78 6,751.27 9,783.39 23,008.04 24,072.82 27,496.39 544.00	5,383,10 1,483,32 6,873,25 1,382,69 1,970,55 5,155,40 5,905,93 6,039,71 258,00	0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0
999-86-3999 Verkat, E 999-86-9499 Verkeer 939-94-922 Verbeere 999-85-1499 Walter, 999-85-1499 Ward, To 999-07-3999 Ward, To 999-07-3999 Ward, To 999-08-3999 West 6 939-10-9422 Wheeler, 999-84-2999 White, D	seth n, Jeanette n, Jeanette n, Larry Barbara David ason dd urg, Jerad Pamela	1,483.32 6,873.25 1,382.89 1,970.25 5,165.40 5,905.93 6,039.71 258.00 5,742.09	7,431,66 23,008,78 6,751,27 9,783,39 23,008,04 24,072,82 27,496,39 544,00	1,483.32 6,873.25 1,382.69 1,970.55 5,155.40 5,905.93 6,039.71 258.00	0.0 0.0 0.0 0.0 0.0 0.0 0.0
999-88-9499 Verbeere 939-94-4222 Verbeere 959-94-4222 Vincent, 1999-85-1499 Wardt 7, 999-07-3999 Wardt 7, 999-08-5399 Warpenb 939-10-9422 Wheeler, 949-33-0088 White, D. 999-44-2599 White, D.	n, Jeanette n, Larry Barbara David ason durg, Jerad erald Pamela	6,873.25 1,382.69 1,970.55 5,155.40 5,905.93 6,039.71 258.00 5,742.09	23,008,78 6,751,27 9,783,39 23,008,04 24,072,82 27,496,39 544,00	6,873.25 1,382.69 1,970.55 5,155.40 5,905.93 6,039.71 258.00	0.0 0.0 0.0 0.0 0.0 0.0
939-94-4222 Verbeere 959-19-4811 Walters, 939-43-6477 WARD, J 999-07-3999 Ward, To 999-65-3999 West 64 939-19-3422 Wheeler, 949-38-088 White, D 999-44-2399 White, D	n, Larry Darbara David asson dd urg, Jerad raid Pamela	1,382,59 1,970,55 5,155,40 5,905,93 6,039,71 258,00 5,742,09	6,751,27 9,783,39 23,008,04 24,072,82 27,496,39 544,00	1,382,69 1,970,55 5,155,40 5,905,93 6,039,71 258,00	0.0 0.0 0.0 0.0 0.0
959-19-8511 Vincent, 1999-85-1499 Walters, 939-43-6477 Ward D, J 999-65-399 Warpenb 999-65-399 West 6-939-19-9422 White, Ly 999-44-2599 White, Ly	Barbara David ason dd urg, Jerad trald Pamela	1,970.55 5,155.40 5,905.93 6,039.71 258.00 5,742.09	9,783,39 23,008,04 24,072,82 27,496,39 544,00	1,970.55 5,155.40 5,905.93 6,039.71 258.00	0.0 0.0 0.0 0.0
999-85-1499 Watters, 999-43-8477 WARD, J 999-07-3999 Ward, To 999-66-399 Warpenb 999-46-3999 West, Ge 939-19-8422 Wheeler, 949-33-088 White, Dy	David ason dd urg, Jerad rald Pamela	5,155,40 5,905,93 6,039,71 258,00 5,742,09	23,008.04 24,072.82 27,496.39 544.00	5,155,40 5,905,93 6,039,71 258,00	0.0 0.0 0.0 0.0
939-43-6477 W/ARD, J 999-07-3999 Ward, To 999-66-6399 Warpenb 999-46-9899 West, Ge 939-19-9422 W/heeler, 949-33-0088 W/hite, D, 999-44-2599 W/hite, Ly	ason dd urg, Jerad urglid Pamela	5,905,93 6,039,71 258,00 5,742,09	24,072.82 27,496.39 544.00	5,905,93 6,039,71 258.00	0.0 0.0 0.0 0.0
999-07-3999 Ward, To 999-66-5399 Warpenb 999-45-9399 West, Ge 939-19-8422 Wheeler, 949-33-6088 White, D. 999-44-2599 White, Ly	dd urg, Jerad erald Pamela	6,039.71 258.00 5,742.09	27,496.39 544.00	6,039.71 258.00	0.0
999-66-6399 Warpenb 999-45-9899 West Ge 939-19-9422 Wheeler, 949-33-6088 White, D. 999-44-2599 White, Ly	urg, Jerad rrald Pamela	258.00 5,742.09	544.00	258.00	0.0
999-45-9899 West, Ge 939-19-9422 Wheeler, 949-33-6098 White, D. 999-44-2599 White, Ly	rald Pamela	5,742.09			
939-19-8422 Wheeler, 949-33-6088 White, D. 999-44-2599 White, Ly	Pamela		28,869.54	5.742.00	
949-33-6088 White, D. 999-44-2599 White, Ly				0,742,08	0.0
999-44-2599 White, Ly		715.00	3,643.25	715.00	0.0
	aniel	1,318.40	5,924.60	1,318.40	0.0
000.00.00.000	nn P.	4,752.00	23,716.06	4,752.00	0.0
98-9-00-0489 MILLIDOUR	n, Anne	1,116.50	6,437.28	1,116.50	0.0
999-43-0699 Wiazows	ki, Gany	44.00	154.00	44.00	0.0
999-24-5599 Wiazows	ki, John	5,470.29	25,697.09	5,470.29	0.0
999-06-4599 Wiazows	ki, Timothy	44.00	154.00	44.00	0.0
999-06-1799 Wiazows	kia, Deborah	5,600.60	21,976.43	5,600.60	0.0
999-45-5899 Wilson, C	arl	4,355.47	21,462.82	4,355.47	0.0
939-95-6233 Winnett, .	Joe	7,368.57	34,323.91	3,044.66	4,323.9
999-44-8799 Winnett, '	William	22.00	3,608.00	22.00	0.0
939-88-8222 Wroblews	ski, Robert	6,253.88	24,912.29	6,253.88	0.0
939-77-7499 Yordy, Ja	imes	3,000.00	3,815.00	3,000.00	0.0
939-10-7888 Young, N	legan	425.75	474.50	425.75	0.0
999-63-3599 Zimmerle	, Terny	2,436.00	11,272.95	2,436.00	0.0
939-19-7477 ZUMBAH	ILEN , Britney	630.00	630.00	630.00	0.0
939-04-4000 ZYTKA, F	Paul	7,903.26	38,021.89	0.00	7,903.2

Report Fields

Table 1.7 "Texas Quarterly Wage Report" Fields

Column	Description
SSN	This column displays the Social Security Number of the employee.
Employee	This column displays the name of the employee.
Quarter Gross	This column displays the employee's gross wages for the quarter.
YTD Gross	This column displays the employee's gross wages for the year to date.



Table 1.7 "Texas Quarterly Wage Report" Fields (continued)

Column	Description
Taxable Gross	This column displays the state taxable wages paid to the employee for the quarter selected.
Excess Gross	This column displays the gross wages that exceed the taxable wage base for the quarter selected.



Texas New Hire Report

The "Texas New Hire Report" page, accessed from the Human Resources menu (Human Resources > State Requirements > TX > New Hire Report), allows authorized users to select the information that appears on the Texas New Hire Report and submit it to myReports.



Entry Control Descriptions

Table 1.8 "Texas New Hire Report" Controls

Control	Description
From Hire Date	This control is required. It contains the first hire date to be included in the report data.
To Hire Date	This control is required. It contains the last hire date to be included in the report data.
Create File	The default is selected.

Command Buttons

Table 1.9 "Texas New Hire Report" Command Buttons

Button	Description
Submit	This button automatically sends the "Texas New Hire Report" to myReports . A Windows File Download dialog box will appear to give the user the option to open or save a text file version of the report.
Reset	This button updates the page and sets the data in the controls to the state they were in when the page was last saved.



Report Output

Generated via the "Texas New Hire Report" page, the report provides users with the names, social security numbers, hire dates, birth dates and addresses of the employees hired within the date range selected. A sample report appears below.

From Date: 05/01/2005 - To Date: 12/31/2005						
Social Security Number	Employee Name	Date of Hire	Date of Birth	Employee Address		
939-95-7844	BANKSTON, Brandon	05/17/2005	04/29/1987	708 E Street New World City, MI 48084		
939-11-0600	Choi, Lindsey	05/29/2005	04/27/1989	758 Glenwood Dr New World City, MI 48084		
929-54-0433	Fassil, Mallory	06/14/2005	12/14/1982	124 S Chicago Ave #1 New World City, MI 48084		
939-49-9611	FREUDENBERG, Bang-ku	05/29/2005	05/28/1973	3 Bryan Place New World City, MI 48084		
939-32-0200	Gray, Kevin	05/17/2005	07/29/1985	3308 18th St New World City, MI 48084		
939-16-7044	HALL, Brian a	05/16/2005	08/24/1975	123 Livernois Dearborn, MI 48124		
939-25-8000	HAMILTON, Katie	05/29/2005	09/25/1988	65 Mitchell Drive New World City, MI 48084		
939-11-8233	Hardy, Destiny	05/29/2005	12/07/1988	2725 Krishire Dr New World City, MI 48084		
969-96-0599	HILDEBRAND, Ryan	05/29/2005	02/27/1983	2814 Kirnwood Drive New World City, MI 48084		
909-09-0909	hill , Mark	11/18/2005	03/20/1978	829 oak stWHEATON, MD 20902		
939-63-8244	HINKLE, Frank	05/25/2005	08/18/1983	7435 W 173 Place TINLEY PARK, MI 48084		
959-76-6644	KOHLENBERG, Wm. Reed	06/06/2005	08/27/1963	1015 Davis Street New World City, MI 48084		
939-11-6877	LAUBER SHEIMER, Benjamin	07.01/2005	10.09/1973	74 Richmond MATTOON, MI 48084		
939-65-8622	Lyday, Tom	05/17/2005	04/30/1985	960 Nursery Rd New World City, MI 48084		
939-20-7677	Morrison, Donald	05/16/2005	11/20/1985	2110 Stoner Dr West New World City, MI 48084		
939-34-8499	Mount, Lindsey	05/19/2005	05/14/1989	4487 State Highway 130 New World City, MI 48084		
939-07-8022	Muchna, Corey	05/19/2005	04/13/1988	634 Fox Lake Dr New World City, MI 48084		
959-74-9455	Murphy , Michael	05/23/2005	08/03/1981	1906 11th ST New World City, MI 48084		
939-64-7833	Prosise, Quinton	05/25/2005	07/20/1985	1018 13th St New World City, MI 48084		
939-41-8499	RAUPP , Brad	06/12/2005	06/12/1989	2518 Carriage Lane New World City, MI 48084		
959-69-9033	Rienbolt, Jennifer	05/29/2005	08/07/1984	1807 11th ST New World City, MI 48084		
959-43-4811	Salvadori, Terrance	05/01/2005	11/23/1983	1905 12th ST Apt 3 New World City, MI 48084		
939-32-8499	Sandefer, Zac	06/12/2005	06/12/1989	2518 Carriage Lane New World City, MI 48084		
939-82-2800	Sanders, Nicholas	05/01/2005	07/08/1980	751 11th St New World City, MI 48084		
939-58-7477	Shepherd, April	05/16/2005	05/08/1983	1105 6th Street New World City, MI 48084		
939-64-8288	SIDWELL, Seth	08/01/2005	09/25/1983	2373 West State Street New World City, MI 48084		
939-27-4011	SNOW, Steven L	05/23/2005	09/09/1946	500 Deere Run Lake CASEY, MI 48084		
919-76-4533	Venkat, David Brent	09/12/2005	10/12/1970	123 W. Madison TROY, MI 48084		
989-97-9888	Venkat, Yanamula	10.03/2005	10.03/1970	45 BRADFORD, IA 50041		
949-56-5466	Verbeeren, Yanamula	10.03/2005	10.03/2005	45, First Cross Street LITHONIA, GA 30038		
939-58-8044	White, Leah	08/01/2005	02/16/1983	2113 Meadowlake Dr New World City, MI 48084		
939-19-7477	ZUMBAHLEN , Britney	07.05/2005	12/28/1981	708 14th ST New World City, MI 48084		

Report Fields

Table 1.10 "Texas New Hire Report" Fields

Column	Description
Social Security Number	This column displays the employee's social security number.
Employee Name	This column displays the employee's name.
Date of Hire	This column displays the employe's hire date.
Date of Birth	This column displays the employee's birth date.
Employee Address	This column displays the employee's address.

ReportsTexas New Hire Report



PROCEDURES

Overview

This chapter provides a step-by-step guide to reporting features. It details the following procedures:

- "Saving Report Settings"
- "Loading a Saved Report"
- "Printing a Report"

For information on specific reports and submitting reports, please see Chapter 1, "Reports."



Saving Report Settings

Use this procedure to save report settings for future use.

- 1 From the **Human Resources** > **State Requirements** > **TX** > [Report Name] menu, select the report for which you want to save report settings. The report page displays.
- **2** Complete the controls for the report you selected as detailed in Chapter 1, "Reports."
- **3** Click the **Save** button to automatically save changes to an existing report template.

-OR-

Click the **Save As** button to save a new report template. A dialog similar to the following displays:



- **4** Enter a unique name for the report template in the *Please enter a new report criteria name* control.
- 5 Click OK.

The report settings are now saved for future use. For more information on loading a saved report, please refer to the "Loading a Saved Report" topic.



Loading a Saved Report

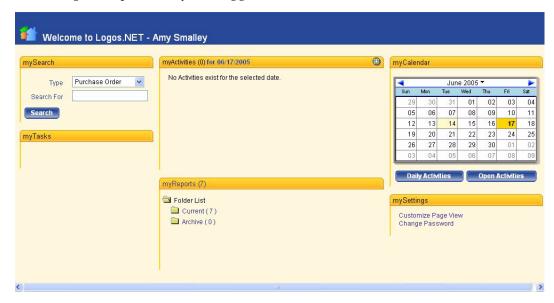
Use this procedure to load saved settings for the selected report.

- 1 From the **Human Resources** > **State Requirements** > **TX** > [Report Name] menu, select the report for which you want to load a saved report. The report page displays.
- **2** From the *Load Saved Report* control, select the name of the previously saved report template.
 - The controls update to display the saved report settings.
- 3 Make the necessary changes to the template or submit the report to myReports.

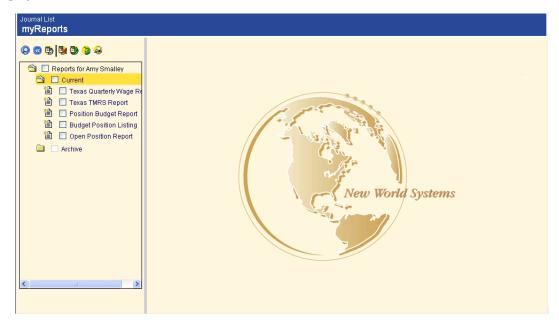


Printing a Report

The **myReports** feature on the dashboard displays folders that hold all reports that are waiting to be printed by the logged-in user.

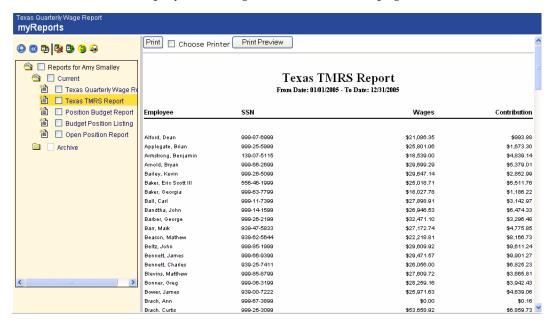


When you click on the Current hyperlink next to the folder icon, the myReports page will launch. The reports you have run will be listed on the left side of the page:





The report name is hyperlinked. Click on the name of the report you want to see, and the results will display on the right-hand side of the page:



To print the report, click the **Print** button.

Procedures

Printing a Report

