

QRTRPT-Breakdown of Lines for the Totals and Form 941

Balancing the QRTRPT information is an important part of the checks and balances within USPS. Many districts use this data to ensure the integrity of their quarter and year-end totals.

Here is a breakdown of each line and where each line is pulling from in the Payroll system

Example of QRTRPT Totals

DATE	04/29/14	QUARTER, YEAR AND FISCAL TO DATE REPORT		
TIME	09:33:50	SORTED BY EMPLOYEE NAME		
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		QTD TOTAL	YTD TOTAL	FTD TOTAL
TOTAL GROSS		333,742.04	978,827.05	2,356,966.73
TOTAL ANNUITIES		45,031.88	129,552.42	296,727.51
NON-FED. TAX ANNU. 'S		0.00	0.00	0.00
NON-CASH EARNINGS		0.00	0.00	164.88
TOTAL ADJUSTED GROSS		288,710.16	849,274.63	
CALCULATED ADJ GROSS		288,710.16	849,274.63	
DIFFERENCE IN GROSS		0.00	0.00	
TOTAL EMP COUNT PER 941 INSTRUCTIONS:			0	
TOTAL EMPLOYEES PAID IN QUARTER :			107	
TOTAL EMPLOYEES REPORTABLE FOR ODFJFS:			0	

QRTRPT BREAKDOWN

Total Gross = JOBSCN Screen 3 Total Gross Amounts

Total Annuities = DEDSCN Deduct amount for all ANNUITIES, ADOPTION, BBSERS, BBSTRS, SERSPU, STRSPU and DEDCARE

Non-Fed. Tax Annu.'s = If DEDNAM Exempt Annuities flag not Y and DEDSCN ANNUITY, ADOPTION, BBSERS, BBSTRS, SERSPU, STRSPU, DEPCARE, add all deduct amounts

Non-Cash Earnings = JOBSCN Screen 3, Non-cash earnings

Total Adjusted Gross = DEDSCN taxable gross from 001 (FED) record

Calculated Adj Gross = Total gross – total annuities + Non-cash earnings

Difference In Gross = Total Adjusted Gross – Calculated Adj Gross

Total Emp count Per 941 Instructions = Look at check history and see if paid 12th of month of qtr closing. If paid, count employee

Total Employees paid in Quarter = If JOBSCN Screen 3 QTD Gross > 0, count employee

Total Employees Reportable for ODJFS = If DEDSCN OH (002) record has ODJFS gross amount > 0, count employee

FORM 941 TOTALS

FORM 941	QUARTERLY RETURN OF WITHHELD FEDERAL INCOME TAX		
LINE 1) TOTAL EMP. COUNT PER 941 INSTRUCTIONS :	0		
TOTAL EMPLOYEES PAID IN QUARTER :	107		
LINE 2) QTD TAXABLE WAGES :	289,298.68	(Includes board paid Medicare/FICA =	588.52)
LINE 3) QTD FEDERAL WITHHOLDING :	28,382.26		
LINE 5A) QTD FICA Taxable Wages :	0.00		
QTD Employees' FICA contributions :	0.00	(Picked up by board =	0.00)
QTD Employer's FICA contributions :	0.00		
LINE 5C) QTD Medicare Taxable Wages :	294,392.12		
QTD Employees' Medicare contributions :	4,268.74	(Picked up by board =	588.52)
QTD Employer's Medicare contributions :	4,268.74		
LINE 11) QTD FEDERAL WITHHOLDING DEPOSITS :	36,919.74		
[End of file]			

FORM 941 TOTALS BREAKDOWN

Line 1)

Total Emp Count Per 941 Instructions = Looks at check history and see if paid 12th of month of QTR closing. If paid, count employee

Total Employees paid in Quarter = If JOBSCN Screen 3 QTD Gross > 0, count employee

Line 2)

QTD Taxable Wages = Federal taxable gross amount on DEDSCN 001 + 694/695 board share amount (Includes board paid Medicare/FICA) = Only includes 694/695 board share amount, not Federal taxable gross amount

Line 3) QTD Federal Withholding = 001 Fed deduct amount

Line 5A)

QTD FICA Taxable Wages = FICA Taxable Gross from DEDSCN

QTD Employees' FICA Contributions = 692/693 FICA deduct amount & 694/695 FICA board share amount

(Picked up by board) = 694/695 FICA Board share amount only

QTD Employer's FICA Contributions = 692/693 FICA Board share amount

Line 5C)

QTD Medicare Taxable Wages = Medicare Taxable Gross from DEDSCN

QTD Employees' Medicare Contributions = 692/693 Medicare deduct amount & 694/695 Medicare board share amt

(Picked up by board) = 694/695 Medicare Board share amount only

QTD Employer's Medicare Contributions = 692/693 Medicare Board share amount

Line 11)

QTD Federal Withholding Deposits = Line 3 + 5A & 5C Employees' & Employers Contributions

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