



## Create user-created report



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# Create user-created report

**Log on to the next year payroll frequency.**

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**It is recommended** to create a user-created report to identify employee contract begin dates.



- Select **Active Employees Only** to only include active employee records on the report.
- Under **Employee Demographic**, select **Employee Nbr**, **First Name**, and **Last Name**.
- Under **Job Information**, select **Contract Begin Dt**.
- Click **Create Report** to generate the report.

After you create the report, you can sort by the **Contract Begin Dt**.