



Create user-created report

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Log on to the next pay frequency.

[Payroll > Reports > User Created Reports](#)

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

Reports > User Created Reports Payroll

Report Template

Public

Report Title

Employee Nbr: Active Employees Only

Employee Demographic

Employee Nbr
 Texas Unique Staff ID
 Name Prefix
 First Name
 Middle Name
 Last Name
 Generation
 Sex
 DOB

Staff ID/SSN
 Address Number
 Street/P.O. Box
 Apt
 City
 State
 Zip
 Zip+4
 Addr Country

Maiden Name
 Former Prefix
 Former First Name
 Former Middle Name
 Former Last Name
 Former Generation
 Driver's License
 DL State
 DL Expir Date

Phone Area Cd
 Phone Nbr
 Bus Phone Area
 Bus Phone Nbr
 Bus Ext
 Cell Area Cd
 Cell Phone Nbr
 Local Restriction
 Public Restriction

Last Change Date
 Citizenship
 Marital Stat
 Other Language
 Local Use 1
 Local Use 2
 Email
 Home Email
 Employee Notes

Emer Contact
 Relationship
 Emer Notes
 Emer Area Cd
 Emer Phone Nbr
 Emer Ext

Hispanic/Latino
 American Indian
 Asian
 African American
 Pacific Islander
 White

Job Information

Job Code
 Job Descr
 Primary Job
 Prim Campus
 Campus Name
 Nbr Mon Contr
 Yrs of Job Exper

Percent Assigned
 Department
 Pay Type
 Calendar Code
 Contract Begin Dt
 Contract End Dt
 Yrs in Career Ladder

Payoff Date
 Nbr Days Employed
 Nbr Days in Contract
 Local Contract Days
 Nbr of Annual Pymts
 Remaining Pymts
 Wkly Hrs Sched

Pay Grade
 Pay Step
 Pay Schedule
 State Step
 Contract Total
 Contract Balance
 Wholly Sep Amt

Daily Rate
 Hrly Rate
 Pay Rate
 Base Annual
 Accrual Cd
 Accrual Rate
 Reg Hrs Worked

Overtime Eligible
 Overtime Rate
 Hours/Day
 TRS Position Cd
 State Minimum Salary
 TRS Year
 Retiree Exception

Workers' Comp Cd
 Workers' Comp Annual
 Workers' Comp Remain
 Exempt Status
 Incr Pay Step
 Vacant Position

- 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**.