



Create user-created report

Table of Contents

| | |
|---|---|
| Create user-created report | i |
| Create user-created report | 1 |

Create user-created report

Log on to the next year 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

| | | | | | | |
|--|--|---|---|---|---|---|
| <input checked="" type="checkbox"/> Employee Nbr | <input type="checkbox"/> Staff ID/SSN | <input type="checkbox"/> Maiden Name | <input type="checkbox"/> Phone Area Cd | <input type="checkbox"/> Last Change Date | <input type="checkbox"/> Emer Contact | <input type="checkbox"/> Hispanic/Latino |
| <input type="checkbox"/> Texas Unique Staff ID | <input type="checkbox"/> Address Number | <input type="checkbox"/> Former Prefix | <input type="checkbox"/> Phone Nbr | <input type="checkbox"/> Citizenship | <input type="checkbox"/> Relationship | <input type="checkbox"/> American Indian |
| <input type="checkbox"/> Name Prefix | <input type="checkbox"/> Street/P.O. Box | <input type="checkbox"/> Former First Name | <input type="checkbox"/> Bus Phone Area | <input type="checkbox"/> Marital Stat | <input type="checkbox"/> Emer Notes | <input type="checkbox"/> Asian |
| <input checked="" type="checkbox"/> First Name | <input type="checkbox"/> Apt | <input type="checkbox"/> Former Middle Name | <input type="checkbox"/> Bus Phone Nbr | <input type="checkbox"/> Other Language | <input type="checkbox"/> Emer Area Cd | <input type="checkbox"/> African American |
| <input type="checkbox"/> Middle Name | <input type="checkbox"/> City | <input type="checkbox"/> Former Last Name | <input type="checkbox"/> Bus Ext | <input type="checkbox"/> Local Use 1 | <input type="checkbox"/> Emer Phone Nbr | <input type="checkbox"/> Pacific Islander |
| <input checked="" type="checkbox"/> Last Name | <input type="checkbox"/> State | <input type="checkbox"/> Former Generation | <input type="checkbox"/> Cell Area Cd | <input type="checkbox"/> Local Use 2 | <input type="checkbox"/> Emer Ext | <input type="checkbox"/> White |
| <input type="checkbox"/> Generation | <input type="checkbox"/> Zip | <input type="checkbox"/> Driver's License | <input type="checkbox"/> Cell Phone Nbr | <input type="checkbox"/> Email | | |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Zip+4 | <input type="checkbox"/> DL State | <input type="checkbox"/> Local Restriction | <input type="checkbox"/> Home Email | | |
| <input type="checkbox"/> DOB | <input type="checkbox"/> Addr Country | <input type="checkbox"/> DL Expir Date | <input type="checkbox"/> Public Restriction | <input type="checkbox"/> Employee Notes | | |

Job Information

| | | | | | | |
|---|---|---|---|---|---|---|
| <input type="checkbox"/> Job Code | <input type="checkbox"/> Percent Assigned | <input checked="" type="checkbox"/> Payoff Date | <input type="checkbox"/> Pay Grade | <input type="checkbox"/> Daily Rate | <input type="checkbox"/> Overtime Eligible | <input type="checkbox"/> Workers' Comp Cd |
| <input type="checkbox"/> Job Descr | <input type="checkbox"/> Department | <input type="checkbox"/> Nbr Days Employed | <input type="checkbox"/> Pay Step | <input type="checkbox"/> Hrly Rate | <input type="checkbox"/> Overtime Rate | <input type="checkbox"/> Workers' Comp Annual |
| <input type="checkbox"/> Primary Job | <input type="checkbox"/> Pay Type | <input type="checkbox"/> Nbr Days in Contract | <input type="checkbox"/> Pay Schedule | <input type="checkbox"/> Pay Rate | <input type="checkbox"/> Hours/Day | <input type="checkbox"/> Workers' Comp Remain |
| <input type="checkbox"/> Prim Campus | <input checked="" type="checkbox"/> Calendar Code | <input type="checkbox"/> Local Contract Days | <input type="checkbox"/> State Step | <input type="checkbox"/> Base Annual | <input type="checkbox"/> TRS Position Cd | <input type="checkbox"/> Exempt Status |
| <input type="checkbox"/> Campus Name | <input checked="" type="checkbox"/> Contract Begin Dt | <input type="checkbox"/> Nbr of Annual Pymts | <input type="checkbox"/> Contract Total | <input type="checkbox"/> Accrual Cd | <input type="checkbox"/> State Minimum Salary | <input type="checkbox"/> Incr Pay Step |
| <input type="checkbox"/> Nbr Mon Contr | <input checked="" type="checkbox"/> Contract End Dt | <input type="checkbox"/> Remaining Pymts | <input type="checkbox"/> Contract Balance | <input type="checkbox"/> Accrual Rate | <input type="checkbox"/> TRS Year | <input type="checkbox"/> Vacant Position |
| <input type="checkbox"/> Yrs of Job Exper | <input type="checkbox"/> Yrs in Career Ladder | <input type="checkbox"/> Wkly Hrs Sched | <input type="checkbox"/> Wholly Sep Amt | <input type="checkbox"/> Reg Hrs Worked | <input type="checkbox"/> Retiree Exception | |

- 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**.