



## Generate a user-created report



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[Human Resources > Reports > User Created Report > HR Report](#) **OR** [Human Resources > Reports > HR Reports > Payroll Information Reports > Contract Balance Variance Report](#)

Use the following parameters to generate a user created report:

- **Employee Nbr**
- **First Name**
- **Last Name**
- **Pay Status**
- **Contract Balance**
- **Remaining Payments**
- **Pay Rate**
- **Accrual Code**

Save the report in Excel to allow data to be manipulated.