

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.