

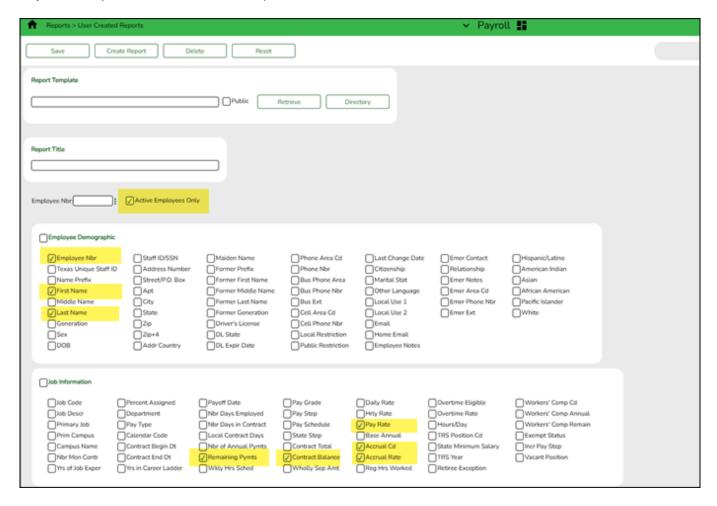
Generate a user-created report

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Payroll > Reports > User Created Report



Use the following parameters to generate a user-created report:

- (Optional) Active Employees Only Although the Pay Status is included in the parameters, if this report is created for a large LEA, the list of active/inactive employees may be extremely long if Active Employees Only not selected.
- Employee Nbr
- First Name
- Last Name
- Pay Status
- Remaining Payments
- Contract Balance
- Pay Rate
- Accrual Code
- Accrual Rate

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

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