



**Generate a user-created report**



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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.