



## Generate a user-created report



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## Generate a user-created report

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Payroll

Save Create Report Delete Reset

Report Template

Public Retrieve Directory

Report Title

Employee Nbr:   Active Employees Only

Employee Demographic

Employee Nbr  Staff ID/SSN  Maiden Name  Phone Area Cd  Last Change Date  Emer Contact  Hispanic/Latino

Texas Unique Staff ID  Address Number  Former Prefix  Phone Nbr  Citizenship  Relationship  American Indian

Name Prefix  Street/P.O. Box  Former First Name  Bus Phone Area  Marital Stat  Emer Notes  Asian

First Name  Apt  Former Middle Name  Bus Phone Nbr  Other Language  Emer Area Cd  African American

Middle Name  City  Former Last Name  Bus Ext  Local Use 1  Emer Phone Nbr  Pacific Islander

Last Name  State  Former Generation  Cell Area Cd  Local Use 2  Emer Ext  White

Generation  Zip  Driver's License  Cell Phone Nbr  Email  Employee Notes

Sex  Zip+4  DL State  Local Restriction  Home Email

DOB  Addr Country  DL Expir Date  Public Restriction

Job Information

Job Code  Percent Assigned  Payoff Date  Pay Grade  Daily Rate  Overtime Eligible  Workers' Comp Cd

Job Descr  Department  Nbr Days Employed  Pay Step  Hrly Rate  Overtime Rate  Workers' Comp Annual

Primary Job  Pay Type  Nbr Days in Contract  Pay Schedule  Pay Rate  Hours/Day  Workers' Comp Remain

Prim Campus  Calendar Code  Local Contract Days  State Step  Base Annual  TRS Position Cd  Exempt Status

Campus Name  Contract Begin Dt  Nbr of Annual Pymnts  Contract Total  Accrual Cd  State Minimum Salary  Incr Pay Step

Nbr Mon Contr  Contract End Dt  Remaining Pymnts  Contract Balance  Accrual Rate  TRS Year  Vacant Position

Yrs of Job Exper  Yrs in Career Ladder  Wkly Hrs Sched  Wholly Sep Amt  Reg Hrs Worked  Retiree Exception

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

- **Active Employees Only**
- **Employee Nbr**
- **First Name**
- **Last Name**
- **Remaining Payments**
- **Contract Balance**
- **Pay Rate**
- **Accrual Code**
- **Accrual Rate**

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