



Generate the HRS3050 report for inactive employees

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Use the following parameters:

Parameter	Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A - Sort the report alphabetically.
School Year (YYYY)	20XX
Include Job Accrual Detail(s)? (Y/N)	N - Do not include the job accrual detail(s) on the report.
Pay Status Active (A), Inactive (I), or blank for ALL	I - Print inactive employees only.

If there are any individuals with an accrual balance displayed on this report who are no longer with the school, perform the **Human Resources > Utilities > Zero School YTD Accruals** to zero out their accruals.

Generate the report again using the following parameters:

Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A - Sort the report alphabetically.
School Year (YYYY)	20XX
Include Job Accrual Detail(s)? (Y/N)	N - Do not include the job accrual detail(s) on the report.
Pay Status Active (A), Inactive (I), or blank for ALL	Blank - Print both active and inactive employees.

Compare the totals to the Excel file created in step 3.

Employee Name	Contract	Non Contr	Supplement	NTRS Ex	FICA Tax	Med Tax	Abs Ded	TRS Dep	Reg Hrs	Ovtm Hrs	
Emp Nbr	Prim Campus	Ovtm Grs	Emplr Cont	NTax Allow	NTRS Bs	Bus Allow	Emplr 457	TEA Contr	NT NP Bus	Empl Dep	Acc Dep
	Accrual Code	Emplr Care	NPay Bus	Accru Pay	FICA Accru	E HI Acc	E An Acc	457 Accru	TEA Acc	Unemp Acc	
		A Fed Dep	A Fed Care	Accru Care	Ret Pensn	Care Surc	New TRS	Misc Ded	A Misc Ded		
Smith, Jane		12,507.25	4,167.00	4,294.26	.00	.00	269.11	.00	1,750.88	10.78	16.08
000006	101	337.75	.00	.00	.00	.00	.00	.00	.00	.00	.00
	A	157.27	.00	5,360.25	66.33	.00	.00	.00	.00	.00	.00
		188.14	34.58	40.20	.00	.00	.00	.00	.00		

Note: The **Accrued Pay** should match the **Total Pay Remaining** column in the Excel file.