



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.

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