



# Generate the Employee Payroll Listing report



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## Generate the Employee Payroll Listing report

[Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing](#) **OR** [Payroll > Reports > User Created Report](#)

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy.

Verify that all current employees are listed.

The screenshot shows a web application interface for generating a report. At the top, a green navigation bar contains a home icon, the breadcrumb 'Reports > Payroll Information Reports > Employee Payroll Listing', and a 'Payroll' dropdown menu. Below the navigation bar are four buttons: 'Preview', 'PDF', 'CSV', and 'Clear Options'. The main content area is titled 'HRS6150 - Employee Payroll Listing'. On the left, there is a list of 'Payroll Information Reports' with links to various reports. The main configuration area on the right contains a table with two columns: 'Parameter Description' and 'Value'. The table has the following rows:

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Primary Job (P), or blank for ALL	
Pay Status Active (A), Inactive (I), or blank for ALL	A
Pay Type 1-4, or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	