



Generate the Employee Payroll Listing report

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The report provides a single-spaced list of employees that includes the tax information, contract information, pay rates, and primary job account code. Print the report by employee name for the entire district or group the report by campus. Include all employees, those with an active status or inactive status. When primary job (P) is not selected, all jobs are displayed with one account per job with a total for all jobs displayed. The criteria for which account is chosen to display for a job are as follows:

- The account with the highest percent.
- If there is more than one account with the highest percent for a job, the lowest account is displayed.

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 the configuration page for the 'HRS6150 - Employee Payroll Listing' report. At the top, there is a breadcrumb trail: 'Reports > Payroll Information Reports > Employee Payroll Listing'. On the right side, there is a 'Payroll' dropdown menu. Below the breadcrumb, there are four buttons: 'Preview', 'PDF', 'CSV', and 'Clear Options'. On the left side, under 'Payroll Information Reports', there is a list of links for other reports: 'HRS1250 - Employee Data Listing', 'HRS1650 - Employee Salary Information', 'HRS6000 - Account Code Comparison', 'HRS6050 - Contract Balance Variance Report', 'HRS6150 - Employee Payroll Listing', 'HRS6400 - Salary Verification Report', 'HRS6450 - Health Insurance Coverage', and 'HRS6650 - CYR/NYR Salary Comparison'. The main area is titled 'HRS6150 - Employee Payroll Listing' and 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	