



Verify payoff dates

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Human Resources > Reports > User Created Reports

Verify that all pay type 1 and 2 employees have payoff dates that match the pay dates in the pay dates table. (June, July, and August 2019 as referenced in step 9.)

Image

The screenshot shows the 'Reports > User Created Reports > HR Report' configuration page. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. Below these are input fields for 'Report Template' (containing 'Payoff Dates') and 'Report Title' (containing 'Payoff Dates'). There is a 'Public' checkbox and 'Retrieve' and 'Directory' buttons. An 'Employee Nbr' field is present with a dropdown arrow and a checked 'Active Employees Only' checkbox. Two sections are highlighted with red boxes: 'Employee Demographic' and 'Job Information'. The 'Employee Demographic' section includes checkboxes for Employee Nbr, Texas Unique Staff ID, Name Prefix, First Name, Middle Name, Last Name, Generation, Sex, and NOR. The 'Job Information' section includes checkboxes for Job Code, Job Descr, Primary Job, Prim Campus, Campus Name, Nbr Mon Contr, Yrs of Job Exper, Percent Assigned, Department, Pay Type, Calendar Code, Contract Begin Dt, Contract End Dt, Yrs in Career Ladder, Payoff Date, Nbr Days Employed, Nbr Days in Contract, Local Contract Days, Nbr of Annual Pymts, Remaining Pymts, Wkly Hrs Sched, Pay Grade, Pay Step, Pay Schedule, State Step, Contract Total, Contract Balance, Wholly Sep Amt, Daily Rate, Hrly Rate, Pay Rate, Base Annual, Accrual Cd, Accrual Rate, Reg Hrs Worked, Overtime Eligible, Overtime Rate, Hours/Day, TRS Position Cd, State Minimum Salary, TRS Year, Workers' Comp Cd, Workers' Comp Annual, Workers' Comp Remain, Exempt Status, Incr Pay Step, and Vacant Position.