



Generate the Employee Payroll Listing report

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

Complete this step for July contracts only at this time. Then, perform this step again in August for August contracts.

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 and that distribution information was updated for July contracts before the employees start their pay in the new fiscal year.

Reports > Payroll Information Reports > Employee Payroll Listing Payroll

Preview PDF CSV Clear Options

Payroll Information 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](#)
- [HRS6650 - CYR/NYR Salary Comparison](#)

HRS6150 - Employee Payroll Listing

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<input type="text" value="A"/>
Primary Job (P), or blank for ALL	<input type="text"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text" value="A"/>
Pay Type 1-4, or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/> ⋮
Select Primary Campus(es), or blank for ALL	<input type="text"/> ⋮
Select Employee(s), or blank for ALL	<input type="text"/> ⋮