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<b>Pay Status</b>	Select whether active, inactive, or both groups are to be included in the process.
<b>Pay Type</b>	Click  to select the one-digit pay type to be included in the process. The system is set to All.
<b>Job Code</b>	Click  to select the four-digit job code to be included in the process. The system is set to All.
<b>Accrual Code</b>	Click  to select the one-character accrual code to be included in the process. The system is set to All.
<b>Pay Grade</b>	Type the three-digit pay grade to be included in the process.
<b>Prior Yr Emp Date</b>	Type a date in the MMDDYYYY format for the previous school year reemployment date. The system will select all employees who were hired on or before that date. If there is no reemployment date from the previous school year, the system will use the employee's original employment date.
<b>Primary Campus</b>	Click  to select the three-digit primary campus to be included in the process. The system is set to All.
<b>Pay Campus</b>	Click  to select the three-digit pay campus to be included in the process. The system is set to All.
<b>Contract Begin Date</b>	Click  to select the exact contract begin date to be included in the process.
<b>Contract End Date</b>	Click  to select the exact contract end date to be included in the process.
<b>Contract Months</b>	Type the contract months to be included in the process.
<b>Payoff Date</b>	Click  to select the payoff date to be included in the process.
<b>Payroll Freq</b>	Click  to select the one-digit payroll frequency to be included in the process. The system is set to the current logged-on payroll frequency. A specific payroll frequency must be selected; otherwise, no data displays.
<b>Salary Concept</b>	Click  to select the salary concept to be used in the process. The system is set to All. However, when calculating salaries, a specific salary concept must be selected (e.g., A - Use annual salary table, D - Use hourly/daily rate table, or M - Use mid-point table). If All is selected, the system will not perform salary calculations.
<b>Extract ID</b>	Click  to select a three-character, locally assigned code (e.g., En1 = English 1, AL2 = Algebra 2, HI4 = History 4) for grouping employees. The code is used to tag employee records for a batch process (e.g., copy or extract). Each employee must have the Extract ID set in the Employment Info page before they can be selected using this function.

If you want to update data for only one employee, in the **Employee Nbr** field, type the employee number, if known. If the employee number is not known or multiple employees are desired, click  to select employees.