ASCENDER GUIDES

trsadjustmentdaysreport

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HRS7850 - TRS Adjustment Days Report

Human Resources > Reports > TEAM Reports > TRS Adjustment Days Report

The TRS Adjustment Days Report lists the number of adjustment days, TRS position code, and TRS retiree flag for each employee. The report is sorted by employee name, employee number, TRS position code, and record dates.

Parameter

Parameter Description

Sort by Alpha (A), Employee Nbr (N), Staff ID (S)

A - Sort the report alphabetically.

N - Sort the report by employee number.

S - Sort the report by staff identification number.

This is a required field.

Include unprocessed records only on Report? (Y/N)

Y - Include unprocessed records on the report.

N - Do not include unprocessed records on the report.

Select Regular Payroll (R), Employment After Retirement (E), or blank for ALL

R - Only include regular payroll records.

E - Only include employment after retirement records.

Blank - Include both regular payroll records and employment after retirement records.

From TRS Posted Date (MMDDYYYY), or blank for ALL

Type the beginning TRS posted date in the MMDDYYYY format. Otherwise, leave blank to use all dates.

To TRS Posted Date (MMDDYYYY), or blank for ALL

Type the ending TRS posted date in the MMDDYYYY format. Otherwise, leave blank to use all dates.

From Begin Adjustment Date (MMDDYYYY), or blank for ALL

Type the starting range for the beginning adjustment date in the MMDDYYYY format. Otherwise, leave blank to use all dates.

To Begin Adjustment Date (MMDDYYYY), or blank for ALL

Type the ending range for the beginning adjustment date in the MMDDYYYY format. Otherwise, leave blank to use all dates.

From End Adjustment Date (MMDDYYYY), or blank for ALL

Type the starting range for the ending adjustment date in the MMDDYYYY format. Otherwise, leave blank to use all dates.

To End Adjustment Date (MMDDYYYY), or blank for ALL

Type the ending range for the ending adjustment date in the MMDDYYYY format. Otherwise, leave blank to use all dates.

Select Employee(s), or blank for ALL

Type the employee number separating multiple employee numbers with a comma. Or, click to search for employees. Otherwise, leave blank to use all employee numbers.

Generate the report.