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hrreport

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Human Resources > Reports > User Created Reports > HR Report

The User Created Reports - HR Report page allows you to perform the following functions:

- Pick the desired fields (i.e., columns) from preselected columns under the following sections:
  - Employee Demographic
  - Certification
  - Responsibility
  - Employment
  - Pay Information
  - Extra Duty Pay
  - Bank
  - Job Information
  - Distribution
  - Deductions
- Create a report title.
- Save your report selections to create a customized report template that can be retrieved for future use. Additionally, you can set a report template to **Public** to allow others with access to User Created Reports to view and use the created report template.

Once the report is created, it can be sorted or filtered. To restore the report to the original view, click **Reset**.

Create a report:

Field	Description
Report Template	Type a title or descriptive name for the report. This field is optional.
Public	
Report Title	Type a title or descriptive name for the report. This field is optional.
Employee Nbr	Type one or more employee ID numbers separated by a comma, or click to select one or more employees. If the field is blank, all employees are included in the report.
Active Employees Only	Select to only include active employee records on the report.

Select the desired fields. Or, select the group name field to select the entire group of fields (i.e., columns) from the ones listed under the following sections:

- Employee Demographic - If an employee has a local restriction code set for a heading option on the Staff Demographic page, the word RESTRICTED is printed in place of the employee's demographic data for that field when the report is created.
- Certification
- Responsibility
- Employment
- Pay Information

- Extra Duty Pay
- Bank
- Job Information
- Distribution
- Deductions

Click **Save** save your report selections (i.e., report template).

Click **Create Report** to create the report based on the selected columns.

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

13.

14. Click Create Report. A preview of the report with all selected criteria is displayed.

● Review the report using the following buttons:

□ Click to go to the first page of the report.

□ Click to go back one page.

□ Click to go forward one page.

□ Click to go to the last page of the report.

● The report can be saved in various file formats:

□ Click to save and print the report in PDF format.

□ Click to save and print the report in CSV format.

● Click to close the report window.

15. Click Delete to delete the selected report template.