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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**.

{page>general:create_hrreport}}