



## **Inquiry - HRS3300**



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# Inquiry - HRS3300

## Human Resources > Maintenance > Hours/Pay Transmittals > Inquiry

This tab is a display-only tab that provides ten inquiry summaries: Reg Hours, Abs Ded, Ovtm Hours, Cd Abs Ded, Extra Duties, Non TRS, Add'l Ded, Ded Refund, System Adjust, and Leave. The inquiries display the transmittal data for a selected pay date and employee. The tab is set to the **Reg Hours** option, but the user can switch among the ten options.

### Perform an inquiry:

Under **Retrieval Options**, enter any of the following criteria:

| Field             | Description  |
|-------------------|--|
| <b>Pay Date</b>   | Click <input type="button" value="v"/> to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.   |
| <b>Campus</b>     | Click <input type="button" value="v"/> to select a campus code.  |
| <b>Department</b> | Type the department code, or leave blank to select all.  |
| <b>Emp Nbr</b>    | Type an employee number, if known. The employee's name is displayed at the top of the page, and unprocessed leave transmittals are displayed in the grid below.<br><br>If the employee number is not known, click <b>Directory</b> . The Employees dialog box is displayed.<br>To search for a specific employee, type data in one or more of the search fields. Click <b>Search</b> . A list of data that matches the search criteria is displayed. Select an employee number item from the list. Otherwise, click <b>Cancel</b> .<br><br>The employee's name is displayed in the <b>Name</b> field, and employee data is displayed in the grid below. The <b>Emp Nbr</b> field must be populated to retrieve any transmittals for the mass update process. |

Click **Retrieve**. The selected employee information is displayed in the grid area and the free form area at the bottom of the tab.

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.







Under **Inquiry Data**, select one of the following to display the selected transmittal data for the pay date, employee, campus, and/or department:

- **Reg Hours**
- **Abs Ded**
- **Ovtm Hours**
- **Cd Abs Ded**
- **Extra Duties**
- **Non TRS**

- **Add'l Ded**
- **Ded Refund**
- **System Adjust**
- **Leave**

The grid is populated with the transmittal data that was entered on the Hours/Pay Transmittals tabs. If there is no transmittal information, the grid is blank.

**Other functions and features:**

|                 |  |
|-----------------|--|
| <b>Retrieve</b> | <p><a href="#">Retrieve data.</a></p> <p>The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b>, any unsaved changes are lost.</p>   |
| <b>Print</b>    | <p><a href="#">Print the transmittal list.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.<br/>         Click  to go back one page.<br/>         Click  to go forward one page.<br/>         Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.<br/>         Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br/>         Click <b>X</b> to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p> |