



## **Inquiry - HRS3300**



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# Inquiry - HRS3300

## **Payroll > 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 ▼ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
<b>Campus</b>	Click ▼ to select a campus code.
<b>Department</b>	Type the department code, or leave blank to select all.
<b>Emp Nbr</b>	<p>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.</p> <p>If the employee number is not known, click <b>Directory</b>. The Employees dialog box is displayed.</p> <p>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>.</p> <p>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.</p>

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>	<a href="#">Retrieve data.</a> 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.
<b>Print</b>	<a href="#">Print the transmittal list.</a>  <b>Review the report using the following buttons:</b>  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.  <b>The report can be viewed and saved in various file formats.</b>  Click  to save and print the report in PDF format. 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. Click <b>X</b> to close the report window. Some reports may have a <b>Close Report</b> , <b>Exit</b> , or <b>Cancel</b> button instead.