

HRS7000 - Leave Transmittal Report

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The report produces a list of leave transmittal records. It is run either before the payroll calculations or immediately after calculations. Use the report to check the accuracy of your leave transmittal data.

Note: The report updates immediately. It is not necessary to post the current payroll in order to see the current payroll information.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. This is a required field.
From Pay Date (MMDDYYYY), or blank for ALL	Type the from pay date in the MMDDYYYY format. Otherwise, leave blank to use all pay dates.
To Pay Date (MMDDYYYY), or blank for ALL	Type the to pay date in the MMDDYYYY format. Otherwise, leave blank to use all pay dates.
Select Leave Type(s), or blank for ALL	Type the leave type, including all leading zeros and separating multiple leave types with a comma (e.g., 01, 98, AA). Or, click ⋮ to search for leave types. Otherwise, leave blank to use all leave types.
Pay Type 1-4, Exclude Subs (E), or blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on the report. E - Exclude substitute employees from the report. Blank - Include all employees on the report.
Select Pay Campus(es), or blank for ALL	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click ⋮ to search for pay campuses. Otherwise, leave blank to use all campus ID numbers.
Select Primary Campus(es), or blank for ALL	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click ⋮ to search for primary campuses. Otherwise, leave blank to use all campus ID numbers.
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.

Parameter	Parameter Description
Select Reason Code(s), or blank for ALL	Type the two-digit reason code, including all leading zeros and separating multiple reason codes with a comma (e.g., 01, 98). Or, click ⋮ to search for reason codes. Otherwise, leave blank to use all reason codes.
Beginning Leave Date (MMDDYYYY), or blank for ALL	Type the beginning leave date in the MMDDYYYY format. Otherwise, leave blank to use all leave dates.
Ending Leave Date (MMDDYYYY), or blank for ALL	Type the ending leave date in the MMDDYYYY format. Otherwise, leave blank to use all leave dates.
Enter Day of the week (SUN, MON, TUE, WED, THU, FRI, SAT), or blank for ALL	Type a specific day of the week (e.g., TUE). Otherwise, leave blank to use all days.

Generate the report.