



# HRS6150 - Employee Payroll Listing



# Table of Contents

|   |   |
|---|---|
| <b>HRS6150 - Employee Payroll Listing</b> ..... | i |
| <b>HRS6150 - Employee Payroll Listing</b> ..... | 1 |



# HRS6150 - Employee Payroll Listing

## Payroll > Reports > Payroll Information Reports > Employee Payroll Listing

The report provides a single-spaced list of employees that includes the tax information, contract information, pay rates, and primary job account code. Print the report by employee name for the entire district or group the report by campus. Include all employees, those with an active status or inactive status. When primary job (P) is not selected, all jobs are displayed with one account per job with a total for all jobs displayed. The criteria for which account is chosen to display for a job are as follows:

- The account with the highest percent.
- If there is more than one account with the highest percent for a job, the lowest account is displayed.

| Parameter  | Parameter Description  |
|--|--|
| <b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P)</b> | A - Sort the report alphabetically.<br>C - Sort the report by pay campus.<br>P - Sort the report by primary campus.<br><br>This is a required field.   |
| <b>Primary Job (P), or blank for ALL</b>                     | P - Include only the primary job on the report.<br>Blank - Include all jobs on the report.   |
| <b>Pay Status Active (A), Inactive (I), or blank for ALL</b> | A - Print active employees only.<br>I - Print inactive employees only.<br>Blank - Print both active and inactive employees.  |
| <b>Pay Type 1-4, or blank for ALL</b>                        | 1-4 - Include employees with a specific pay type (e.g., 1) on the report.<br>Blank - Include all employees on the report.  |
| <b>Select Pay Campus(es), or blank for ALL</b>               | 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.     |
| <b>Select Primary Campus(es), or blank for ALL</b>           | 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. |
| <b>Select Employee(s), or blank for ALL</b>                  | 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.   |

[Generate the report.](#)