HRS2700 - Actual Hours Worked Report

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The report displays actual hours worked data for all variable hour employees. It lists the employee number, employee name, actual date worked, actual hours worked, date of pay, TRS year, and TRS month for each record. The employee and campus totals are included.

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.
Page Break on Employee? (Y/N)	Y - Include a page break between each employee. N - Do not include a page break between each employee. This is a required field.
Pay Status Active (A), Inactive (I), or blank for ALL	A - Print active employees only. I - Print inactive employees only. Blank - Print both active and inactive employees.
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 instructors. 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.
From Actual Hours Date (MMDDYYYY), or blank for ALL	Type the from actual hours date in the MMDDYYYY format, or leave blank to use all from dates.

Parameter	Parameter Description
To Actual Hours Date (MMDDYYYY), or blank for ALL	Type the to actual hours date in the MMDDYYYY format, or leave blank to use all to dates.

Generate the report.