



# HRS2150 - Check Register



# Table of Contents




<b>HRS2150 - Check Register</b> .....	<b>i</b>
<b>HRS2150 - Check Register</b> .....	<b>1</b>



# HRS2150 - Check Register

## Payroll > Reports > Payroll Reports > Check Register

The report provides a listing of all checks issued to district employees. The list only includes checks for the current payroll or adjustment cycle. It is not a historical report. Print the register by check number or by employee name to verify that checks are generated for each employee.

Parameter	Parameter Description
<b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Check Number (N)</b>	<p>A - Sort the report alphabetically.</p> <p>C - Sort the report by pay campus.</p> <p>P - Sort the report by primary campus.</p> <p>N - Sort the report by check number.</p> <p>This is a required field.</p>
<b>Pay Status Active (A), Inactive (I), or blank for ALL</b>	<p>A - Print active employees only.</p> <p>I - Print inactive employees only.</p> <p>Blank - Print both active and inactive employees.</p>
<b>Pay Type 1-4, or blank for ALL</b>	<p>1-4 - Include employees with a specific pay type (e.g., 1) on the report.</p> <p>Blank - Include all employees on the report.</p>
<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.](#)