

HRS2050 - Proof List of Payroll Transactions

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The report is used to verify the transmittal transactions entered for the payroll period. The user can access transmittals for any pay period where transmittals exist.

Notes:

- When the **Include Leave Account Transactions** parameter is set to N and the report is executed, a button is displayed in the upper-left side of the report page that allows the user to switch between the Proof List report and a District Totals for Leave by Leave Types report. The button title changes from **Lv Grnd Tots** to **Proof List** when clicked.
- The **E-mail** button is enabled when the **Page Break on Employee** parameter is set to Y and the employee has an e-mail address. An individual version of the report (without campus totals or grand totals) is sent to the employee's e-mail address.
- The **E-mail** button is disabled when **Preview Employees with No E-mail** is selected from the report page.

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, or leave blank to use all from dates.
To Pay Date (MMDDYYYY), or blank for ALL	Type the to pay date in the MMDDYYYY format, or leave blank to use all to dates.
Include Leave Account Transactions? (Y/N)	Y - Include leave account transactions on the report. N - Do not include leave account transactions on the report. 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 Type 1-4, or blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on the report. Blank - Include all employees on the report.

Parameter	Parameter Description
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.
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.
E-mail Subject	Type the subject of the e-mail message that will be sent.
E-mail Message	Type the e-mail message that will be sent.

Generate the report.