



# HRS2100 - Transmittal Report



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## Payroll > Reports > Payroll Reports > Transmittal Report

The report is a form used to help prepare the transmittals that must be entered for the next payroll run process. The report is grouped by campus to allow the distribution of the report to each campus for the principal's verification, signature, and return prior to beginning the payroll run process for the pay period.

Parameter	Parameter Description
<b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P)</b>	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus.  This is a required field.
<b>From Pay Date (MMDDYYYY), or blank for ALL</b>	Type the from pay date in the MMDDYYYY format, or leave blank to use all from dates.
<b>To Pay Date (MMDDYYYY), or blank for ALL</b>	Type the to pay date in the MMDDYYYY format, or leave blank to use all to dates.
<b>Pay Status Active (A), Inactive (I), or blank for ALL</b>	A - Print active employees only. I - Print inactive employees only.  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.  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.](#)