



# HRS1650 - Employee Salary Information



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# HRS1650 - Employee Salary Information

## Payroll > Reports > Personnel Reports > Employee Salary Information

The report lists employee personal, salary, and emergency contact information. A parameter is available to customize the signature statement for all employees on the report.

**Note:** The pay step and pay schedule are not included in the report if a job's salary concept is set to midpoint.

| Parameter   | Parameter Description   |
|---|---|
| <b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P)</b>          | A - Sort the report alphabetically.<br><br>C - Sort the report by pay campus.<br><br>P - Sort the report by primary campus.<br><br>This is a required field.  |
| <b>Include Reports (Select From List)</b>                             | Type a Y or an N to include or exclude specific reports (Emergency Contact, Job, Budget, Salary, Miscellaneous Pay, XTRA Duty, Deduction, Leave, Specialty Area, Bank) separating each of the ten reports with a comma and no space (e.g., Y,Y,N,N,N,Y,Y,N,N,N). Or, click  to <a href="#">include reports</a> . This is a required field. |
| <b>Include SSN on Report? (Y/N)</b>                                   | Y - Include the employee's social security number on the report.<br><br>N - Do not include the employee's social security number on the report.<br><br>This is a required field.  |
| <b>Include Number of Days Employed / in Contract on Report? (Y/N)</b> | Y - Include the employee's number of days employed (or in contract) on the report.<br><br>N - Do not include the employee's number of days employed (or in contract) on the report.<br><br>This is a required field.  |
| <b>Print Signature Statement - New (1), Original (2), or None(3)</b>  | 1 - Print the new signature statement on the report, which is based on the <b>Enter New Signature Statement</b> report parameter.<br><br>2 - Print the original signature statement on the report.<br><br>3 - Do not print the signature statement on the report.<br><br>This is a required field.  |
| <b>Include Bank Information? (Y/N)</b>                                | Y - Include the bank information on the report.<br><br>N - Do not include the bank information on the report.<br><br>This is a required field.  |

| <b>Parameter</b>   | <b>Parameter Description</b>   |
|--|--|
| <b>Enter New Signature Statement</b>                         | Type the signature statement to display on the report. This signature statement will only display when the <b>Print Signature Statement - New (1), Original (2) or None(3)</b> report parameter is set to 1.   |
| <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, Exclude Subs (E), or blank for ALL</b>      | 1-4 - Include employees with a specific pay type (e.g., 1) on the report.<br>E - Exclude substitute employees from 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 Extract ID(s), or blank for ALL</b>                | Type the extract ID, separating multiple extract IDs with a comma (e.g., GO, BUS). Or, click  to search for extract IDs. Otherwise, leave blank to use all extract IDs.   |
| <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.   |
| <b>E-mail Subject</b>  | Type the subject of the e-mail message that will be sent.  |
| <b>E-mail Message</b>  | Type the e-mail message that will be sent.   |

[Generate the report.](#)