



## **HRS5200 - Third Party Sick Pay Report**



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# HRS5200 - Third Party Sick Pay Report

**Payroll > Reports > Quarterly/Annual Reports > Third Party Sick Pay Report**

The report provides a list of employees and their social security numbers. Totals are offered for each campus and a grand total is offered at the bottom of the report. A page break occurs for each campus.

Parameter	Parameter Description
<b>Sort by Alpha (A), Employee Nbr (N), Pay Campus (C)</b>	A - Sort the report alphabetically. N - Sort the report by employee number. C - Sort the report by pay campus.  This is a required field.
<b>Calendar Year (YYYY)</b>	Type a calendar year in the YYYY format. This is a required field.
<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, Exclude Subs (E), or blank for ALL</b>	1-4 - Include employees with a specific pay type (e.g., 1) on the report.  E - Exclude substitute employees from the report.  Blank - Include all employees on the report.
<b>Select Frequency(ies), or blank for ALL</b>	Type a one-digit frequency number separating multiple frequency numbers with a comma (e.g., 5, 6). Or, click  to search for payroll frequencies. Otherwise, leave blank to use all payroll frequencies.
<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 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.