

HRS5200 - Third Party Sick Pay Report

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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
Sort by Alpha (A), Employee Nbr (N), Pay Campus (C)	A - Sort the report alphabetically. N - Sort the report by employee number. C - Sort the report by pay campus. This is a required field.
Calendar Year (YYYY)	Type a calendar year in the YYYY format. This is a required field.
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.
Pay Type 1-4, Exclude Subs (E), or blank for ALL	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.
Select Frequency(ies), or blank for ALL	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.
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 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.

Generate the report.