



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)	<p>A - Sort the report alphabetically.</p> <p>N - Sort the report by employee number.</p> <p>C - Sort the report by pay campus.</p> <p>This is a required field.</p>
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	<p>A - Print active employees only.</p> <p>I - Print inactive employees only.</p> <p>Blank - Print both active and inactive employees.</p>
Pay Type 1-4, Exclude Subs (E), or blank for ALL	<p>1-4 - Include employees with a specific pay type (e.g., 1) on the report.</p> <p>E - Exclude substitute employees from the report.</p> <p>Blank - Include all employees on the report.</p>
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.](#)