

HRS8000 - Self-Service Requests

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The report prints pending or processed self-service requests.

Parameter	Parameter Description
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.
Select Approver, or blank for ALL	Type the approver name. Or, click ⋮ to search for approvers. Otherwise, leave blank to use all approvers.
Report Type Pending (A), Processed (B), or blank for ALL	A - Include only pending requests on the report. B - Include only processed requests on the report. Blank - Include both pending and processed requests on the report.
From Process Date (MMDDYYYY), or blank for ALL	Type the begin date for the processed requests report in the MMDDYYYY format. Otherwise, leave blank to use all process dates. This field is ignored if the **Report Type Pending (A), Processed (B), or blank for ALL** report parameter is set to A.
To Process Date (MMDDYYYY), or blank for ALL	Type the end date for the processed requests report in the MMDDYYYY format. Otherwise, leave blank to use all process dates. This field is ignored if the **Report Type Pending (A), Processed (B), or blank for ALL** report parameter is set to A.
Sort by Alpha (A), Campus (C), Request Date (D)	A - Sort the report alphabetically by employee name. C - Sort the report by campus, and then by employee name. D - Sort the report by request date. This is a required field.

Generate the report.