

HRS3050 - School Year To Date Report

Table of Contents

HRS3050 - School Year To Date Report i
HRS3050 - School Year To Date Report 1

HRS3050 - School Year To Date Report

Payroll > Reports > School Year To Date Report

The report provides a listing of the employee earnings between September 1 and August 31. Print the report after posting payroll information to the master file to verify the employee earnings. Print the report by district, or group the report by campus. When grouping the report by campus, the report includes campus subtotals. Both report options include district totals.

Detailed job accrual data is available for accruing employees for the 2006 school year and later. This data is not available for school years prior to 2006 and for employees who do not accrue.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. This is a required field.
School Year (YYYY)	Type a school year in the YYYY format. This is a required field.
Include Job Accrual Detail(s)? (Y/N)	Y - Include the job accrual detail(s) on the report. N - Do not include the job accrual detail(s) on the report. This is a required field.
Select Accrual Code(s), or blank for ALL	Type the one-character accrual code separating multiple accrual codes with a comma (e.g., A, D). Or, click ⋮ to search for accrual codes. Otherwise, leave blank to use all accrual codes.
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 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 Primary 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 primary campuses. Otherwise, leave blank to use all campus ID numbers.

Parameter	Parameter Description
Select Extract ID(s), or blank for ALL	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.
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.