HRS3650 - YTD Special Adjustment Report

Table of Contents

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Payroll > Reports > Year To Date Reports > YTD Special Adjustment Report

The report allows the user to regenerate the report associated with a special adjustment previously created. The report offers sort options by alpha, pay campus, and primary campus. The report also requires the user to select the type of special adjustment to be reported, either percent, expense, or accruals only. If the JV number, Finance transaction date, and accounting period on the report contain any data, the special adjustment is interfaced to Finance.

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.
Special Adjustment Type Percent (P), Expense (E), or Accruals Only (A)	P - Include special adjustment transactions that were computed using a user-defined percentage. E - Include special adjustment transactions that were computed using a user-defined expense amount. A - Include special adjustment transactions that were computed using accruals only. This is a required field.
From Pay Date (MMDDYYYY), or blank for ALL	Type the from pay date in the MMDDYYYY format, or leave blank to use all from dates.
To Pay Date (MMDDYYYY), or blank for ALL	Type the to pay date in the MMDDYYYY format, or leave blank to use all to dates.
Select Adjustment Number, or blank for ALL	Type the adjustment number separating multiple adjustment numbers with a comma. Otherwise, leave blank to use all adjustment numbers.
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.

Parameter	Parameter Description
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.
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.