

HRS6550 - Employee Extra Duty Report

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The report lists all employees with extra duty codes on the Pay Info tab. The report can be sorted by name, campus, or extra duty code. The **Include Distribution Account Codes** parameter allows you to include S-type distributions for selected employees.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Extra Duty Code (E)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. E - Sort the report by extra duty code. This is a required field.
Include Distribution Account Codes? (Y/N)	Y - Include the distribution account codes on the report. N - Do not include the distribution account codes on the report. 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 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 Extra Duty Code(s), or blank for ALL	Type the two-digit extra duty code, including all leading zeros and separating multiple extra duty codes with a comma (e.g., 01, 08). Or, click ⋮ to search for extra duty codes. Otherwise, leave blank to use all extra duty codes.

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.
Page Break on Extra Duty Code (Y/N) (Required when selecting Sort by Extra Duty Code)	Y - Include a page break between each extra duty code. N - Do not include a page break between each extra duty code. This is a required field when the Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Extra Duty Code (E) report parameter is set to E.
Select Frequency	Type the one-digit pay frequency. Or, click ⋮ to select a pay frequency. This is a required field.

Generate the report.