



HRS1450 - Employee Mailing Labels

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Personnel > Reports > Payroll Information Reports > Employee Mailing Labels

The report prints address labels to attach to envelopes for mass or individual mailing. Any compatible label can be used.

- Avery 6194 labels are 12 per page and are 1.5" x 4".
- Avery 5962 labels are 14 per page and are 1.3" x 4". You can also use 5162, 5262, and 5662.
- Avery 5160 labels are 30 per page and are 1" x 2.63". You can also use 5260. Avery 5660 labels are clear, laser labels with 30 per page.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<p>A - Sort the report alphabetically.</p> <p>C - Sort the report by pay campus.</p> <p>P - Sort the report by primary campus.</p> <p>This is a required field.</p>
Select Restriction Local (L), Public (P), or No restrictions (N)	<p>L - Do not include information that is restricted from local view on the report.</p> <p>P - Do not include information that is restricted from public view on the report. This option is the most restrictive.</p> <p>N - Print the report without restricting any information.</p> <p>This is a required field.</p>
Print address? (Y/N)	<p>Y - Print the address on the report.</p> <p>N - Do not print the address on the report.</p> <p>This is a required field.</p>
Labels Per Page (12, 14 or 30)	<p>12 - Print 12 labels per page.</p> <p>14 - Print 14 labels per page.</p> <p>30 - Print 30 labels per page.</p> <p>This is a required field.</p>
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>

Parameter	Parameter Description
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 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.](#)