



## **HRS6300 - Employee Permit Data**



## Table of Contents

|                                       |       |   |
|---------------------------------------|-------|---|
| <b>HRS6300 - Employee Permit Data</b> | ..... | i |
| <b>HRS6300 - Employee Permit Data</b> | ..... | 1 |



# HRS6300 - Employee Permit Data

**Personnel > Reports > Payroll Information Reports > Employee Permit Data**

The report provides a printout of the permit data entered for employees. Use the report to verify the data before a PEIMS submission. Employees are not included on the report unless permit data exists for the employee.

| Parameter  | Parameter Description  |
|--|--|
| <b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P)</b> | A - Sort the report alphabetically.<br>C - Sort the report by pay campus.<br>P - Sort the report by primary campus.<br>This is a required field.   |
| <b>Pay Status Active (A), Inactive (I), or blank for ALL</b> | A - Print active employees only.<br>I - Print inactive employees only.<br>Blank - Print both active and inactive employees.  |
| <b>Pay Type 1-4, or blank for ALL</b>                        | 1-4 - Include employees with a specific pay type (e.g., 1) on the report.<br>Blank - Include all employees on the report.  |
| <b>Select Pay Campus(es), or blank for ALL</b>               | 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.     |
| <b>Select Primary Campus(es), or blank for ALL</b>           | 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. |
| <b>Select Employee(s), or blank for ALL</b>                  | 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.](#)