



HRS6300 - Employee Permit Data

Table of Contents




HRS6300 - Employee Permit Data i

HRS6300 - Employee Permit Data 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
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>
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>
Pay Type 1-4, or blank for ALL	<p>1-4 - Include employees with a specific pay type (e.g., 1) on the report.</p> <p>Blank - Include all employees on the report.</p>
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.](#)