



## **HRS6350 - Employee Responsibility Data**



## Table of Contents

<b>HRS6350 - Employee Responsibility Data</b> .....	i
<b>HRS6350 - Employee Responsibility Data</b> .....	1



# HRS6350 - Employee Responsibility Data

## **Personnel > Reports > Payroll Information Reports > Employee Responsibility Data**

The report provides a printout of the responsibility data entered for employees. Use the report to verify the data before a PEIMS submission.

### **Notes:**

- If a new staff member has been added but does not exist in any pay frequency (CYR/NYR) and is not yet set up in Payroll, the staff member will still be included in this report. However, some information may not be reported such as pay campus, primary campus, and career ladder years.
- If the selected sort options rely on Payroll fields (e.g., pay campus, primary campus, or active/inactive status), those fields will be blank for the staff member and reported at the end of the report.

Parameter	Parameter Description
<b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Role ID (R)</b>	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. R - Sort the report by role identification number.  This is a required field.
<b>Pay Status Active (A), Inactive (I), or blank for ALL</b>	A - Print active employees only. I - Print inactive employees only.  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.  Blank - Include all employees on the report.
<b>Primary Job (P), or blank for ALL</b>	P - Include only the primary job on the report.  Blank - Include all jobs 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.

Parameter	Parameter Description
<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.
<b>Select Role ID(s), or blank for ALL</b>	Type the three-digit role identification number, including all leading zeros and separating multiple role identification numbers with a comma (e.g., 000, 071). Or, click  to search for role IDs. Otherwise, leave blank to use all role identification numbers.

[Generate the report.](#)