



# HRS6350 - Employee Responsibility Data



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# 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.

| Parameter                                                                 | Parameter Description                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Role ID (R)</b> | <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>R - Sort the report by role identification number.</p> <p>This is a required field.</p>                                                                                                                        |
| <b>Pay Status Active (A), Inactive (I), or blank for ALL</b>              | <p>A - Print active employees only.</p> <p>I - Print inactive employees only.</p> <p>Blank - Print both active and inactive employees.</p>                                                                                                                                                                                                           |
| <b>Pay Type 1-4, or blank for ALL</b>                                     | <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>                                                                                                                                                                                                                 |
| <b>Primary Job (P), or blank for ALL</b>                                  | <p>P - Include only the primary job on the report.</p> <p>Blank - Include all jobs on the report.</p>                                                                                                                                                                                                                                                |
| <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.                                                                                               |
| <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.](#)