HRS6350 - Employee Responsibility Data

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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
Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Role ID (R)	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.
Pay Status Active (A), Inactive (I), or blank for ALL	A - Print active employees only. I - Print inactive employees only. Blank - Print both active and inactive employees.
Pay Type 1-4, or blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on the report. Blank - Include all employees on the report.
Primary Job (P), or blank for ALL	P - Include only the primary job on the report. Blank - Include all jobs 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.
Select Role ID(s), or blank for ALL	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.