

HRS1650 - Employee Salary Information

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The report lists employee personal, salary, and emergency contact information. A parameter is available to customize the signature statement for all employees on the report.

Note: The pay step and pay schedule are not included in the report if a job's salary concept is set to midpoint.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. This is a required field.
Include Reports (Select From List)	Type a Y or an N to include or exclude specific reports (Emergency Contact, Job, Budget, Salary, Miscellaneous Pay, XTRA Duty, Deduction, Leave, Specialty Area, Bank) separating each of the ten reports with a comma and no space (e.g., Y,Y,N,N,N,Y,Y,N,N,N). Or, click ⋮ to include reports. This is a required field.
Include SSN on Report? (Y/N)	Y - Include the employee's social security number on the report. N - Do not include the employee's social security number on the report. This is a required field.
Include Number of Days Employed / in Contract on Report? (Y/N)	Y - Include the employee's number of days employed (or in contract) on the report. N - Do not include the employee's number of days employed (or in contract) on the report. This is a required field.
Print Signature Statement - New (1), Original (2), or None(3)	1 - Print the new signature statement on the report, which is based on the **Enter New Signature Statement** report parameter. 2 - Print the original signature statement on the report. 3 - Do not print the signature statement on the report. This is a required field.
Enter New Signature Statement	Type the signature statement to display on the report. This signature statement will only display when the **Print Signature Statement - New (1), Original (2) or None(3)** report parameter is set to 1.

Parameter	Parameter Description
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, Exclude Subs (E), or blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on the report. E - Exclude substitute employees from the report. Blank - Include all employees 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 Extract ID(s), or blank for ALL	Type the extract ID, separating multiple extract IDs with a comma (e.g., GO, BUS). Or, click ⋮ to search for extract IDs. Otherwise, leave blank to use all extract IDs.
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.
E-mail Subject	Type the subject of the e-mail message that will be sent.
E-mail Message	Type the e-mail message that will be sent.
Select Frequency	Type the one-digit pay frequency. Or, click ⋮ to select a pay frequency. This is a required field.

Generate the report.