HRS1600 - Certification Report

Table of Contents

HRS1600 - Certification Report

Personnel > Reports > Personnel Reports > Certification Report

The report lists the employee certification and special credential information that was entered on the Personnel > Maintenance > Staff Demographic > Credentials tab.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Cert Date (D), Cert Date Expire (E)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. D - Sort the report by certification date. E - Sort the report by certification expiration date. 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, 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 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 Certification Type, or blank for ALL	Type the one-character certification type code separating multiple certification type codes with a comma (e.g., 2, M). Or, click ⋮ to search for certification types. Otherwise, leave blank to use all certification types.

Parameter	Parameter Description
Select Speciality Area, or blank for ALL	Type the two-character speciality area separating multiple specialty areas with a comma (e.g., 03, 1V). Or, click ⋮ to search for specialty areas. Otherwise, leave blank to use all speciality areas.
Select Teaching Specialization, or blank for ALL	Type the two-digit teaching specialization code separating multiple teaching specialization codes with a comma (e.g., 03, 15). Or, click ⋮ to search for teaching specializations. Otherwise, leave blank to use all teaching specialization codes.
From Certification Date (MMDDYYYY), or blank for ALL	Type the from certification date in the MMDDYYYY format, or leave blank to use all from dates.
To Certification Date (MMDDYYYY), or blank for ALL	Type the to certification date in the MMDDYYYY format, or leave blank to use all to dates.
From Certification Date Expire (MMDDYYYY), or blank for ALL	Type the from certification expiration date in the MMDDYYYY format, or leave blank to use all from dates.
To Certification Date Expire (MMDDYYYY), or blank for ALL	Type the to certification expiration date in the MMDDYYYY format, or leave blank to use all to dates.
Select From Years Taught, or blank for ALL	Type a starting teaching year in the YYYY format, or leave blank to use all from years.
Select To Years Taught, or blank for ALL	Type an ending teaching year in the YYYY format, or leave blank to use all to years.

Generate the report.