



# HRS1600 - Certification Report



# Table of Contents





<b>HRS1600 - Certification Report</b> .....	<b>i</b>
<b>HRS1600 - Certification Report</b> .....	<b>1</b>






# 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
<b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Cert Date (D), Cert Date Expire (E)</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>D - Sort the report by certification date.</p> <p>E - Sort the report by certification expiration date.</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, Exclude Subs (E), or blank for ALL</b>	<p>1-4 - Include employees with a specific pay type (e.g., 1) on the report.</p> <p>E - Exclude substitute employees from the report.</p> <p>Blank - Include all employees 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 Certification Type, or blank for ALL</b>	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.

<b>Parameter</b>	<b>Parameter Description</b>
<b>Select Speciality Area, or blank for ALL</b>	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.
<b>Select Teaching Specialization, or blank for ALL</b>	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.
<b>From Certification Date (MMDDYYYY), or blank for ALL</b>	Type the from certification date in the MMDDYYYY format, or leave blank to use all from dates.
<b>To Certification Date (MMDDYYYY), or blank for ALL</b>	Type the to certification date in the MMDDYYYY format, or leave blank to use all to dates.
<b>From Certification Date Expire (MMDDYYYY), or blank for ALL</b>	Type the from certification expiration date in the MMDDYYYY format, or leave blank to use all from dates.
<b>To Certification Date Expire (MMDDYYYY), or blank for ALL</b>	Type the to certification expiration date in the MMDDYYYY format, or leave blank to use all to dates.
<b>Select From Years Taught, or blank for ALL</b>	Type a starting teaching year in the YYYY format, or leave blank to use all from years.
<b>Select To Years Taught, or blank for ALL</b>	Type an ending teaching year in the YYYY format, or leave blank to use all to years.
<b>Select Frequency</b>	Type the one-digit pay frequency. Or, click  to select a pay frequency. This is a required field.

[Generate the report.](#)