HRS1050 - Employee Birthday List

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The report provides a list of all employee birthdays along with employee number and primary campus. You may choose to include the year in the date of birth and print the report for a particular month.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Birthday Date (D)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. D - Sort the report by birth date. This is a required field.
Include Year in DOB? (Y/N)	Y - Include the employee's birth year on the report. N - Do not include the employee's birth year on the report. 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.
Individual Month (01 to 12), or blank for ALL	01-12 - Include a specific month (e.g., 08 indicates August) on the report. Blank - Include all months 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.

Parameter	Parameter Description
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 Frequency	Type the one-digit pay frequency. Or, click ⋮ to select a pay frequency. This is a required field.

Generate the report.