



HRS1050 - Employee Birthday List

Table of Contents

HRS1050 - Employee Birthday List	i
HRS1050 - Employee Birthday List	1

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Personnel > Reports > Personnel Reports > Employee Birthday List

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)	<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 birth date.</p> <p>This is a required field.</p>
Include Year in DOB? (Y/N)	<p>Y - Include the employee's birth year on the report.</p> <p>N - Do not include the employee's birth year on the report.</p> <p>This is a required field.</p>
Pay Status Active (A), Inactive (I), or blank for ALL	<p>A - Print active employees only.</p> <p>I - Print inactive employees only.</p> <p>Blank - Print both active and inactive employees.</p>
Pay Type 1-4, Exclude Subs (E), or blank for ALL	<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>
Individual Month (01 to 12), or blank for ALL	<p>01-12 - Include a specific month (e.g., 08 indicates August) on the report.</p> <p>Blank - Include all months on the report.</p>
Select Pay Campus(es), or blank for ALL	<p>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.</p>
Select Primary Campus(es), or blank for ALL	<p>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.</p>

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.](#)