



## **HRS1250 - Employee Data Listing**



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## Personnel > Reports > Personnel Reports > Employee Data Listing

The report is a detailed listing of employee pay and contract information including leave information.

If the calendar year is greater than 2013, the non-TRS nontax business allowance and non-TRS nontax nonpay business allowance amounts are not included in the taxable gross calculations.

Parameter	Parameter Description
<b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P)</b>	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus.  This is a required field.
<b>Include Reports (Select From List)</b>	Type a Y or an N to include or exclude specific reports (Federal EEOC Report, Employee Detail Report, Employee Exclusion Report, EEOC Form 168A Report, Create EEOC File) separating each of the five reports with a comma and no space (e.g., Y,Y,N,N,N). Or, click  to <a href="#">include reports</a> . This is a required field.
<b>Include SSN on Report? (Y/N)</b>	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.
<b>Include Number of Days Employed / in Contract on Report? (Y/N)</b>	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.
<b>From Last Name (3 letters)</b>	Type the first three-characters of the employee's last name, or leave blank to use all last names and not indicate a starting range.
<b>To Last Name (3 letters)</b>	Type the first three-characters of the employee's last name, or leave blank to use all last names and not indicate an ending range.
<b>Pay Status Active (A), Inactive (I), or blank for ALL</b>	A - Print active employees only.  I - Print inactive employees only.  Blank - Print both active and inactive employees.
<b>Pay Type 1-4, or blank for ALL</b>	1-4 - Include employees with a specific pay type (e.g., 1) on the report.  Blank - Include all employees on the report.

Parameter	Parameter Description
<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 Extract ID(s), or blank for ALL</b>	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.
<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>E-mail Subject</b>	Type the subject of the e-mail message that will be sent.
<b>E-mail Message</b>	Type the e-mail message that will be sent.
<b>From Pay Date (MMDDYYYY), or blank for ALL</b>	Type the from pay date in the MMDDYYYY format, or leave blank to use all from dates.
<b>To Pay Date (MMDDYYYY), or blank for ALL</b>	Type the to pay date in the MMDDYYYY format, or leave blank to use all to dates.
<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.