



HRS1450 - Employee Mailing Labels

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Personnel > Reports > Personnel Reports > Employee Mailing Labels

The report prints address labels to attach to envelopes for mass or individual mailing. Any compatible label can be used.

- Avery 6194 labels are 12 per page and are 1.5" x 4".
- Avery 5962 labels are 14 per page and are 1.3" x 4". You can also use 5162, 5262, and 5662.
- Avery 5160 labels are 30 per page and are 1" x 2.63". You can also use 5260. Avery 5660 labels are clear, laser labels with 30 per page.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<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>This is a required field.</p>
Select Restriction Local (L), Public (P), or No restrictions (N)	<p>L - Do not include information that is restricted from local view on the report.</p> <p>P - Do not include information that is restricted from public view on the report. This option is the most restrictive.</p> <p>N - Print the report without restricting any information.</p> <p>This is a required field.</p>
Print address? (Y/N)	<p>Y - Print the address on the report.</p> <p>N - Do not print the address on the report.</p> <p>This is a required field.</p>
Labels Per Page (12, 14 or 30)	<p>12 - Print 12 labels per page.</p> <p>14 - Print 14 labels per page.</p> <p>30 - Print 30 labels per page.</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>

Parameter	Parameter Description
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>
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>
Select Employee(s), or blank for ALL	<p>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.</p>
Select Frequency	<p>Type the one-digit pay frequency. Or, click  to select a pay frequency. This is a required field.</p>

[Generate the report.](#)