



## **HRS1650 - Employee Salary Information**



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## Personnel > Reports > Personnel Reports > Employee Salary Information

The report lists employee personal, salary, and emergency contact information. A parameter is available to customize the signature statement for all employees on the report.

**Note:** The pay step and pay schedule are not included on the report if a job's salary concept is set to midpoint.

Parameter	Parameter Description
<b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P)</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>This is a required field.</p>
<b>Include Reports (Select From List)</b>	<p>Type a Y or an N to include or exclude specific reports (Emergency Contact, Job, Budget, Salary, Miscellaneous Pay, XTRA Duty, Deduction, Leave, Specialty Area, Bank) separating each of the ten reports with a comma and no space (e.g., Y,Y,N,N,N,Y,Y,N,N,N). Or, click  to <a href="#">include reports</a>. This is a required field.</p>
<b>Include SSN on Report? (Y/N)</b>	<p>Y - Include the employee's social security number on the report.</p> <p>N - Do not include the employee's social security number on the report.</p> <p>This is a required field.</p>
<b>Include Number of Days Employed / in Contract on Report? (Y/N)</b>	<p>Y - Include the employee's number of days employed (or in contract) on the report.</p> <p>N - Do not include the employee's number of days employed (or in contract) on the report.</p> <p>This is a required field.</p>
<b>Print Signature Statement - New (1), Original (2), or None(3)</b>	<p>1 - Print the new signature statement on the report, which is based on the <b>Enter New Signature Statement</b> report parameter.</p> <p>2 - Print the original signature statement on the report.</p> <p>3 - Do not print the signature statement on the report.</p> <p>This is a required field.</p>
<b>Enter New Signature Statement</b>	<p>Type the signature statement to display on the report. This signature statement will only display when the <b>Print Signature Statement - New (1), Original (2) or None(3)</b> report parameter is set to 1.</p>

Parameter	Parameter Description
<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 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>Select Frequency</b>	Type the one-digit pay frequency. Or, click  to select a pay frequency. This is a required field.

[Generate the report.](#)