HRS1000 - Roster of Personnel

Table of Contents

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Personnel > Reports > Personnel Reports > Roster of Personnel

This report provides a list of district employees (active and inactive) and is used to verify that employee information is correct after any changes or additions are made.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. This is a required field.
Print Address Primary (P), Alternate (A)	P - Print the employee's primary address on the report. A - Print the employee's alternate address on the report. This is a required field.
Select Restriction Local (L), Public (P), or No restrictions (N)	L - Do not include information that is restricted from local view on the report. P - Do not include information that is restricted from public view on the report. This option is the most restrictive. N - Print the report without restricting any information. This is a required field.
Include Primary Job Code? (Y/N)	Y - Include the employee's primary job code on the report. N - Do not include the employee's primary job code 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. This field is required.
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.

Parameter	Parameter Description
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.
Select Extract ID(s), or blank for ALL	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.
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.