



## **HRS1400 - Teacher Service Record**



# Table of Contents

**HRS1400 - Teacher Service Record** ..... i

**HRS1400 - Teacher Service Record** ..... 1









# HRS1400 - Teacher Service Record

## Personnel > Reports > Personnel Reports > Teacher Service Record

The report prints a record for all years of service for a selected employee or all employees.

**Note:** Employee social security numbers are no longer displayed on the report, and have been replaced by the employee's Texas unique staff ID. If the employee does not have a Texas unique staff ID, then "UID not on file" is displayed on the error report.

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>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, or blank for ALL</b>	<p>1-4 - Include employees with a specific pay type (e.g., 1) on the report.</p> <p>Blank - Include all employees on the report.</p>
<b>Pay Step</b>	Type a two-digit pay step (e.g., 02). Otherwise, leave blank to include all pay steps.
<b>School Year (YYYY), or blank for ALL</b>	Type a school year in YYYY format. Otherwise, leave blank to include all school years.
<b>County</b>	Type the county name to be included for each employee on the report. Otherwise, leave blank to not include a county name in the <b>County</b> field on the report.
<b>Sort School Year Ascending or Descending? (A/D)</b>	<p>A - Sort the school years in ascending order on the report.</p> <p>D - Sort the school years in descending order on the report.</p> <p>This is a required field.</p>
<b>Print Landscape? (Y/N)</b>	<p>Y - Print the report in landscape orientation.</p> <p>N - Print the report in portrait orientation.</p> <p>This is a required field.</p>
<b>Expand Header? (Y/N)</b>	<p>Y - Expand the report header.</p> <p>N - Do not expand the report header.</p> <p>This is a required field.</p>

Parameter	Parameter Description
<b>Enter Optional Typewritten Title</b>	Type a signature title using a maximum of 60 alphanumeric characters. This is optional and is displayed under the Authorized Signature on the printed service record.
<b>Service Begin Date (MMDDYYYY), or blank for ALL</b>	Type the starting service date in the MMDDYYYY format, or leave blank to use all starting dates.
<b>Service End Date (MMDDYYYY), or blank for ALL</b>	Type the ending service date in the MMDDYYYY format, or leave blank to use all ending dates.
<b>Select Accrual Code(s), or blank for ALL</b>	Type the one-character accrual code separating multiple accrual codes with a comma (e.g., A, D). Or, click  to search for accrual codes. Otherwise, leave blank to use all accrual codes.
<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(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>Include All Service Records (Y,N)</b>	<p>Y - Include all service records on the report. This will include any service record years that exceed the range as set in the <b>Service Begin Date (MMDDYYYY), or blank for ALL</b> and <b>Service End Date (MMDDYYYY), or blank for ALL</b> report parameters.</p> <p>N - Do not include all service records on the report. Only the service records as set in the <b>Service Begin Date (MMDDYYYY), or blank for ALL</b> and <b>Service End Date (MMDDYYYY), or blank for ALL</b> report parameters will be included on the report.</p> <p>This is a required field.</p>
<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.](#)