

HRS1400 - Teacher Service Record

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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Note: Employee social security numbers are no longer displayed on the report, and have been replaced by the employee's Texas unique staff ID.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
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.
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.
Pay Type 1-4, or blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on the report. Blank - Include all employees on the report.
Pay Step	Type a two-digit pay step (e.g., 02). Otherwise, leave blank to include all pay steps.
School Year (YYYY), or blank for ALL	Type a school year in YYYY format. Otherwise, leave blank to include all school years.
County	Type the county name to be included for each employee on the report. Otherwise, leave blank to not include a county name in the **County** field on the report.
Sort School Year Ascending or Descending? (A/D)	A - Sort the school years in ascending order on the report. D - Sort the school years in descending order on the report. This is a required field.
Print Landscape? (Y/N)	Y - Print the report in landscape orientation. N - Print the report in portrait orientation. This is a required field.
Expand Header? (Y/N)	Y - Expand the report header. N - Do not expand the report header. This is a required field.

Parameter	Parameter Description
Enter Optional Typewritten Title	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.
Service Begin Date (MMDDYYYY), or blank for ALL	Type the starting service date in the MMDDYYYY format, or leave blank to use all starting dates.
Service End Date (MMDDYYYY), or blank for ALL	Type the ending service date in the MMDDYYYY format, or leave blank to use all ending dates.
Select Accrual Code(s), or blank for ALL	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.
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(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.
Include All Service Records (Y,N)	Y - Include all service records on the report. This will include any service record years that exceed the range as set in the **Service Begin Date (MMDDYYYY), or blank for ALL** and **Service End Date (MMDDYYYY), or blank for ALL** report parameters. N - Do not include all service records on the report. Only the service records as set in the **Service Begin Date (MMDDYYYY), or blank for ALL** and **Service End Date (MMDDYYYY), or blank for ALL** report parameters will be included on the report. This is a required field.
Select Frequency	Type the one-digit pay frequency. Or, click ⋮ to select a pay frequency. This is a required field.

Generate the report.