



## **HRS8000 - Self-Service Requests**



# Table of Contents



<b>HRS8000 - Self-Service Requests</b> .....	<b>i</b>
<b>HRS8000 - Self-Service Requests</b> .....	<b>1</b>



# HRS8000 - Self-Service Requests

*Human Resources > Reports > Self-Service Reports > Self-Service Requests*

The report prints pending or processed self-service requests.

Parameter	Parameter Description
<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>Select Approver, or blank for ALL</b>	Type the approver name. Or, click  to search for approvers. Otherwise, leave blank to use all approvers.
<b>Report Type Pending (A), Processed (B), or blank for ALL</b>	A - Include only pending requests on the report. B - Include only processed requests on the report. Blank - Include both pending and processed requests on the report.
<b>From Process Date (MMDDYYYY), or blank for ALL</b>	Type the begin date for the processed requests report in the MMDDYYYY format. Otherwise, leave blank to use all process dates. This field is ignored if the <b>Report Type Pending (A), Processed (B), or blank for ALL</b> report parameter is set to A.
<b>To Process Date (MMDDYYYY), or blank for ALL</b>	Type the end date for the processed requests report in the MMDDYYYY format. Otherwise, leave blank to use all process dates. This field is ignored if the <b>Report Type Pending (A), Processed (B), or blank for ALL</b> report parameter is set to A.
<b>Sort by Alpha (A), Campus (C), Request Date (D)</b>	A - Sort the report alphabetically by employee name. C - Sort the report by campus, and then by employee name. D - Sort the report by request date. This is a required field.

[Generate the report.](#)