


# HRS8000 - Self-Service Requests

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# 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 |
|---|---|
| **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 Approver, or blank for ALL** | Type the approver name. Or, click ⋮ to search for approvers. Otherwise, leave blank to use all approvers. |
| **Report Type Pending (A), Processed (B), or blank for ALL** | A - Include only pending requests on the report.<br><br>B - Include only processed requests on the report.<br><br>Blank - Include both pending and processed requests on the report. |
| **From Process Date (MMDDYYYY), or blank for ALL** | 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 **Report Type Pending (A), Processed (B), or blank for ALL** report parameter is set to A. |
| **To Process Date (MMDDYYYY), or blank for ALL** | 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 **Report Type Pending (A), Processed (B), or blank for ALL** report parameter is set to A. |
| **Sort by Alpha (A), Campus (C), Request Date (D)** | A - Sort the report alphabetically by employee name.<br><br>C - Sort the report by campus, and then by employee name.<br><br>D - Sort the report by request date.<br><br>This is a required field. |

Generate the report.