



**Extract ID - HRS2500**



# Table of Contents

<b>Extract ID - HRS2500</b> .....	<b>i</b>
<b>Extract ID - HRS2500</b> .....	<b>1</b>



# Extract ID - HRS2500

## Personnel > Tables > Job/Contract > Extract ID

This tab is used to create and maintain the codes used to tag employee records for a batch process (e.g., copy, extract, or mass update). If your LEA uses extract IDs to group employees, the extract IDs must be assigned to employee records on the [Personnel > Maintenance > Employment Info](#) tab.

**Note:** The CYR or NYR Extract ID page is displayed depending on the payroll logon.


### Set up extract ID codes:

Click **+Add** to add a row.

Field	Description
<b>Extract ID</b>	Type a code to identify the extract ID. The field can be a maximum of three digits.
<b>Extract ID Description</b>	Type a description for the extract ID. The field can be a maximum of 20 characters.

Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	<p>Click to print job contract table data. The following Job Contract Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.</p> <p><b>Selected Code Tables</b> - displays the following Job Contract Table options:</p> <ul style="list-style-type: none"> <li>• Job Code Table</li> <li>• Contract Class Table</li> <li>• Contract Term Table</li> <li>• Contract Year Table</li> <li>• Extract ID Table</li> <li>• Termination Reason Table</li> </ul> <p><b>All Code Tables</b> - prints all the Job/Contract tab pages.</p> <p>Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>