



**Extract ID - HRS2500**



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# Extract ID - HRS2500

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

This tab is used to create and maintain the codes used on the Employment Info tab of the Staff Job/Pay Data page. It is used to tag employee records for a batch process (e.g., copy or extract).

**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>	Click to print job contract table data. The following Job Contract Table options are displayed: <b>Current Tab Page</b> - prints only the tab page currently open. <b>Selected Code Tables</b> - displays the following Job Contract Table options: <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> <b>All Code Tables</b> - prints all the Job/Contract tab pages. 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. <a href="#">Review the report.</a>
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .