

HRS8054 - PMIS/Payroll Discrepancy Report

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The report allows you to print a list of all positions that do not have payroll records or a list of payroll records that do not have position management records.

Parameter	Parameter Description
Sort by Employee Name (E), Campus (C), Position Number (P)	E - Sort the report by employee name. C - Sort the report by campus number. P - Sort the report by position number. This is a required field.
Compare data at Employee Level (E) or Job Level (J)	E - Print discrepancies by employee level (e.g., employee is assigned to a position but is not active in the position frequency, employee is assigned to a position but does not have payroll records in the position frequency, employee is active in pay frequency for a pay type 1, 2, or 3 job but does not have a position assigned when exclude substitutes is set to Y, or employee is active in a pay frequency for a pay type 1, 2, 3, or 4 job but does not have a position assigned when exclude substitutes is set to N). J - Print discrepancies data by job level (if any of the above scenarios exist adn the job code for the position does not match any of the job codes in the employee's job master, or if the position type is a supplement, the employee has an extra duty codes that does not exist in the employee's extra duty records). This is a required field.
Exclude Substitutes? (Y/N)	Y - Do not include substitutes on the report. N - Include substitutes on the report. This is a required field.
Select 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 campus ID numbers. Otherwise, leave blank to use all campus ID numbers.
Select Frequency(ies), blank for All	Type a one-digit frequency number separating multiple frequency numbers with a comma (e.g., 5, 6). Or, click ⋮ to search for payroll frequencies. Otherwise, leave blank to use all payroll frequencies.
Select Position Type Primary (P), Supplement (S), or blank for All	P - Print only the primary position types on the report. S - Print only the supplement position types on the report. Blank - Print both the primary and supplement position types on the report.

Generate the report.