



Create user-created report

Table of Contents

Create user-created report 1

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Log on to the next year payroll frequency.

[Human Resources](#) > [Reports](#) > [User Created Reports](#) > [HR Report](#)

It is recommended to create a user-created report to identify employee contract begin dates.



- Select **Active Employees Only** to only include active employee records on the report.
- Under **Employee Demographic**, select **Employee Nbr**, **First Name**, and **Last Name**.
- Under **Job Information**, select **Contract Begin Dt**.
- Click **Create Report** to generate the report.

After you create the report, you can sort by the **Contract Begin Dt**.



Back Cover