



## Create user-created report



# Table of Contents

<b>Create user-created report .....</b>	<b>1</b>
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# Create user-created report

**Log on to the next year payroll frequency.**

[Payroll > Reports > User Created Reports](#)

**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