



## **Generate a user-created report**



# Table of Contents



## Generate a user-created report

Payroll > Reports > User Created Reports

Reports > User Created Reports

Payroll

Save Create Report Delete Reset

Report Template

Public Retrieve Directory

Report Title

Employee Nbr Active Employees Only

Employee Demographic

Employee Nbr Staff ID/SSN Maiden Name Phone Area Cd Last Change Date Emer Contact Hispanic/Latino  
 Texas Unique Staff ID Address Number Former Prefix Phone Nbr Citizenship Relationship American Indian  
 Name Prefix Street/P.O. Box Former First Name Bus Phone Area Marital Stat Emer Notes Asian  
 First Name Apt Former Middle Name Bus Phone Nbr Other Language Emer Area Cd African American  
 Middle Name City Former Last Name Bus Ext Local Use 1 Emer Phone Nbr Pacific Islander  
 Last Name State Former Generation Cell Area Cd Local Use 2 Emer Ext White  
 Generation Zip Driver's License Cell Phone Nbr Email  
 Sex Zip+4 Local Restriction Home Email  
 DOB Addr Country DL Expir Date Public Restriction Employee Notes

Job Information

Job Code Percent Assigned Payoff Date Pay Grade Daily Rate Overtime Eligible Workers' Comp Cd  
 Job Descr Department Nbr Days Employed Pay Step Hrly Rate Overtime Rate Workers' Comp Annual  
 Primary Job Pay Type Nbr Days in Contract Pay Schedule Pay Rate Hours/Day Workers' Comp Remain  
 Prim Campus Calendar Code Local Contract Days State Step Base Annual TRS Position Cd Exempt Status  
 Campus Name Contract Begin Dt Nbr of Annual Pymnts Contract Total Accrual Cd State Minimum Salary Incr Pay Step  
 Nbr Mon Contr Contract End Dt Remaining Pymnts Contract Balance Accrual Rate TRS Year Vacant Position  
 Yrs of Job Exper Yrs in Career Ladder Wkly Hrs Sched Wholly Sep Amt Reg Hrs Worked Retiree Exception

Use the following parameters to generate a user-created report:

- **Active Employees Only**
- **Employee Nbr**
- **First Name**
- **Last Name**
- **Remaining Payments**
- **Contract Balance**
- **Pay Rate**
- **Accrual Code**
- **Accrual Rate**

Save the report in Excel to allow data to be manipulated.



## Back Cover