



**Generate a user-created report**



# Table of Contents



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

Generate a user created report with the following parameters:

- Employee Nbr
- First Name
- Last Name
- Pay Status
- Contract Balance
- Remaining Payments
- Pay Rate
- Accrual Code

Save as an Excel spreadsheet so the information can be manipulated.



## Back Cover