



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



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## Generate a user created report

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Use the following parameters to generate a user created report:

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

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



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