



# Generate the HRS3050 report for inactive employees



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## Generate the HRS3050 report for inactive employees

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Use the following parameters:

Parameter	Description
<b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P)</b>	A - Sort the report alphabetically.
<b>School Year (YYYY)</b>	20XX
<b>Include Job Accrual Detail(s)? (Y/N)</b>	N - Do not include the job accrual detail(s) on the report.
<b>Pay Status Active (A), Inactive (I), or blank for ALL</b>	I - Print inactive employees only.

If there are any individuals with an accrual balance displayed on this report who are no longer with the school, perform the **Payroll > Utilities > Zero School YTD Accruals** to zero out their accruals.

Generate the report again using the following parameters:

<b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P)</b>	A - Sort the report alphabetically.
<b>School Year (YYYY)</b>	20XX
<b>Include Job Accrual Detail(s)? (Y/N)</b>	N - Do not include the job accrual detail(s) on the report.
<b>Pay Status Active (A), Inactive (I), or blank for ALL</b>	Blank - Print both active and inactive employees.

Compare the totals to the Excel file created in step 3.

**Note:** The **Accrued Pay** should match the **Total Pay Remaining** column in the Excel file.



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