



# Generate the Employee Payroll Listing report



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## Generate the Employee Payroll Listing report

[Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing](#) **OR** [Payroll > Reports > User Created Report](#)

The report provides a single-spaced list of employees that includes the tax information, contract information, pay rates, and primary job account code. Print the report by employee name for the entire district or group the report by campus. Include all employees, those with an active status or inactive status. When primary job (P) is not selected, all jobs are displayed with one account per job with a total for all jobs displayed. The criteria for which account is chosen to display for a job are as follows:

- The account with the highest percent.
- If there is more than one account with the highest percent for a job, the lowest account is displayed.

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy. Verify that all current employees are listed.

The screenshot shows a web application interface for generating a report. At the top, a green navigation bar contains a home icon, the breadcrumb 'Reports > Payroll Information Reports > Employee Payroll Listing', and a 'Payroll' dropdown menu. Below the navigation bar are four buttons: 'Preview', 'PDF', 'CSV', and 'Clear Options'. The main content area is titled 'HRS6150 - Employee Payroll Listing'. On the left, there is a list of 'Payroll Information Reports' with links to various reports. The main area contains a table of parameters for the report, with two rows highlighted by red boxes:

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<input type="text" value="A"/>
Primary Job (P), or blank for ALL	<input type="text"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text" value="A"/>
Pay Type 1-4, or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/> ⋮
Select Primary Campus(es), or blank for ALL	<input type="text"/> ⋮
Select Employee(s), or blank for ALL	<input type="text"/> ⋮



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