(OBSOLETE) HRS7840 - TEAM Federal Grant Report

Table of Contents

iv

This page was removed as a result of the TRS rewrite.

(OBSOLETE) HRS7840 - TEAM Federal Grant Report

Human Resources > Reports > TEAM Reports > TEAM Federal Grant Report

The report provides a listing of employees with a cumulative amount for the month for each grant code, gross amount, and deposit. Child nutrition grant amounts are included. The amounts are reported from the job history record by TRS position code. The report is for district information only; it is not an official TRS report.

This report is printed in landscape orientation.

Parameter	Parameter Description
Report Month (01-12)	Type a specific report month (e.g., 11). This is a required field.
Report Year (YYYY)	Type a report year in the YYYY format. This is a required field.
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. This is a required field.
Select Frequency(ies), or blank for ALL	Type a one-digit frequency number separating multiple frequency numbers with a comma (e.g., 5, 6). Or, click ⋮ to search for payroll frequencies. Otherwise, leave blank to use all payroll frequencies.
Pay Status Active (A), Inactive (I), or blank for ALL	A - Print active employees only. I - Print inactive employees only. Blank - Print both active and inactive employees.
Pay Type 1-4, blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on the report. Blank - Include all employees on the report.
Select Pay Campus(es), or blank for ALL	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click ⋮ to search for pay campuses. Otherwise, leave blank to use all campus ID numbers.
Select Primary Campus(es), or blank for ALL	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click ⋮ to search for primary campuses. Otherwise, leave blank to use all campus ID numbers.
Select Employee(s), or blank for ALL	Type the employee number separating multiple employee numbers with a comma. Or, click ⋮ to search for employees. Otherwise, leave blank to use all employee numbers.

Generate the report.

Back Cover