

HRS2600 - Employee Substitute Report

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The report reflects the information contained in the substitute leave database table. The user must select whether to sort the report by alpha, pay campus, primary campus, or absence date; and the program is totaled by selection. The user must also select S for Substitute or E for Employee to determine the major emphasis of the report. This choice determines the primary report item. For example, if the user types S, substitute one is reported first with all employees he has replaced; and then substitute two is reported with all employees he has replaced. If the user types E, employee one is reported with all substitutes who have replaced him. Entries are sorted by absence date within each major entry.

Selections can be made to filter by substitute type(s), employee number, from and to pay dates, from and to leave dates, and absence reason code(s). Data is filtered also by the current year/next year and frequency of the user logon. Frequency, user-provided employee number, and from and to pay dates are used to filter the primary report item only. If the user types S, substitute frequency, employee number, and from/to dates are filtered. Employee information is not filtered.

If from and to pay dates are not provided, the from pay date of 01-01-1900 is used, and today’s date is used as the to pay date. If the user wants only one pay date to be reported, he must enter that date as both the from and to pay dates. The same is true of the from and to leave dates.

The deduction YTD amounts are derived from the deduction history for the calendar year.

Notes:

- The **E-mail** button is enabled when the Page Break on Substitute parameter is set to Y and the substitute has an e-mail address. An individual version of the report (without campus totals or grand totals) is sent to the substitute's e-mail address.
- The **E-mail** button is disabled when **Preview Substitutes with No E-mail** is selected from the report page.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Absence Date (D)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. D - Sort the report by absence date. This is a required field.
Select Substitute (S), Employee (E)	S - Include substitutes on the report. E - Include employees on the report. This is a required field.

Parameter	Parameter Description
Select Sub Type(s), or blank for ALL	Type the substitute type separating multiple substitute types with a comma (e.g., 2, 60). Or, click ⋮ to search for sub types. Otherwise, leave blank to use all substitute types.
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.
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.
From Pay Date (MMDDYYYY), or blank for ALL	Type the from pay date in the MMDDYYYY format, or leave blank to use all from dates.
To Pay Date (MMDDYYYY), or blank for ALL	Type the to pay date in the MMDDYYYY format, or leave blank to use all to dates.
From Leave Date (MMDDYYYY), or blank for ALL	Type the from leave date in the MMDDYYYY format, or leave blank to use all from dates.
To Leave Date (MMDDYYYY), or blank for ALL	Type the to leave in the MMDDYYYY format, or leave blank to use all to dates.
Select Reason Code(s), or blank for ALL	Type the two-digit reason code number, including all leading zeros and separating multiple reason code numbers with a comma (e.g., 01, 36). Or, click ⋮ to search for reason codes. Otherwise, leave blank to use all reason code numbers.
Page Break on Substitute? (Y/N) (Required when selecting the Substitute report)	Y - Include a page break between each substitute. N - Do not include a page break between each substitute. This field is required when the **Select Substitute (S), Employee (E)** report parameter is set to S.
Display Reason for Absence on Substitute report? (Y/N)	Y - Include the absence reason on the substitute report. N - Do not include the absence reason on the substitute report.
E-mail Subject	Type the subject of the e-mail message that will be sent.
E-mail Message	Type the e-mail message that will be sent.

Generate the report.


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