



# HRS7000 - Leave Transmittal Report



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## Payroll > Reports > Leave Information Reports > Leave Transmittal Report

The report produces a list of leave transmittal records. It is run either before the payroll calculations or immediately after calculations. Use the report to check the accuracy of your leave transmittal data.

**Note:** The report updates immediately. It is not necessary to post the current payroll in order to see the current payroll information.

Parameter	Parameter Description
<b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P)</b>	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus.  This is a required field.
<b>From Pay Date (MMDDYYYY), or blank for ALL</b>	Type the from pay date in the MMDDYYYY format. Otherwise, leave blank to use all pay dates.
<b>To Pay Date (MMDDYYYY), or blank for ALL</b>	Type the to pay date in the MMDDYYYY format. Otherwise, leave blank to use all pay dates.
<b>Select Leave Type(s), or blank for ALL</b>	Type the leave type, including all leading zeros and separating multiple leave types with a comma (e.g., 01, 98, AA). Or, click  to search for leave types. Otherwise, leave blank to use all leave types.
<b>Pay Type 1-4, Exclude Subs (E), or blank for ALL</b>	1-4 - Include employees with a specific pay type (e.g., 1) on the report.  E - Exclude substitute employees from the report.  Blank - Include all employees on the report.
<b>Select Pay Campus(es), or blank for ALL</b>	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.
<b>Select Primary Campus(es), or blank for ALL</b>	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.
<b>Select Employee(s), or blank for ALL</b>	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.
<b>Select Reason Code(s), or blank for ALL</b>	Type the two-digit reason code, including all leading zeros and separating multiple reason codes with a comma (e.g., 01, 98). Or, click  to search for reason codes. Otherwise, leave blank to use all reason codes.

<b>Parameter</b>	<b>Parameter Description</b>
<b>Beginning Leave Date (MMDDYYYY), or blank for ALL</b>	Type the beginning leave date in the MMDDYYYY format. Otherwise, leave blank to use all leave dates.
<b>Ending Leave Date (MMDDYYYY), or blank for ALL</b>	Type the ending leave date in the MMDDYYYY format. Otherwise, leave blank to use all leave dates.
<b>Enter Day of the week (SUN, MON, TUE, WED, THU, FRI, SAT), or blank for ALL</b>	Type a specific day of the week (e.g., TUE). Otherwise, leave blank to use all days.

[Generate the report.](#)



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