



## **HRS6400 - Salary Verification Report**



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# HRS6400 - Salary Verification Report

**Payroll > Reports > Payroll Information Reports > Salary Verification Report**

The report is used to verify that the next year salary calculations have been run correctly before moving next year's files to current.

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>Print Distribution Information? (Y/N)</b>	Y - Include distribution information on the report. N - Do not include distribution information on the report.  This is a required field.
<b>Pay Status Active (A), Inactive (I), or blank for ALL</b>	A - Print active employees only. I - Print inactive employees only.  Blank - Print both active and inactive employees.
<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 Extract ID(s), or blank for ALL</b>	Type the extract ID, separating multiple extract IDs with a comma (e.g., GO, BUS). Or, click  to search for extract IDs. Otherwise, leave blank to use all extract IDs.
<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.

[Generate the report.](#)



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