


# HRS6400 - Salary Verification Report

# Table of Contents

**HRS6400 - Salary Verification Report** ..... 1

# 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 |
|---|---|
| **Sort by Alpha (A), Pay Campus (C), Primary Campus (P)** | A - Sort the report alphabetically.<br><br>C - Sort the report by pay campus.<br><br>P - Sort the report by primary campus.<br><br>This is a required field. |
| **Print Distribution Information? (Y/N)** | Y - Include distribution information on the report.<br><br>N - Do not include distribution information on the report.<br><br>This is a required field. |
| **Pay Status Active (A), Inactive (I), or blank for ALL** | A - Print active employees only.<br><br>I - Print inactive employees only.<br><br>Blank - Print both active and inactive employees. |
| **Pay Type 1-4, Exclude Subs (E), or blank for ALL** | 1-4 - Include employees with a specific pay type (e.g., 1) on the report.<br><br>E - Exclude substitute employees from the report.<br><br>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 Extract ID(s), or blank for ALL** | 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. |
| **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.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover