



HRS2150 - Check Register




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The report provides a listing of all checks issued to district employees. The list only includes checks for the current payroll or adjustment cycle. It is not a historical report. Print the register by check number or by employee name to verify that checks are generated for each employee.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Check Number (N)	<p>A - Sort the report alphabetically.</p> <p>C - Sort the report by pay campus.</p> <p>P - Sort the report by primary campus.</p> <p>N - Sort the report by check number.</p> <p>This is a required field.</p>
Pay Status Active (A), Inactive (I), or blank for ALL	<p>A - Print active employees only.</p> <p>I - Print inactive employees only.</p> <p>Blank - Print both active and inactive employees.</p>
Pay Type 1-4, or blank for ALL	<p>1-4 - Include employees with a specific pay type (e.g., 1) on the report.</p> <p>Blank - Include all employees on the report.</p>
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.](#)



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