



## **HRS2050 - Proof List of Payroll Transactions**



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# HRS2050 - Proof List of Payroll Transactions

## **Payroll > Reports > Payroll Reports > Proof List of Payroll Transactions**

The report is used to verify the transmittal transactions entered for the payroll period. The user can access transmittals for any pay period where transmittals exist.

### **Notes:**

- When the **Include Leave Account Transactions** parameter is set to N and the report is executed, a button is displayed in the upper-left side of the report page that allows the user to switch between the Proof List report and a District Totals for Leave by Leave Types report. The button title changes from **Lv Grnd Tots** to **Proof List** when clicked.
- The **E-mail** button is enabled when the **Page Break on Employee** parameter is set to Y and the employee has an e-mail address. An individual version of the report (without campus totals or grand totals) is sent to the employee's e-mail address.
- The **E-mail** button is disabled when **Preview Employees with No E-mail** is selected from the report page.

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, or leave blank to use all from dates.
<b>To Pay Date (MMDDYYYY), or blank for ALL</b>	Type the to pay date in the MMDDYYYY format, or leave blank to use all to dates.
<b>Include Leave Account Transactions? (Y/N)</b>	Y - Include leave account transactions on the report. N - Do not include leave account transactions on the report.  This is a required field.
<b>Page Break on Employee? (Y/N)</b>	Y - Include a page break between each employee. N - Do not include a page break between each employee.  This is a required field.
<b>Pay Type 1-4, or blank for ALL</b>	1-4 - Include employees with a specific pay type (e.g., 1) on the report.  Blank - Include all employees on the report.
<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.

Parameter	Parameter Description
<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>E-mail Subject</b>	Type the subject of the e-mail message that will be sent.
<b>E-mail Message</b>	Type the e-mail message that will be sent.

[Generate the report.](#)



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