

HRS1250 - Employee Data Listing

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The report is a detailed listing of employee pay and contract information including leave information.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. This is a required field.
Include Reports (Select From List)	Type a Y or an N to include or exclude specific reports (Federal EEOC Report, Employee Detail Report, Employee Exclusion Report, EEOC Form 168A Report, Create EEOC File) separating each of the five reports with a comma and no space (e.g., Y,Y,N,N,N). Or, click ⋮ to include reports. This is a required field.
Include SSN on Report? (Y/N)	Y - Include the employee's social security number on the report. N - Do not include the employee's social security number on the report. This is a required field.
Include Number of Days Employed / in Contract on Report? (Y/N)	Y - Include the employee's number of days employed (or in contract) on the report. N - Do not include the employee's number of days employed (or in contract) on the report. This is a required field.
From Last Name (3 letters)	Type the first three-characters of the employee's last name, or leave blank to use all last names and not indicate a starting range.
To Last Name (3 letters)	Type the first three-characters of the employee's last name, or leave blank to use all last names and not indicate an ending range.
Pay Status Active (A), Inactive (I), or blank for ALL	A - Print active employees only. I - Print inactive employees only. Blank - Print both active and inactive employees.
Pay Type 1-4, or blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on the report. 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.

Parameter	Parameter Description
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.
E-mail Subject	Type the subject of the e-mail message that will be sent.
E-mail Message	Type the e-mail message that will be sent.
From Pay Date (MMDDYYYY), or blank for ALL	Type the from pay date in the MMDDYYYY format, or leave blank to use all from dates. This parameter is used to limit the employee selection to include only those employees who were paid during the selected pay date range (**From** and **To Pay Date**), and not to select data to be included in the report.
To Pay Date (MMDDYYYY), or blank for ALL	Type the to pay date in the MMDDYYYY format, or leave blank to use all to dates. This parameter is used to limit the employee selection to include only those employees who were paid during the selected pay date range (**From** and **To Pay Date**), and not to select data to be included in the report.

Generate the report.


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