


# HRS5200 - Third Party Sick Pay Report

# Table of Contents

**HRS5200 - Third Party Sick Pay Report** ..... 1

# HRS5200 - Third Party Sick Pay Report

***Payroll > Reports > Quarterly/Annual Reports > Third Party Sick Pay Report***

The report provides a list of employees and their social security numbers. Totals are offered for each campus and a grand total is offered at the bottom of the report. A page break occurs for each campus.

| Parameter | Parameter Description |
|---|---|
| **Sort by Alpha (A), Employee Nbr (N), Pay Campus (C)** | A - Sort the report alphabetically.<br><br>N - Sort the report by employee number.<br><br>C - Sort the report by pay campus.<br><br>This is a required field. |
| **Calendar Year (YYYY)** | Type a calendar year in the YYYY format. 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 Frequency(ies), or blank for ALL** | Type a one-digit frequency number separating multiple frequency numbers with a comma (e.g., 5, 6). Or, click ⋮ to search for payroll frequencies. Otherwise, leave blank to use all payroll frequencies. |
| **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 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