



ASCENDER GUIDES



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# HRS8000 - Self-Service Requests



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# HRS8000 - Self-Service Requests

## Payroll > Reports > Self-Service Reports > Self-Service Requests

The report prints pending or processed self-service requests.

| Parameter   | Parameter Description   |
|---|---|
| <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>Select Approver, or blank for ALL</b>                        | Type the approver name. Or, click  to search for approvers. Otherwise, leave blank to use all approvers.   |
| <b>Report Type Pending (A), Processed (B), or blank for ALL</b> | A - Include only pending requests on the report.<br><br>B - Include only processed requests on the report.<br><br>Blank - Include both pending and processed requests on the report.  |
| <b>From Process Date (MMDDYYYY), or blank for ALL</b>           | Type the begin date for the processed requests report in the MMDDYYYY format. Otherwise, leave blank to use all process dates. This field is ignored if the <b>Report Type Pending (A), Processed (B), or blank for ALL</b> report parameter is set to A. |
| <b>To Process Date (MMDDYYYY), or blank for ALL</b>             | Type the end date for the processed requests report in the MMDDYYYY format. Otherwise, leave blank to use all process dates. This field is ignored if the <b>Report Type Pending (A), Processed (B), or blank for ALL</b> report parameter is set to A.   |
| <b>Sort by Alpha (A), Campus (C), Request Date (D)</b>          | A - Sort the report alphabetically by employee name.<br><br>C - Sort the report by campus, and then by employee name.<br><br>D - Sort the report by request date.<br><br>This is a required field.  |

[Generate the report.](#)



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