



ASCENDER GUIDES



Employment Statistics Survey - HRS5410

Employment Statistics Survey - HRS5410


Human Resources > Inquiry > Employment Statistics Survey

This page is used to retrieve employee data to assist LEAs in completing the Current Employment Statistics Survey form for the State of Texas.

Perform a survey inquiry:

Under **Frequency**, select from the following payroll frequencies:

- **4 - Biweekly**
- **5 - Semimonthly**
- **6 - Monthly**

Field	Description
Pay Date	Click  to select a pay date. At least one pay date for the available pay frequencies must be selected.

Under **Pay Types**, select the applicable pay types. At least one pay type must be selected to calculate the Faculty count.

- **All Pay Types**
- **1 - Contracted employee**
- **2 - Non-contracted emp**
- **3 - Hourly employee**
- **4 - Substitute**


Click **Retrieve**. The **Employment Statistics Survey** section is displayed with the **Employee Count**, **Women Employee Count**, **Faculty Member Count**, and the **Pay Type(s)** based on the selected parameters.


Click **Print** to print the Employment Statistics Survey report. The report is displayed in a separate window.


[Review the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.



Back Cover