



ASCENDER GUIDES



## Employment Statistics Survey - HRS5410



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## Personnel > 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 one of the following payroll frequencies:

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

Field	Description
<b>Pay Date</b>	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. [Review the report.](#)



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