HRS6600 - Campus Improvement Plan Emp FTE Report

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The report identifies all full-time equivalents (FTEs) by fund, campus, and program code. The report can be displayed from either the current or next year payroll frequency.

Parameter	Parameter Description
Sort by Alpha (A), or Account Code (C)	A - Sort the report alphabetically. C - Sort the report by account code. This is a required field.
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 1-3, or blank for ALL	1-3 - Include employees with a specific pay type (e.g., 1) on the report. Blank - Include all employees on the report.
Include Reports (Select From List)	Type a Y or an N to include or exclude specific reports (Detail Report, Summary Report) separating each of the reports with a comma and no space (e.g., Y,N). Or, click ⋮ to include reports. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund codes.
Select Function(s), or blank for ALL	Type the two-digit function code separating multiple function codes with a comma (e.g., 01, 99). Or, click ⋮ to search for functions. Otherwise, leave blank to use all function codes.
Select Organization(s), or blank for ALL	Type the three-digit organization number separating multiple organization numbers with a comma (e.g., 001, 699). Or, click ⋮ to search for organization numbers. Otherwise, leave blank to use all organization numbers.
Select Program Intent(s), or blank for ALL	Type the two-digit program intent code separating multiple program intent codes with a comma (e.g., 01, 99). Or, click ⋮ to search for program intent codes. Otherwise, leave blank to use all program intent codes.
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.

Parameter	Parameter Description
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.

Generate the report.

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