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# **HRS6600 - Campus Improvement Plan Emp FTE Report**



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## Personnel > Reports > Payroll Information Reports > Campus Improvement Plan Emp FTE Report

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
<b>Sort by Alpha (A), or Account Code (C)</b>	A - Sort the report alphabetically. C - Sort the report by account code.  This is a required field.
<b>Pay Status Active (A), Inactive (I), or blank for ALL</b>	A - Print active employees only. I - Print inactive employees only.  Blank - Print both active and inactive employees.
<b>Pay Type 1-3, or blank for ALL</b>	1-3 - Include employees with a specific pay type (e.g., 1) on the report.  Blank - Include all employees on the report.
<b>Include Reports (Select From List)</b>	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.
<b>Select Fund(s), or blank for ALL</b>	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.
<b>Select Function(s), or blank for ALL</b>	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.
<b>Select Organization(s), or blank for ALL</b>	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.
<b>Select Program Intent(s), or blank for ALL</b>	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.
<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.

Parameter	Parameter Description
<b>Select Frequency(ies), or blank for ALL</b>	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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