

HRS6550 - Employee Extra Duty Report

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The report lists all employees with extra duty codes on the Pay Info tab. The report can be sorted by name, campus, or extra duty code. The **Include Distribution Account Codes** parameter allows you to include S-type distributions for selected employees.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Extra Duty Code (E)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. E - Sort the report by extra duty code. This is a required field.
Include Distribution Account Codes? (Y/N)	Y - Include the distribution account codes on the report. N - Do not include the distribution account codes on the report. 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 1-4, Exclude Subs (E), or blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on the report. E - Exclude substitute employees from the report. Blank - Include all employees on the report.
Select Pay Campus(es), or blank for ALL	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click ⋮ to search for pay campuses. Otherwise, leave blank to use all campus ID numbers.
Select Primary Campus(es), or blank for ALL	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click ⋮ to search for primary campuses. Otherwise, leave blank to use all campus ID numbers.
Select Extra Duty Code(s), or blank for ALL	Type the two-digit extra duty code, including all leading zeros and separating multiple extra duty codes with a comma (e.g., 01, 08). Or, click ⋮ to search for extra duty codes. Otherwise, leave blank to use all extra duty 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
Page Break on Extra Duty Code (Y/N) (Required when selecting Sort by Extra Duty Code)	Y - Include a page break between each extra duty code. N - Do not include a page break between each extra duty code. This is a required field when the Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Extra Duty Code (E) report parameter is set to E.
Select Frequency	Type the one-digit pay frequency. Or, click ⋮ to select a pay frequency. This is a required field.

Generate the report.


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