# HRS6450 - Health Insurance Coverage

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***Personnel > Reports > Payroll Information Reports > Health Insurance Coverage***

The report identifies all employees enrolled in the health insurance program(s), district and member contributions, and payment dates to the insurer.

| Parameter | Parameter Description |
|---|---|
| **Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Insurance Company Code(I)** | A - Sort the report alphabetically.<br><br>C - Sort the report by pay campus.<br><br>P - Sort the report by primary campus.<br><br>I - Sort the report by insurance company code.<br><br>This is a required field. |
| **Pay Status Active (A), Inactive (I), or blank for ALL** | A - Print active employees only.<br><br>I - Print inactive employees only.<br><br>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.<br><br>E - Exclude substitute employees from the report.<br><br>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 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. |
| **From Coverage Date (MMDDYYYY), or blank for ALL** | Type the date from which coverage began in the MMDDYYYY format, or leave blank to use all from dates. |
| **To Coverage Date (MMDDYYYY), or blank for ALL** | Type the date to which coverage ended in the MMDDYYYY format, or leave blank to use all to dates. |
| **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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