



ASCENDER GUIDES



## HRS6400 - Salary Verification Report



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# HRS6400 - Salary Verification Report

## Personnel > Reports > Payroll Information Reports > Salary Verification Report

The report is used to verify that next year salary calculations have been run correctly before moving next year's files to current.

Parameter	Parameter Description
<b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P)</b>	<p>A - Sort the report alphabetically.</p> <p>C - Sort the report by pay campus.</p> <p>P - Sort the report by primary campus.</p> <p>This is a required field.</p>
<b>Print Distribution Information? (Y/N)</b>	<p>Y - Include distribution information on the report.</p> <p>N - Do not include distribution information on the report.</p> <p>This is a required field.</p>
<b>Pay Status Active (A), Inactive (I), or blank for ALL</b>	<p>A - Print active employees only.</p> <p>I - Print inactive employees only.</p> <p>Blank - Print both active and inactive employees.</p>
<b>Pay Type 1-4, Exclude Subs (E), or blank for ALL</b>	<p>1-4 - Include employees with a specific pay type (e.g., 1) on the report.</p> <p>E - Exclude substitute employees from the report.</p> <p>Blank - Include all employees on the report.</p>
<b>Select Pay Campus(es), or blank for ALL</b>	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.
<b>Select Primary Campus(es), or blank for ALL</b>	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.
<b>Select Extract ID(s), or blank for ALL</b>	Type the extract ID, separating multiple extract IDs with a comma (e.g., GO, BUS). Or, click  to search for extract IDs. Otherwise, leave blank to use all extract IDs.
<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.
<b>Select Frequency</b>	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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