



ASCENDER GUIDES



HRS6400 - Salary Verification Report






Table of Contents

HRS6400 - Salary Verification Report 1

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 |
|--|--|
| Sort by Alpha (A), Pay Campus (C), Primary Campus (P) | A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. This is a required field. |
| Print Distribution Information? (Y/N) | Y - Include distribution information on the report. N - Do not include distribution information 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 Extract ID(s), or blank for ALL | 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. |
| 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. |
| Select Frequency | Type the one-digit pay frequency. Or, click  to select a pay frequency. This is a required field. |

[Generate the report.](#)



Back Cover