

HRS1050 - Employee Birthday List

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HRS1050 - Employee Birthday List

Personnel > Reports > Personnel Reports > Employee Birthday List

The report provides a list of all employee birthdays along with employee number and primary campus. You may choose to include the year in the date of birth and print the report for a particular month.

| Parameter | Parameter Description |
|--|---|
| Sort by Alpha (A), Pay Campus (C), Primary Campus (P), | A - Sort the report alphabetically. |
| Birthday Date (D) | C - Sort the report by pay campus. |
| | P - Sort the report by primary campus. |
| | D - Sort the report by birth date. |
| | This is a required field. |
| Include Year in DOB? (Y/N) | Y - Include the employee's birth year on the report. |
| | N - Do not include the employee's birth year on the report. |
| | This is a required field. |
| Pay Status Active (A), Inactive | A - Print active employees only. |
| (I), or blank for ALL | |
| | I - Print inactive employees only. |
| | Blank - Print both active and inactive employees. |
| Pay Type 1-4, Exclude Subs (E), | 1-4 - Include employees with a specific pay type (e.g., 1) on the |
| or blank for ALL | report. |
| | E - Exclude substitute employees from the report. |
| | Blank - Include all employees on the report. |
| Individual Month (01 to 12), or blank for ALL | 01-12 - Include a specific month (e.g., 08 indicates August) on the report. |
| | Blank - Include all months 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. |
| Solost Employog(s) or blank | |
| 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. |

Business

| Parameter | Parameter Description |
|------------------|--|
| 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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