



ASCENDER GUIDES



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# HRS1500 - Employee Education Report



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# HRS1500 - Employee Education Report

## Personnel > Reports > Personnel Reports > Employee Education Report

The report is used to verify employee education information that was entered on the [Personnel > Maintenance > Staff Demographic > Credentials](#) tab.

An asterisk (\*) is displayed next to employees who are inactive on both pay frequencies. If an employee is active on one frequency and inactive on another frequency, no asterisk is displayed. Any employee who has an active status in any frequency only shows as active on this report. If an employee is inactive on one frequency and active on another frequency and has a different primary and/or pay campus for each frequency (depending on the parameters used), the employee is displayed on the active campus.

Parameter	Parameter Description
<b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P)</b>	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus.  This is a required field.
<b>Pay Status Active (A), Inactive (I), or blank for ALL</b>	A - Print active employees only. I - Print inactive employees only.  Blank - Print both active and inactive employees.
<b>Pay Type 1-4, Exclude Subs (E), or blank for ALL</b>	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.
<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 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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