



## **HRS1100 - Employee Verification Report**



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# HRS1100 - Employee Verification Report

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The report provides detailed employee data such as employment dates, salary, address, and other information for reference or to verify recent input and processing.

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>Select Restriction Local (L), Public (P), or No restrictions (N)</b>	L - Do not include information that is restricted from local view on the report.  P - Do not include information that is restricted from public view on the report. This option is the most restrictive.  N - Print the report without restricting any information.  This is a required field.
<b>Primary Job (P), or blank for ALL</b>	P - Include only the employee's primary job on the report.  Blank - Include all jobs on the report.
<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 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.

Parameter	Parameter Description
<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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