

## **HRS1000 - Roster of Personnel**

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# **HRS1000 - Roster of Personnel**

### Personnel > Reports > Personnel Reports > Roster of Personnel

The report prints the persons employed (active and inactive) by the district and is used to verify that employee information is correct after any changes or additions are made.

Parameter	Parameter Description
	-
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A - Sort the report alphabetically.
(C), Filliary Campus (F)	C - Sort the report by pay campus.
	Soft the report by pay campus.
	P - Sort the report by primary campus.
	This is a required field.
Print Address Primary (P),	P - Print the employee's primary address on the report.
Alternate (A)	A Drint the appleyeds alternate address on the report
	A - Print the employee's alternate address on the report.
	This is a required field.
Select Restriction Local (L),	L - Do not include information that is restricted from local view
Public (P), or No restrictions	on the report.
(N)	
	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.
	Trine the report without restricting any information.
	This is a required field.
Include Primary Job Code? (Y/N)	Y - Include the employee's primary job code on the report.
	N - Do not include the employee's primary job code 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.
	Plants Drink hath action and in atting
	Blank - Print both active and inactive employees. This field is required.
Day Type 1.4 Evalude Subs (E)	' '
or blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on the report.
O. SIGHIN IOI ALL	
	E - Exclude substitute employees from the report.
	Blank - Include all employees on the report.
Select Pay Campus(es), or	Type the three-digit campus ID number, including all leading
blank for ALL	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.

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#### Business

Parameter	Parameter Description
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	Type the extract ID, separating multiple extract IDs with a
for ALL	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	Type the employee number separating multiple employee
for ALL	numbers with a comma. Or, click ‡ to search for employees. Otherwise, leave blank to use all employee numbers.

Generate the report.

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