



# HRS1000 - Roster of Personnel



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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   |
|---|---|
| <b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P)</b>            | <p>A - Sort the report alphabetically.</p> <p>C - Sort the report by pay campus.</p> <p>P - Sort the report by primary campus.</p> <p>This is a required field.</p>   |
| <b>Print Address Primary (P), Alternate (A)</b>                         | <p>P - Print the employee's primary address on the report.</p> <p>A - Print the employee's alternate address on the report.</p> <p>This is a required field.</p>  |
| <b>Select Restriction Local (L), Public (P), or No restrictions (N)</b> | <p>L - Do not include information that is restricted from local view on the report.</p> <p>P - Do not include information that is restricted from public view on the report. This option is the most restrictive.</p> <p>N - Print the report without restricting any information.</p> <p>This is a required field.</p>           |
| <b>Include Primary Job Code? (Y/N)</b>                                  | <p>Y - Include the employee's primary job code on the report.</p> <p>N - Do not include the employee's primary job code on the report.</p> <p>This is a required field.</p>   |
| <b>Pay Status Active (A), Inactive (I), or blank for ALL</b>            | <p>A - Print active employees only.</p> <p>I - Print inactive employees only.</p> <p>Blank - Print both active and inactive employees.</p> <p>This field is required.</p>   |
| <b>Pay Type 1-4, Exclude Subs (E), or blank for ALL</b>                 | <p>1-4 - Include employees with a specific pay type (e.g., 1) on the report.</p> <p>E - Exclude substitute employees from the report.</p> <p>Blank - Include all employees on the report.</p>   |
| <b>Select Pay Campus(es), or blank for ALL</b>                          | <p>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.</p> |

| Parameter  | Parameter Description  |
|--|--|
| <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.   |
| <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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