



Extract ID - HRS2500

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Personnel > Tables > Job/Contract > Extract ID

This tab is used to create and maintain the codes used to tag employee records for a batch process (e.g., copy, extract, or mass update). If your LEA uses extract IDs to group employees, the extract IDs must be assigned to employee records on the [Personnel > Maintenance > Employment Info](#) tab.

Note: The CYR or NYR Extract ID page is displayed depending on the payroll logon.


Set up extract ID codes:

Click **+Add** to add a row.

Field	Description
Extract ID	Type a code to identify the extract ID. The field can be a maximum of three digits.
Extract ID Description	Type a description for the extract ID. The field can be a maximum of 20 characters.

Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	<p>Click to print job contract table data. The following Job Contract Table options are displayed:</p> <p>Current Tab Page - prints only the tab page currently open.</p> <p>Selected Code Tables - displays the following Job Contract Table options:</p> <ul style="list-style-type: none"> • Job Code Table • Contract Class Table • Contract Term Table • Contract Year Table • Extract ID Table • Termination Reason Table <p>All Code Tables - prints all the Job/Contract tab pages.</p> <p>Select an option, and then click OK to view a copy of the report. Otherwise, click Cancel to return to the tab.</p> <p>Review the report.</p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>



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