

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	Click to print job contract table data. The following Job Contract Table options are displayed: **Current Tab Page** - prints only the tab page currently open. **Selected Code Tables** - displays the following Job Contract Table options: • Job Code Table • Contract Class Table • Contract Term Table • Contract Year Table • Extract ID Table • Termination Reason Table **All Code Tables** - prints all the Job/Contract tab pages. Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.


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