



# HRS8051 - CIP Transaction Report



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## Position Management > Reports > PMIS Reports > CIP Transaction Report

The report provides a list of changes that were made to the position management records. The report is based on the selected processing status; it is sorted by payroll frequency, employee name, position status, and effective date.

Parameter	Parameter Description
<b>Sort by Employee Name (E), Position Number (P)</b>	E - Sort the report by employee name. P - Sort the report by position number.  This is a required field.
<b>Select Detail (D) or Listing (L)</b>	D - Print the detailed information on the report. L - Print a listing of information on the report.  This is a required field.
<b>Select Frequency(ies), blank for All</b>	Type a one-digit frequency number separating multiple frequency numbers with a comma (e.g., 5, 6). Or, click  to search for payroll frequencies. Otherwise, leave blank to use all payroll frequencies.
<b>Select CIP Status Accepted (A), Pending (P), Rejected (R), or blank for All</b>	A - Print only accepted position statuses on the report. P - Print only pending position statuses on the report. S - Print only rejected position statuses on the report.  Blank - Print all changes in positions on the report
<b>From Effective Date (MMDDYYYY), or blank for ALL</b>	Type the starting effective date in the MMDDYYYY format, or leave blank to use all from dates.
<b>To Effective Date (MMDDYYYY), or blank for ALL</b>	Type the ending effective date in the MMDDYYYY format, or leave blank to use all to dates.

[Generate the report.](#)



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