

3767. EMPLOYEE MASTER FILE INSTRUCTION

Pathway: Public Folders / HFD Reports / Other Reports

1. Click on Title “Employee Master File”

	Title ▲	Last Run	Type	Owner	Instances
	Employee Master File Schedule History Properties Employee list by index. HR use only.	Never run	Crystal Report	Administrator	0

The Parameters screen should appear.

2. Parameter screen

Active employees?

...

Set to Null

Enter active employees
Y = yes
N = no

Enter the fiscal year.

Set to Null

Enter the fiscal year
(i.e. 2000)

Enter the index code.

Set to Null

Enter the index code
(i.e. 7000)

Enter the sorting field

...

Set to Null

Enter the sorting field
Name
Position No
1st PCA
Calstars Update

OK

Click “ok”

The report should appear. See Exhibit 3767. Employee Master File.