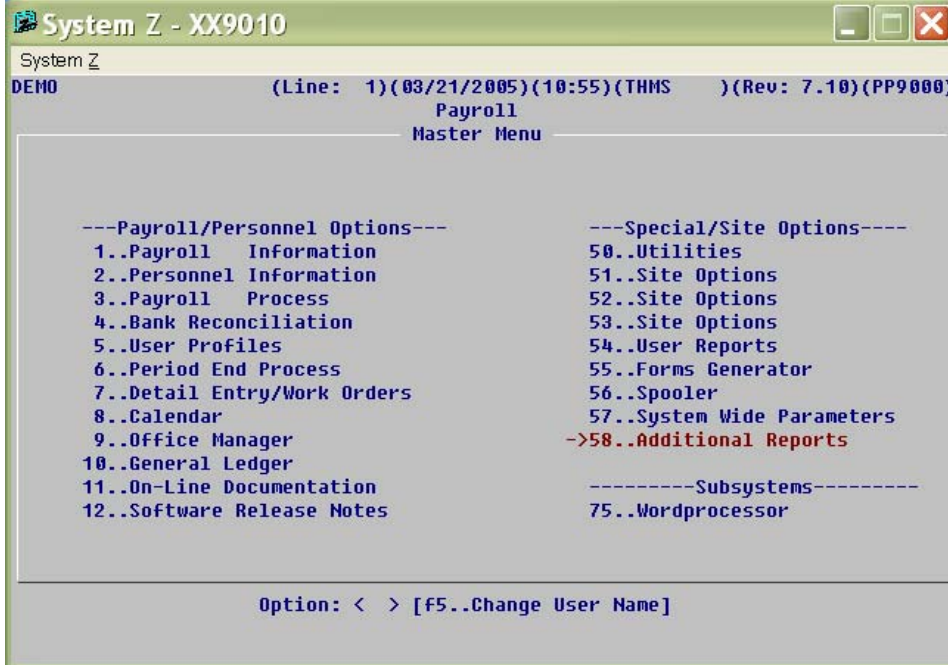
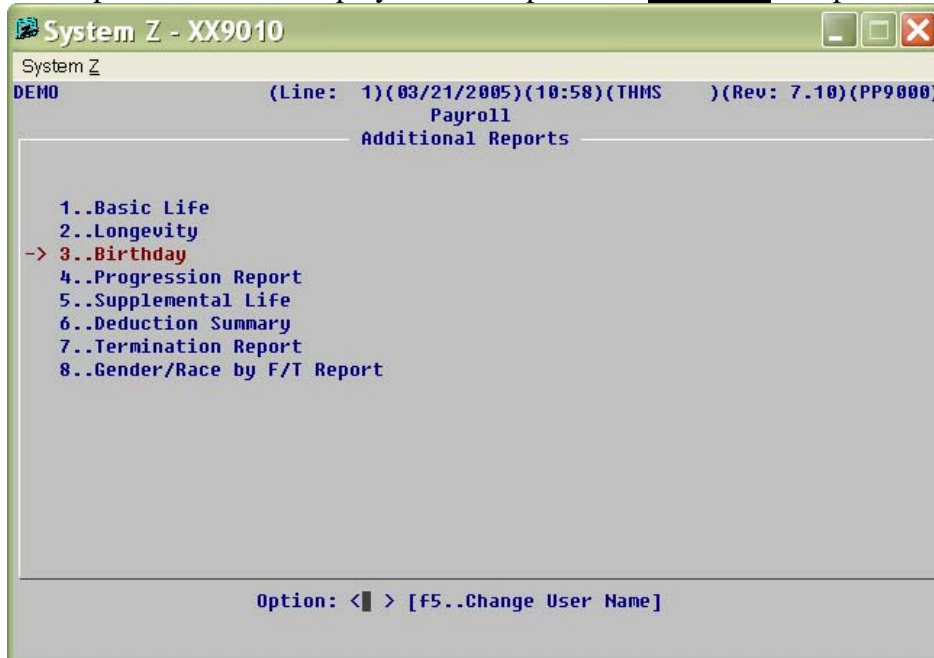


Printing the “Birthday” Report

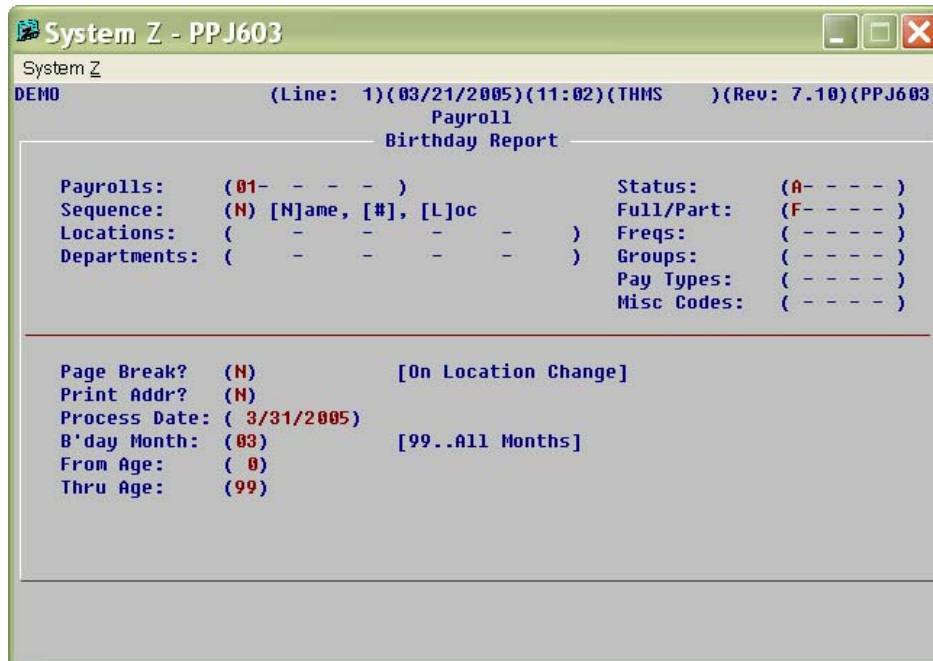
From the Payroll Master Menu Select Option 58 **Additional Reports** and press the enter key:



Once the ‘Additional Reports Menu has displayed select option 3 – **Birthday** and press the enter key



The Birthday report runtime screen will display:



- **Payrolls** – Enter the payroll number(s) to include or leave blank to include all.
- **Sequence** - This is the sort order you want the report in. N=Name, #=Employee Number, and L=Location.
- **Locations** - If you want to print this report for a particular location, enter that number here. You can select up to 5. Leave these fields blank to include all locations.
- **Departments** - If you want to print this report for a particular department, enter that number here. You can select up to 5. Leave these fields blank to include all departments.
- **Status** - A=Active, I=Inactive, T=Terminated. You can select up to 5 employee status'.
- **Full/Part** - Used to filter for full or part time only. The report defaults to include only Full time. Enter "P" to include part time too.
- **Freqs** – Use these fields to filter for a particular frequency or leave blank to include all.
- **Groups** – Use these fields to filter a particular Pay Group or leave blank to include all
- **Pay Types** – Use these fields to filter a particular Pay Type or leave blank to include all
- **Misc Codes** – Use these fields to filter a particular Miscellaneous code or leave blank to include all
- **Page Break?** – If you want to page break this report by Location, type “Y”, otherwise leave “N”. Only type “Y” here if you sort the report by Location.
- **Process Date** – Type the last day of the month, for which you printing
- **B'day Month** – Enter the 2-digit month you want to print for (i.e. “12” for December). To include all months in the report, type “99”.
- **From/To Age** – Type an age range if you want to only print specific ages, otherwise leave as defaults.

Once you accept the screen, the report should begin to print.