Generate Salary Record Numbers (School Personnel) (Oklahoma)

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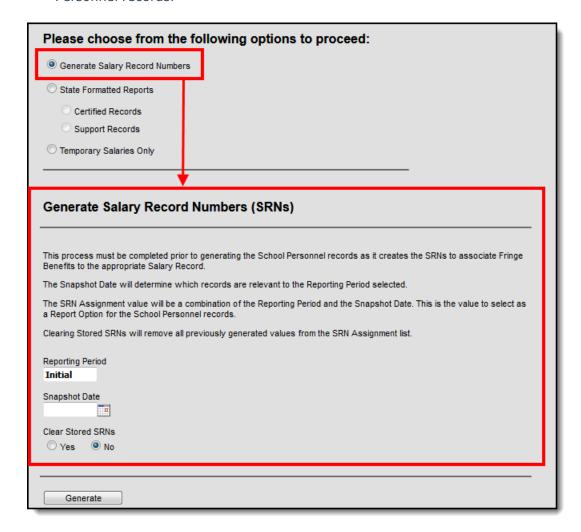
Field Descriptions | Generate SRNs

PATH: *Human Resources > Reports > School Personnel > Generate Salary Record Numbers*

This option creates Salary Record Numbers (SRNs). You must complete this process prior to generating the School Personnel record.

An SRN is a five digit number required by the state when you complete School Personnel Records reporting via a file upload. SRNs are used to associate fringe benefits with specific salary records.

- The SRN Assignment is a combination of the Reporting Period and the Snapshot Date.
- The SRN Assignment is an option you select on the extract editor when generating School Personnel records.

Generate Salary Record Numbers Options

Field Descriptions

Field	Description
Reporting Period	At this time, the only option is **Initial**.
Snapshot Date	The Snapshot Date determines which records are relevant to the Reporting Period selected.
Clear Stored SRNs	Clearing Stored SRNs removes all previously generated values from the SRN Assignment list.

Generate SRNs

1. Select the **Snapshot Date**.

2. Select whether you want to clear stored SRNs. Marking **Yes** removes all previously generated values from the SRN Assignment list.

3. Click **Generate**.
   Result
   A confirmation message displays and the SRNs are available for you to select when generating the School Personnel report.