

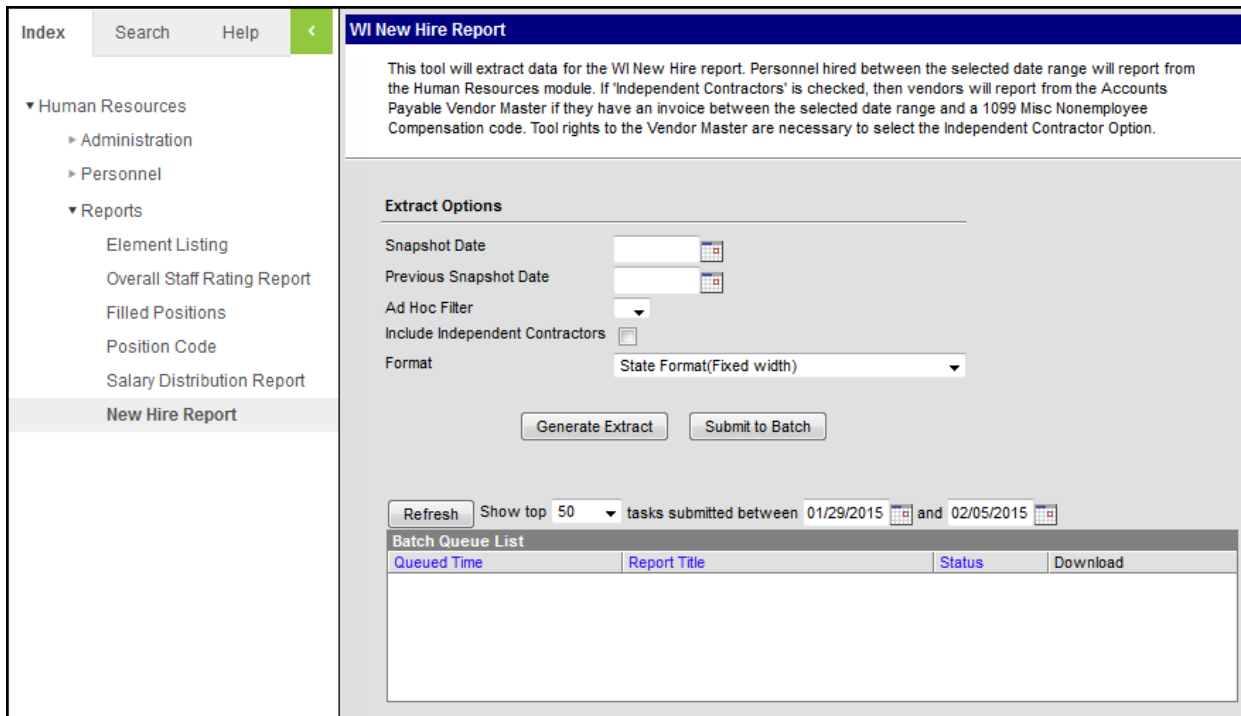
New Hire Report (Wisconsin)

Last Modified on 10/22/2022 9:57 am CDT

PATH: *Human Resources > Reports > New Hire Report*

The New Hire Report provides information about the personnel hired between the dates selected on the extract editor.

By marking the **Independent Contractors** checkbox, you can include vendors from the Accounts Payable Vendor Master if they have an invoice between the selected date range and a 1099 Misc Nonemployee Compensation code. To select the **Independent Contractors** checkbox, you must have tool rights for the Vendor Master.



New Hire Report Editor Example

Report Logic

A record reports for each staff person in the district with a Hire Date between the Snapshot Date and the Previous Snapshot Date entered in the extract editor.

If the **Include Independent Contractors** checkbox is marked on the extract editor, a record reports for each vendor meeting the following criteria.

- On the vendor record, the Nonemployee Compensation option is selected in the 1099 Misc vendor field and the Tax ID Type is SSN / ITIN / ATIN.
- The vendor is included on an invoice within the date range entered on the extract editor. Campus first looks for an Invoice Date within the date range for the vendor. If the Invoice Date is NULL, Campus looks at the Post Date within the date range. If the Post Date is within the date range, the vendor reports.

Report Example

New Hire Report Records:2						
EmployerFEIN	EmployerName	EmployerAddressLine1	EmployerAddressLine2	EmployerCity	EmployerState	EmployerZipCode
121212121	Campus	123 Main Street	PO Box 12345	Metro City	WI	12345
121212121	Campus	123 Main Street	PO Box 12345	Metro City	WI	12345

Example New Hire Report

Generating the Report

1. Enter a **Snapshot Date** in *mmdyy* format or by clicking the calendar icon and selecting a date.
2. Enter a **Previous Snapshot Date** in *mmdyy* format or by clicking the calendar icon and selecting a date.
3. Select an **Ad Hoc Filter** (optional) to report a record for each person who is included in the filter.
4. Mark the **Include Independent Contractors** checkbox to include Accounts Payable vendors in the report.
5. Select the desired **Format**. Choose the State Format if submitting data to the state; otherwise, choose one of the testing formats to verify data before submission.
6. Click **Generate Extract**. The extract will display in the chosen format.

Users have the option to submit a report request to the batch queue by clicking Submit to Batch instead of Generate Extract. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

Report Layout

Data Element	Description	Type, Format, and Length	Campus Database	Campus Application
EmployerFEIN	Identifies the Federal Employer Identification Number.	Numeric, 9 digits	hrDistrict.fedID	Human Resources > Administration > District Master > Federal Identification Number
EmployerName	Identifies the employer's name.	Alphanumeric, 35 characters	district.name hrDistrict.name	System Administration > Resources > District Information > District > Name; Human Resources > Administration > District Master > Name

Data Element	Description	Type, Format, and Length	Campus Database	Campus Application
EmployerAddress Line1	The employer's address line one.	Alphanumeric, 35 characters	district.address hrDistrict.number	System Administration > Resources > District Information > District > Address; Human Resources > Administration > District Master > Address
EmployerAddress Line2	The employer's address line two.	Alphanumeric, 35 characters	district.address hrDistrict.street	System Administration > Resources > District Information > District > Address; Human Resources > Administration > District Master > Address
EmployerCity	The employer's city.	Alphanumeric, 22 characters	district.city hrDistrict.city	System Administration > Resources > District Information > District > City; Human Resources > Administration > District Master > City
EmployerState	Identifies the employer's state.	Alphanumeric, 2 characters	district.state hrDistrict.state	System Administration > Resources > District Information > District > State; Human Resources > Administration > District Master > State

Data Element	Description	Type, Format, and Length	Campus Database	Campus Application
EmployerZipCode	Identifies the 5 digit Zip code.	Numeric, 5 characters	district.zip hrDistrict.zip	System Administration > Resources > District Information > District > Zip; Human Resources > Administration > District Master > Zip
EmployerZip+4	The employer's Zip4.	Numeric, 4 characters	district.zip hrDistrict.zip	System Administration > Resources > District Information > District > Zip4; Human Resources > Administration > District Master > Zip4
EmployerCountry	Reports blank.	N/A	N/A	N/A
Employer International PostalCode	Reports blank.	N/A	N/A	N/A
EmployeeSSN#	The employee's Social Security number. If reporting a vendor, the Tax ID from the vendor record reports.	Numeric, 9 digits	identity.ssn hrDemographics.ssn	Census > People > Demographics > Soc Sec Number; Human Resources > Personnel > Personnel Master > Person > HR General Information > Social Security Number; Finance > Accounts Payable > Administration > Vendor Master > Vendor > Tax ID

Data Element	Description	Type, Format, and Length	Campus Database	Campus Application
Employee LastName	The employee's legal last name.	Alphanumeric, 20 characters	identity.lastName hrDemographics.lastName	Census > People > Demographics > Last Name; Human Resources > Personnel > Personnel Master > Person > HR General Information > Last Name; Finance > Accounts Payable > Administration > Vendor Master > Vendor > Last Name
EmployeeFirstName	The employee's legal first name.	Alphanumeric, 15 characters	identity.firstName hrDemographics.firstName	Census > People > Demographics > First Name; Human Resources > Personnel > Personnel Master > Person > HR General Information > First Name; Finance > Accounts Payable > Administration > Vendor Master > Vendor > First Name
Employee MiddleName	The employee's legal middle name.	Alphanumeric, 15 characters	identity.middleName hrDemographics.middleName	Census > People > Demographics > Middle Name; Human Resources > Personnel > Personnel Master > Person > HR General Information > Middle Name; Finance > Accounts Payable > Administration > Vendor Master > Vendor > Middle Name

Data Element	Description	Type, Format, and Length	Campus Database	Campus Application
EmployeeAddress Line1	<p>The employee's Active HR Mailing Street Address as of the current date.</p> <p>If more than one address meets these conditions, the primary household with the most recent start date is reported. A secondary address reports if an active primary address meeting these conditions is not available.</p> <p>If reporting a vendor, report remit to address from vendor record.</p>	Alphanumeric, 35 characters	address.number hrHLAddress.number	Census > Household/Address > > Number; Human Resources > > Personnel > Personnel Master > > Person > Contact Information > Household > Address; Finance > Accounts Payable > > Vendor Master > Vendor > Remit to Address

Data Element	Description	Type, Format, and Length	Campus Database	Campus Application
EmployeeAddress Line2	The second line of the employee's mailing address.	Alphanumeric, 35 characters	address.street hrHLAddress.street	Census > Household/Address > Street; Human Resources > Personnel > Personnel Master > Person > Contact Information > Household > Address; Finance > Accounts Payable > Vendor Master > Vendor > Remit to Address
EmployeeCity	<p>The employee's city listed on the Active HR Mailing Address.</p> <p>If more than one address meets these conditions, the address with most recent start date as of Snapshot Date is reported.</p> <p>If reporting a vendor, the city on the vendor record is reported.</p>	Alphanumeric, 22 characters	address.city hrHLAddress.city	Census > Household/Address > City; Human Resources > Personnel > Personnel Master > Person > Contact Information > Household > Address > City; Finance > Accounts Payable > Administration > Vendor Master > Vendor > City

Data Element	Description	Type, Format, and Length	Campus Database	Campus Application
EmployeeState	<p>The employee's state listed on the Active HR Mailing Address.</p> <p>If more than one address meets these conditions, the address with most recent start date as of Snapshot Date is reported.</p> <p>If reporting a vendor, the state from vendor record is reported.</p>	Alphanumeric, 2 characters	address.state hrHLAddress.state	Census > Household/Address > State; Human Resources > Personnel > Personnel Master > Person > Contact Information > Household > Address > State; Finance > Accounts Payable > Administration > Vendor Master > Vendor > State

Data Element	Description	Type, Format, and Length	Campus Database	Campus Application
EmployeeZipCode	<p>The employee's postal code on the Active HR Mailing Address.</p> <p>If more than one address meets these conditions, the address with most recent start date as of Snapshot Date is reported.</p> <p>If reporting a vendor, the 5-digit zip code on the vendor record is reported.</p>	Numeric, 5 characters	address.zip hrHLAddress.zip	Census > Household/Address > Zip; Human Resources > Personnel > Personnel Master > Person > Contact Information > House Hold > Address Zip; Finance > Accounts Payable > Administration > Vendor Master > Vendor > Zip

Data Element	Description	Type, Format, and Length	Campus Database	Campus Application
EmployeeZip+4	<p>The +4 zip on the Active HR Mailing Address as of the Snapshot Date. US state and territories only.</p> <p>If more than one address meets these conditions, the address with most recent start date as of Snapshot Date is reported.</p> <p>If reporting a vendor, null is reported.</p>	<p>Numeric, 4 digits</p>	<p>address.zip hrHLAddress.zip</p>	<p>Census > Household/Address > Zip+4; Human Resources > Personnel > Personnel Master > Person > Contact Information > Household Address Zip+4; Finance > Accounts Payable > Administration > Vendor Master > Vendor > Zip</p>
EmployeeCountry	<p>Reports blank.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
Employee International PostalCode	<p>Reports blank.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
Employee DateofBirth	<p>The employee's birth date. If reporting a vendor, null is reported.</p>	<p>Date Field, 8 characters MM/DD/YYYY</p>	<p>person.birthdate hrDemographics.birthdate</p>	<p>Census > People > Demographics > Birth Date; Human Resources > Personnel > Personnel Master > Person > HR General Information > Birth Date</p>

Data Element	Description	Type, Format, and Length	Campus Database	Campus Application
Employee DateofHire	The date on which the employee was hired. If reporting a vendor, null is reported.	Date Field, 8 characters MM/DD/YYYY	employmentAssignment.startDate hrEmployment.startDate	Human Resources > Personnel > Personnel Master > Employment Dates > Hire Date
Employee StateofHire	The state from which the employee was hired. If the state is WI, then the field reports blank. If reporting a vendor, the field reports blank.	Alphanumeric, 2 characters	employmentAssignment.endDate hrDemographics.state	Human Resources > Administration > District Master
Filler	N/A	N/A	N/A	N/A