

# Reports (Human Resources)

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**PATH:** *Human Resources > Reports*

The reports available in the Campus Human Resources module provide helpful information for Human Resources personnel.



Report	Description
<b>Deduction Extract</b>	The Deduction Extract reports information based on deductions taken in the selected Pay Type and Pay Period.
<b>Element Listing</b>	You can divide a Category into specific features called Elements and Sub-Elements. The Element Listing Report provides a comprehensive list of these Elements and optionally reports Sub-Elements
<b>Overall Staff Rating Report</b>	Use this report to generate a summary of the overall ratings from completed Staff Evaluations.
<b>Filled Positions</b>	The Filled Positions report allows you to see how many employees are associated with each position. You may print a summary or detailed version of the Filled Position Listing in PDF or CSV format. The detailed option includes specific personnel information like personnel numbers and names.
<b>Position Code</b>	The Position Code report allows you to print a comprehensive list of Position Codes. You may print a summary or detailed version of the codes in PDF or CSV format.
<b>Salary Distribution Report</b>	The Salary Distribution Report includes multiple options for reporting FTE, salary, and step and lane schedules for employees. This report is especially useful for users that do not have access to budget information in Campus.

# Minnesota

The following state reports are available for Minnesota users of the Human Resources module:

Report	Description
<b>STAR LA</b>	The Minnesota STAR LA Extract reports staff members in positions requiring licensure.
<b>STAR NA</b>	The Minnesota STAR NA Extract reports staff members in positions not requiring licensure.
<b>STAR LB</b>	The Minnesota STAR LB Extract reports identification, course and student information for staff members. This report is stored in the <a href="#">State Reporting</a> area for Minnesota.
<b>New Hire Report</b>	The New Hire Report will extract data regarding newly hired personnel from the Human Resources module between the dates entered on the extract editor.
<b>TRA Demographics</b>	The TRA (Teacher Retirement Association) Demographics extract reports information for all staff members within the district eligible for TRA benefits.
<b>TRA Payroll</b>	The TRA (Teacher Retirement Association) Payroll extract reports payroll information for employee retirement accounts.
<b>PERA Demographics and Contribution Reports</b>	The PERA Demographics and Contribution Reports Extract collects data regarding all staff members within the district who are eligible for Public Employees Retirement Association of Minnesota (PERA) benefits.
<b>PERA Contribution Report</b>	The PERA Contribution Report collects data for the Public Employees Retirement Association of Minnesota.

# New York

The following state reports are available for New York users of the Human Resources module.

Report	Description
<b>SIRS Staff Assignment</b>	This report extracts data for non-teaching professionals for SIRS data collection.

