



**PAYROLL/PERSONNEL
AFFIRMATIVE ACTION REPORTING
PROGRAM RUN SPECIFICATIONS**

UPAY831B (R4/98) R1181

GENERAL INSTRUCTIONS:

Complete individual program run specifications and check appropriate boxes as necessary for desired reporting.

RUN REPORTS

Staff / Academic Title Codes:											By Title Code Personnel Program						By Title Description Personnel Program						
1	P	P	P	0	3	1	-	S	P	E	11	12					19	20					27

REPORT SELECTION:

Enter a Personnel Program Selection in columns 12-19 to request report by Title Code.

Enter a Personnel Program Selection in columns 20-27 to request report by Title Code.

PERSONNEL PROGRAM SELECTION:

Enter one of the following values specifying the Personnel Program selection criteria:

- STAFF**
- ACADEMIC**
- ALL**

PREPARED BY:	DATE
APPROVED BY:	DATE