New Hire Report (Human Resources) (Minnesota)
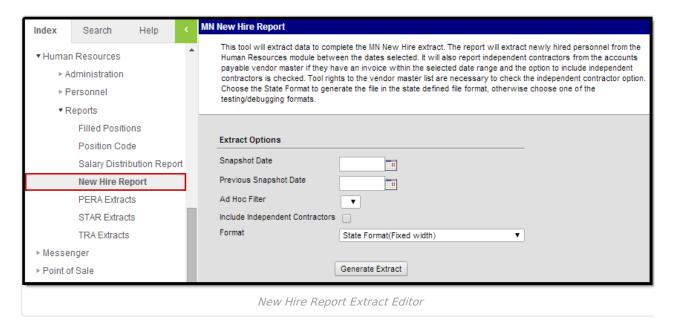
Last Modified on 10/21/2024 8:21 am CDT

> **Human Resources will no longer be available after June 30th, 2025. For more information, visit the Human Resources and Staff Evaluation Deprecation FAQ .**

Report Logic | Generating the Report | Report Layout

Tool Search: New Hire Report

The New Hire Report will extract data regarding newly hired personnel from the Human Resources module between the dates entered on the extract editor. It will also report independent contractors from the Accounts Payable Vendor Master if they have an invoice within the selected date range and the option to include independent contractors is checked. Tool rights to the Vendor Master are necessary to check the independent contractor option.

New Hire Report Extract Editor

Report Logic

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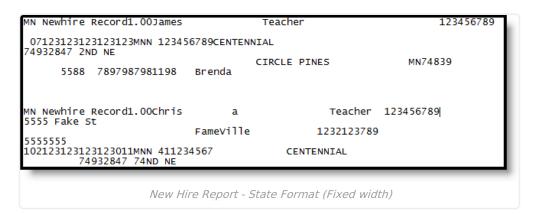
If the **Include Independent Contractors** checkbox is marked on the extract editor, a record reports for each vendor meeting the following criteria:

- The option 7: Nonemployee Compensation is selected in the 1099 Misc vendor field on the vendor record.
- The vendor is included on an invoice within the date range entered on the extract editor.

Generating the Report

1. Enter a **Snapshot Date** in *mmddyy* format or by clicking the calendar icon and selecting a date.
2. Enter a **Previous Snapshot Date** in *mmddyy* 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 independent contractors in the report.
5. Select the desired **Format**. Choose the State Format is 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.

New Hire Report - State Format (Fixed width)

New Hire Report - CSV

New Hire Report - HTML

Report Layout

Element	Description	Type, Format and Length	Campus Database	Campus Location

Element	Description	Type, Format and Length	Campus Database	Campus Location
Record Identifier	Identifies the extract being generated. MN New Hire Record is reported.	Alphanumeric, 20 characters	Not Dynamically Stored	Not Dynamically Stored
Format Version Number	Identifies the format version. 1.00 is reported.	Alphanumeric, 4 characters	Not Dynamically Stored	Not Dynamically Stored
Employee First Name	Identifies the employee's legal first name.	Aplhanumeric, 16 characters	identity.firstName hrDemographics.firstName	Census > People > Demographics > First Name; Human Resources > Personnel > Personnel Master > HR General Information > First Name; Finance > Accounts Payable > Administration > Vendor Master > Vendor > First Name
Employee Middle Name	Identifies the employee's legal middle name.	Alphanumeric, 16 characters	identity.middleName hrDemographics.middleName	Census > People > Demographics > Middle Name; Human Resources > Personnel > Personnel Master > HR General Information > Middle Name; Finance > Accounts Payable > Administration > Vendor Master > Vendor > Middle Name

Element	Description	Type, Format and Length	Campus Database	Campus Location
Employee Last Name	Identifies the employee's legal last name.	Alphanumeric, 30 characters	identity.lastName hrDemographics.lastName	Census > People > Demographics > Last Name; Human Resources > Personnel > Personnel Master > HR General Information > Last Name; Finance > Accounts Payable > Administration > Vendor Master > Vendor > Last Name
Employee SSN	Identifies the employee's Social Security Number. If reporting a vendor, report Tax ID from vendor record.	Numeric, 9 digits	identity.ssn hrDemographics.ssn	Census > People > Demographics > Social Security Number; Human Resources > Personnel > Personnel Master > HR General Information > Social Security Number; Finance > Accounts Payable > Administration > Vendor Master > Vendor > Tax ID

Element	Description	Type, Format and Length	Campus Database	Campus Location
Employee Address Line 1	Identifies the employee's Active HR Mailing Street Address as of the current date. 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. If reporting a vendor, report remit to address from vendor record.	Alphanumeric, 40 characters	address.number hrHLAddress.number	Census > Household/Address > Number; Human Resources > Personnel > Personnel Master Contact Information > Household > Address; Finance > Accounts Payable > Vendor Master > Vendor > Remit to Address

Element	Description	Type, Format and Length	Campus Database	Campus Location
Employee Address Line 2	Identifies the second line of the employee's mailing address.	Alphanumeric, 40 characters	address.street hrHLAddress.street	Census > Household/Address > Street; Human Resources > Personnel > Personnel Master Contact Information > Household > Address; Finance > Accounts Payable > Vendor Master > Vendor > Remit to Address
Employee Address Line 3	Identifies the third line of the employee's mailing address.	Alphanumeric, 40 characters	address.street hrHLAddress.apt	Human Resources > Personnel > Personnel Master Contact Information > Household > Address; Finance > Accounts Payable > Vendor Master > Vendor > Remit to Address

Element	Description	Type, Format and Length	Campus Database	Campus Location
Employee City	Identifies the employee's city listed on the Active HR Mailing Address. If more than one address meets these conditions, the address with most recent start date as of Snapshot Date is reported. If reporting a vendor, the city on the vendor record is reported.	Alphanumeric, 25 characters	address.city hrHLAddress.city	Census > Household/Address > City; Human Resources > Personnel > Personnel Master Contact Information > Household > Address > City; Finance > Accounts Payable > Administration > Vendor Master > Vendor > City

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

Element	Description	Type, Format and Length	Campus Database	Campus Location
Employee Postal Code	Identifies the employee's postal code on the Active HR Mailing Address. If more than one address meets these conditions, the address with most recent start date as of Snapshot Date is reported. If reporting a vendor, the 5-digit zip code on the vendor record is reported.	Alphanumeric, 20 characters	address.zip hrHLAddress.zip	Census > Household/Address > Zip; Human Resources > Personnel > Personnel Master Contact Information > House Hold > Address Zip; Finance > Accounts Payable > Administration > Vendor Master > Vendor > Zip

Element	Description	Type, Format and Length	Campus Database	Campus Location
Employee Zip+4	Identifies the Zip4 on the Active HR Mailing Address as of the Snapshot Date. US state and territories only. If more than one address meets these conditions, the address with most recent start date as of Snapshot Date is reported. If reporting a vendor, null is reported.	Numeric, 4 digits	address.zip hrHLAddress.zip	Census > Household/Address > Zip+4; Human Resources > Personnel > Personnel Master > Contact Information > Household Address Zip+4; Finance > Accounts Payable > Administration > Vendor Master > Vendor > Zip
Employee Country Code	Reports blank space.	N/A	N/A	N/A
Employee Date of Birth	Identifies the employee's birth date. If reporting a vendor, null is reported.	Date Field, 8 characters MM/DD/YYYY	person.birthdate hrDemographics.birthdate	Census > People > Demographics > Birth Date; Human Resources > Personnel > Personnel Master > HR General Information > Birth Date

Element	Description	Type, Format and Length	Campus Database	Campus Location
Employee Date of Hire	Identifies 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 State of Hire	Identifies the state's abbreviation from which the employee was hired. If reporting a vendor, null is reported.	Alphanumeric, 2 characters	employmentAssignment. endDate hrDemographics.state	Human Resources > Administration > District Master > State
Independent Contractor	Indicates whether the employee is an independent contractor.	Alphanumeric, 1 character Y/N	Not Dynamically Stored	Not Dynamically Stored
Filler	N/A	N/A	N/A	N/A
Employer FEIN	Identifies the Federal Employer Identification Number.	Numeric, 9 digits	hrDistrict.fedID	Human Resources > Administration > District Master > Federal Identification Number
Filler	N/A	N/A	N/A	N/A

Element	Description	Type, Format and Length	Campus Database	Campus Location
Employer Name	Identifies the employer's name.	Alphanumeric, 45 characters	district.name hrDistrict.name	System Administration > Resources > District Information > District > Name; Human Resources > Administration > District Master > Name
Employer Address Line 1	Identifies the employer's address line one.	Alphanumeric, 40 characters	district.address hrDistrict.number	System Administration > Resources > District Information > District > Address; Human Resources > Administration > District Master > Address
Employer Address Line 2	Identifies the employer's address line two.	Alphanumeric, 40 characters	district.address hrDistrict.street	System Administration > Resources > District Information > District > Address; Human Resources > Administration > District Master > Address
Employer Address Line 3	Identifies the employer's address line three.	Alphanumeric, 40 characters	district.address hrDistrict.street	System Administration > Resources > District Information > District > Address; Human Resources > Administration > District Master > Address

Element	Description	Type, Format and Length	Campus Database	Campus Location
Employer City	Identifies the employer's city.	Alphanumeric, 25 characters	district.city hrDistrict.city	System Administration > Resources > District Information > District > City; Human Resources > Administration > District Master > City
Employer State	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
Employer Postal Code	Identifies the 5 digit Zip code if a non-foreign address is being reported.	Alphanumeric, 20 characters	district.zip hrDistrict.zip	System Administration > Resources > District Information > District > Zip; Human Resources > Administration > District Master > Zip
Employer Zip+4	Identifies the Zip4 of the employer's if a non-foreign address is being reported.	Alphanumeric, 4 characters	district.zip hrDistrict.zip	System Administration > Resources > District Information > District > Zip4; Human Resources > Administration > District Master > Zip4

Element	Description	Type, Format and Length	Campus Database	Campus Location
Employer Country Code	Identifies the employer's country code for foreign addresses only.	Alphanumeric, 2 characters	hrHLAddress.country	Human Resources > Personnel > Personnel Master > Contact Information > Address > Country
Employer Phone Number	Identifies the employer's contact ten-digit phone number (includes area code).	Numeric, 10 digits	district.phone	System Administration > Resources > District Information > District > Phone
Employer Phone Extension	Identifies the employer's phone extension number.	Numeric, 6 digits	district.phone	System Administration > Resources > District Information > District > Phone
Employer Contact	Identifies the employer's contact. The first name of the district contact marked with Area Expertise of HR is reported.	Alphanumeric, 20 characters	hrDistrict.contactFirstName	Human Resources > Administration > District Master > District Contacts
Optional Employer Address Line 1	Reports blank space.	N/A	N/A	N/A
Optional Employer Address Line 2	Reports blank space.	N/A	N/A	N/A

Element	Description	Type, Format and Length	Campus Database	Campus Location
Optional Employer Address Line 3	Reports blank space.	N/A	N/A	N/A
Optional Employer City	Reports blank space.	N/A	N/A	N/A
Optional Employer State	Reports blank space.	N/A	N/A	N/A
Optional Employer Postal Code	Reports blank space.	N/A	N/A	N/A
Optional Employer Zip+4	Reports blank space.	N/A	N/A	N/A
Optional Employer Country Code	Reports blank space.	N/A	N/A	N/A
Employer Optional Phone Number	Reports blank space.	N/A	N/A	N/A
Employer Optional Contact Extension	Reports blank space.	N/A	N/A	N/A
Employer Optional Contact	Reports blank space.	N/A	N/A	N/A
Filler	N/A	N/A	N/A	N/A