Department Action Notice Report (PWRRDAN)

Note the following:

1. Enter the **pay date** (not the **pay end date**), or the **month end date** in parameter 02 (entering the month end date will result in all actions that apply to the pay periods that occurred in that month)

2. You may choose to generate data for a particular employee by entering the employee number in parameter 12

In all cases, the data produced will encompass activity for the upcoming 90-day period

As with all Banner reports, the narrower the parameters selected, the faster a report will generate.

1) Type **PWRRDAN** in the Go To field on the Banner home screen
2) Input the parameters as shown in the example below with the parameters you want to report on