



## **summer\_submission\_verify\_hr\_reports**



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## Human Resources > Reports > HR Reports > Personnel Reports > HRS1250 - Employee Data Listing

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Report ID: HRS1250  
Frequency: 6  
User ID: JSTANFORD

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	
Include Reports (Select From List)	...
Include SSN on Report? (Y/N)	
Include Number of Days Employed / in Contract on Report? (Y/N)	
From Last Name (3 letters)	
To Last Name (3 letters)	
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, or blank for ALL	

[Run Preview](#)  
[Clear Options](#)

**Include Reports** X

- ☒ Personnel
- ☐ Payroll
- ☒ Job
- ☐ TRS
- ☐ Calendar YTD
- ☐ School YTD
- ☐ Leave
- ☐ Deduction
- ☐ Distribution
- ☒ Responsibility
- ☐ Permit

[OK](#) [Cancel](#)

**Date Run:**  **Employee Data Listing** **Program:** HRS1250  
**Cnty Dist:** 001-901 **TXEIS ISD** **Page:** 1 of 2  
**Frequency:** 6

**Emp Nbr:** 006313 **Emp Name:** SAENZ, RICARDO DANIELLE

Payroll Name & Primary Address		Former Name & Alternate Address		Primary Campus: 005 - 005 School	
Last: SAENZ	Last: SAENZ	First: RICARDO	First: RICARDO	Payroll Campus: 005 - 005 School	Gender: F - Female
Middle: DANIELLE	Middle: DANIELLE	Middle: DANIELLE	Middle: DANIELLE	Info Restrict: N	Marital Stat: S - Single
Title: Gen:	Title: Gen:	Gen: Gen:	Gen: Gen:	Restrict Public: A	Birth Date: 08-30-1993
Street: 77721 DUBLIN CIRCLE	Street: 77721 DUBLIN CIRCLE	Street: 77721 DUBLIN CIRCLE	Street: 77721 DUBLIN CIRCLE	Local Area 1: READ 180	Last Chg: 12-07-2017
City/St: Alamo City, TX	City/St: Alamo City, TX	City/St: Alamo City, TX	City/St: Alamo City, TX	Local Area 2: 9-12	TX
Zip Cd: 47778	Zip Cd: 47778	Zip Cd: 47778	Zip Cd: 47778	Drivers Lic#: 25112364	Deceased: N
Country: UNITED STATES	Country: UNITED STATES	Country: UNITED STATES	Country: UNITED STATES	DL Expir Date: 08-30-2018	Citizen: Y
Phone: (555) 436-1550 Cell: (555) 436-1550	Bus Ph: ( ) Bus Ext:	Bus Ph: ( ) Bus Ext:	Bus Ph: ( ) Bus Ext:	TRS Beg. Dt: 08-13-2015	
Wk E-mail:	Hm E-mail:	Hm E-mail:	Hm E-mail:	Hispanic/Latino <input checked="" type="checkbox"/>	Black/African American <input type="checkbox"/>
Supplemental Address:	Supplemental Address:	Supplemental Address:	Supplemental Address:	Asian <input type="checkbox"/>	American Indian/Alaskan Native <input type="checkbox"/>
Country:	Country:	Country:	Country:	White <input checked="" type="checkbox"/>	Native Hawaiian/Other Pacific Isl <input type="checkbox"/>
Delivery Name:	Delivery Name:	Delivery Name:	Delivery Name:		
Emergency Contact: DHY DL	Relation: GRANDMOTHER	Relation: GRANDMOTHER	Relation: GRANDMOTHER	Bilingual:	
Phone: (555) 482-2535 Ext:					
Emergency Notes: CERTIFIED TDRD					

**Personnel Information**

Employee Status: 1 - Active professional	Original Emp. Date: 02-11-2015	Primary Job Code: 0050 - HIGH SCHOOL TEACHER
Highest Degree: 1 - Bachelor's	Latest Reemploy Date: 08-13-2015	Primary EEOC: 06 - Sord classrm teach
Percent Day Employed: 100%	Retirement Date:	Percent Assign: 100%
Eligible for Rehire: <input type="checkbox"/>	Take Retiree Surcharge: <input type="checkbox"/>	Employment Type: F - Half-Time or more
Extract ID: TEA - TEACHER 187	NY Take Retiree Surcharge: <input type="checkbox"/>	Retiree Employment Type:
W-2 Elec Consent:	Year Round: <input type="checkbox"/>	NY ERS Retiree Health Elig: <input type="checkbox"/>
1095 Elec Consent:	ERS Retiree Health Elig: <input type="checkbox"/>	

Experience		Contract Information		Extended Leave		Termination	
Professional	Non-Professional	Class: PT - PROBATIONARY (ALL)		Begin:		Date:	
Total: 03	Total:	Term: 03 - 3RD YEAR IN CONTRACT		End:		Reason:	
In District: 03	In District:	Year: 03 - 3RD YEAR IN CONTRACT				Full Semester: <input type="checkbox"/>	
Grade(s) Taught: 7-8		Begin: 08-17-2018					
		End: 06-06-2019					

[Unemployment Eligibility](#) [Fingerprint Information](#) [Estimated Annual Salary \(Hourly Employees\)](#)

<b>Date Run:</b> <span style="background-color: #cccccc; padding: 2px;"> </span>		<b>Employee Data Listing</b>		<b>Program: HRS1250</b>	
<b>Cnty Dist:</b> 001-901		<b>TXEIS ISD</b>		<b>Page: 2 of 2</b>	
				<b>Frequency: 6</b>	
<b>Emp Nbr:</b> 006313		<b>Emp Name:</b> SAENZ, RICARDO DANIELLE			
<b>Job Information</b>					
<b>Job Code:</b> 0050 - HIGH SCHOOL TEACHER <b>Primary Job:</b> <input checked="" type="checkbox"/> <b>Incr Pay Step:</b> <input checked="" type="checkbox"/> <b>Primary Campus:</b> 005 - 005 School <b>Job Dept:</b> <b>Percent Assigned:</b> 100% <b>Pay Grade:</b> T01 <b>Pay Step:</b> 03 <b>Sched:</b> <b>Max Days:</b> 187 <b>Nbr Days Off:</b> .0 <b>Hrs/Day:</b> .000 <b>EEOC:</b> 06 - Sond classrm teach <b>Pay Type:</b> 1 - Contracted employee <b>Reg Hrs Worked:</b> .0 <b>Exempt Status:</b> <input checked="" type="checkbox"/> <b>OVTM Elig:</b> <input type="checkbox"/> <b>OVTM Rate:</b> .00 <b>WC Code:</b> A - <b>WC Annl Pymts:</b> 12 <b>WC Remain:</b> 8 <b>Local Contract Days:</b> 187		<b>Calendar Info</b> <b>Calendar:</b> 04 Teachers 187 <b>Begin Date:</b> 08-17-2018 <b>End Date:</b> 06-06-2019 <b>Payoff Date:</b> 08-23-2019 <b>Nbr of Days Empld:</b> 187		<b>State Info</b> <b>TRS Year:</b> <input type="checkbox"/> <b>State Step:</b> 03 <b>TRS Mbr Pos:</b> 02 - Teacher, librarian <b>Yrs in Career Ladder:</b> 0	
		<b>Contract Info</b> <b>Contract Amt:</b> 55,025.00 <b>Contract Balance:</b> 36,683.32 <b>Nbr of Annual Pymts:</b> 12 <b>Remaining Pymts:</b> 8 <b>Nbr of Months in Contract:</b> 10 <b>Nbr of Days in Contract:</b> 187		<b>Accrual Info</b> <b>Accrue Code:</b> A <b>Accrual Rate:</b> 294.251	
		<b>Daily Rate</b> <b>Daily Rate of Pay:</b> 294.251		<b>State Min Salary</b> <b>Percent Assigned:</b> 100% <b>State Min Salary:</b> 29,290.00	
				<b>Standard Pay Rate</b> <b>Pay Rate:</b> 4,585.42	

HRS1250 allows you to verify demographic, responsibilities, salary, and account data for employees, one person per page. For the **Include Reports** parameter, select *Payroll*, *Job*, and *Responsibility*.

## Human Resources > Reports > HR Reports > Personnel Reports > HRS1600 - Certification Report

Delete	Teaching Spec Code	Teaching Description	PEIMS PK Teacher Requirement
	01	PK 01	01 Certification offered through an AMI or MACTE accredited center
	02	PK 02	
	03	PK 03	
	04	PK 04	
	05	PK 05	
	06	PK 06	

01 Certification offered through an AMI or MACTE accredited center  
 03 Employed as PK teacher in district where PK prof development is met  
 05 A Child Development Associate (CDA) credential  
 06 Documented completion of the TSR Comprehensive  
 07 A degree in early childhood education or a related field  
 08 8+ yrs tchg exp natl accredited child care pgm or Texas Rising Star Pgm  
 09 Contract Entity-2+ yrs tch natl child care pgm/TXRisingStar & CDA/TEA appd EC cred  
 10 Contract Entity-2+ yrs tch natl child care pgm/TXRisingStar & cert aced AMI/MACTE  
 11 Contract Entity-Emplyd PK teacher that met specific Pre-K prof develop regmnts  
 12 Contract Entity-A degree in early childhood education or a related field  
 13 Contract Entity-8+ yrs tchg exp natl accred child care pgm or TX Rising Star Pgm

# State Reporting

Date Run: <div></div>		Employee Certification Report					Program: HRS1600	
Cnty Dist: 001-901		TXEIS ISD					Page: 1 of 1	
							Frequency: 6	
Emp Nbr	Employee Name	Certification Type		Specialty Area	Teaching Specialization		Special Credentials	
		Date Cert	Date Expire		Yrs Taught	ExCET Yr	Sem Hrs	Year
000207	ALVARADO, ALICE JANE GAIL	F - Professional 07-01-2010	52 - EARLY CHILD EDUCATIO 06-30-2020	PK2 - EARLY CHILDHOOD 02			PDAS - KILLEEN 2003	4.0
Total Employees for District:		1						
End of Report								

HRS1600 allows you to view a list of instructors assigned to a particular teacher specialization code that is associated with the PK teacher certification requirement.



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