



Generate the Contract Balance Variance Report

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Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

Complete the applicable report parameters and generate the report. Print and/or save this report. This report should have been reviewed during the Finance EOY Process but be sure to verify the information is accurate at this time.



IMPORTANT: Verify the accuracy of payroll over the course of the school year. Based on your LEA's pay frequency, investigate the maximum acceptable differences and correct them if needed.

Use the following variance thresholds accordingly:

Pay Frequency	# of Pymts	Maximum Acceptable Difference
Monthly	12	.11
Semi-monthly	24	.23
Bi-weekly	26	.25

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Maximum Acceptable Difference	.11
Pay Status Active (A), Inactive (I), or blank for ALL	A
Pay Type 1-4, or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	

Date Run:		Contract Balance Variance Report				Program: HRS6050		
Cnty Dist:		ISD				Page: 1 of 1		
Variance Threshold: 0.11						Frequency: 6		
Emp Nbr	Employee Name	Job Cd	Pay Rate	Remain Pymts	Computed Bal	Actual Bal	Variance	
003349		41A	1,685.46	12	20,225.52	20,225.22	-.30	
003462		41A	1,652.25	12	19,827.00	18,827.00	-1,000.00	
Campus Variance:		-1,000.30	Campus Jobs with Variance:		2	Campus Avg. Variance:		500.15
Total All Variance:		-1,000.30	Total Jobs with Variance:		2	Avg. Variance All:		500.15
End of Report								