



# Generate the Employee Verification report



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## Generate the Employee Verification report

[Personnel > Reports > Personnel Reports > HRS1100 - Employee Verification Report](#) **OR** [Payroll > Reports > Personnel Reports > HRS1100 - Employee Verification Report](#)

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy. Review for employees with a July contract.

Reports > Personnel Reports > Employee Verification Report
Payroll

Preview

PDF

CSV

Clear Options

**Personnel Reports**

[HRS1100 - Employee Verification Report](#)

[HRS1250 - Employee Data Listing](#)

[HRS1650 - Employee Salary Information](#)

**HRS1100 - Employee Verification Report**

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<input type="text" value="A"/>
Select Restriction Local (L), Public (P), or No restrictions (N)	<input type="text" value="N"/>
Primary Job (P), or blank for ALL	<input type="text"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text" value="A"/>
Pay Type 1-4, Exclude Subs (E), or blank for ALL	<input type="text" value="E"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/> ⋮
Select Primary Campus(es), or blank for ALL	<input type="text"/> ⋮
Select Extract ID(s), or blank for ALL	<input type="text"/> ⋮
Select Employees(s), or blank for ALL	<input type="text"/> ⋮

Verify that the employee information (e.g., years of experience) is correct to start the new school year. If individual corrections are needed, use the [Personnel > Maintenance > Employment Info](#) tab to update the employee's record.

Date Run:		Employee Verification Report						Program: HRS1100		
Cnty Dist:		ISD						Page: 1 of 54		
								Frequency: 6		
Emp Nbr	Employee Name	Emp Date	Emp Status		Pay Status	Job Code				
Sex	Address	Term Date	Term Reason	Cred Yr Svc	Pay Campus	Primary Campus				
Birth Date	City State Zip	Pro Yrs Exp	Non-Pro Yrs Exp	Ext Lv Beg	Payoff Date	St Step	GRD/LVL	/Sched		
	Telephone	In Dist	In Dist	Ext Lv End	TRS Beg Date	Pay Type	Pay Rate			
000006	ACHIMON, AARON JAY	11-27-2000	1 - Active professional		1 - Active	0178 - WWVE REG ED TEACHER				
F	36911 CR 412			<input type="checkbox"/>	107 - ASCENDER 107	107 - ASCENDER 107 Elementary				
	Alamo City TX 25497	21	02		08-25-2026	100%	20	10T / 22 /		
07-12-1960	(555)586-0643	21	02		11-01-2000	61,800.00	1	5,150.00		
000007	ADAM, AARON L	08-09-2003	4 - Resigned		1 - Active	0163 - MREC REG ED				
F	2030 BIG BEAR DRIVE			<input type="checkbox"/>	106 - ASCENDER 106	106 - ASCENDER 106 Elementary				
	Alamo City TX 28178	18	00		08-25-2026	100%	18	10T / 18 /		
02-04-1959	(555)258-3965	18	00		08-14-2024	59,800.00	1	4,983.33		
000074	ARNOLD, ALYSSA LEIGH	07-24-2000	2 - Active auxillary per		1 - Active	0701 - CUSTODIAN				
F	60830 VIRGINIA PARKWAY 916			<input type="checkbox"/>	905 - 905 School	905 - 905 School				
	Alamo City TX 25497	00	29		06-25-2026	100%	701 / 10 /			
01-17-1964	(555)514-0181	00	23		07-01-2000	36,482.00	2	3,040.17		