



# Generate the Employee Verification 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 (i.e., those who receive their first paycheck in August).

[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 July contracts.

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Select Restriction Local (L), Public (P), or No restrictions (N)	N
Primary Job (P), or blank for ALL	
Pay Status Active (A), Inactive (I), or blank for ALL	A
Pay Type 1-4, Exclude Subs (E), or blank for ALL	E
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Extract ID(s), or blank for ALL	
Select Employee(s), or blank for ALL	

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 - WWE REG ED TEACHER			
F	36911 CR 412	21	02	<input type="checkbox"/>	107 - ASCENDER 107	107 - ASCENDER 107 Elementary			
07-12-1960	Alamo City TX 25497	21	02		08-25-2026	100%	20	10T / 22 /	
	(555)586-0643				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	18	00	<input type="checkbox"/>	106 - ASCENDER 106	106 - ASCENDER 106 Elementary			
02-04-1959	Alamo City TX 28178	18	00		08-25-2026	100%	18	10T / 18 /	
	(555)258-3965				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	00	29	<input type="checkbox"/>	905 - 905 School	905 - 905 School			
01-17-1964	Alamo City TX 25497	00	23		06-25-2026	100%	701	/ 10 /	
	(555)514-0181				07-01-2000	36,482.00	2		3,040.17