



# Generate the Employee Salary Information report



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## Generate the Employee Salary Information report

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.

[Payroll > Reports > Payroll Information Reports > HRS1650 - Employee Salary Information](#)

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy. Verify for the applicable group of employees currently being moved from NY payroll to CY.

The screenshot displays the 'HRS1650 - Employee Salary Information' configuration page. The main area contains a table of parameters and their values:

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Include Reports (Select From List)	YY,N,YYYY,NY
Include SSN on Report? (Y/N)	N
Include Number of Days Employed / in Contract on Report? (Y/N)	Y
Print Signature Statement - New (1), Original (2), or None(3)	2
Enter New Signature Statement	
Pay Status Active (A), Inactive (I), or blank for ALL	
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	
E-mail Subject	
E-mail Message	

An 'Include Reports' modal window is open, showing a list of report categories with checkboxes:

- Emergency Contact
- Job
- Budget
- Salary
- XTRA Duty
- Deduction
- Leave
- Specialty Area
- Bank

The modal window has 'OK' and 'Cancel' buttons at the bottom.

Print the report for employee verification. If needed, print an Addendum from the **Payroll > Utilities > Payroll Simulation** page.

First ◀ ▶ Last

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**Date Run:** \_\_\_\_\_ **Employee Salary Information** **Program:** HRS1650  
**City Dist:** \_\_\_\_\_ **ISD** **Page:** 1 of 1

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<b>Name:</b> AARON JAY ACHIMON	<b>Emp Nbr:</b> 000006	<b>Yrs Experience District:</b> 02	<b>Frequency:</b> 6
<b>Address:</b> 36911 CR 412	<b>SSN:</b> _____	<b>Yrs Experience Total:</b> 107	<b>Pay Campus:</b> 107
Alamo City, TX 75497	<b>DOB:</b> 07-12-1960	<b>Yrs Prof Exper District:</b> 22	<b>Primary Campus:</b> 107
<b>Phone:</b> (555) 586-0643	<b>Degree:</b> 2	<b>Yrs Prof Exper Total:</b> 22	<b>W4 Filing Status:</b> M
<b>Original Emp Date:</b> 11-27-2000	<b>Latest Re-Emp Date:</b> _____	<b>Creditable Year of Service:</b> <input type="checkbox"/>	<b>Nbr Exempts:</b> 1
<b>Estimated Annual Salary:</b> \$0.00	<b>Retirement Date:</b> _____	<b>Extract ID:</b> 187	
<b>W4 Multi-Job:</b> N <b>W4 Nbr Children Under 17:</b> 0	<b>W4 Nbr Other Dependents:</b> 0	<b>Work Email:</b> allan.ruan@region10.org	
<b>W4 Other Income:</b> \$0.00	<b>W4 Other Deductions:</b> \$0.00	<b>W4 Other Exemptions:</b> \$0.00	

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**Emergency Contact Information**

<b>Name:</b> _____	<b>Relationship:</b> _____	<b>Phone:</b> ( ) - Ext: _____
<b>Notes:</b> Region10		

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**Job Information**

<b>Job:</b> WVE REG ED TEACHER	<b>Payoff Date:</b> 08-25-2026	<b>10 TRS Status:</b> 1 - Eligible
<b>Primary:</b> Y <b>Assigned:</b> 100.00%	<b>Begin Date:</b> 08-11-2025	<b># Months in Contract:</b> 10
<b>Grade:</b> 10T	<b>End Date:</b> 05-29-2026	<b># Days in Contract:</b> 187
<b>Step:</b> 22	<b>Contract Amount:</b> \$61,800.00	<b># of Annual Pmnts:</b> 12
<b>Sched:</b> _____	<b>Contract Balance:</b> \$61,800.00	<b>Retiree Excpnt:</b> -
<b>Vacant:</b> N	<b>Local Contract Days:</b> 197	<b>Hourly Rate:</b> \$0.00
<b># of Days Empld:</b> 187	<b>Wkly Hrs Sched:</b> 187	<b>Wholly Sep Amt:</b> \$0.00

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**Salary Calculation**

<b>Annual Salary:</b> \$61,800.00	<b>State Min Salary:</b> \$54,540.00	<b>State Step:</b> 20
<b>Pay Rate:</b> \$5,150.00	<b>OT Elig:</b> N	<b>Yrs in Career Ladder:</b> 0
<b>Daily Rate:</b> \$330.48	<b>OT Rate:</b> \$0.00	

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**Deduction Information**

Deduction Code	Net Amount	Empl Contrib	Remain Pymts	Cafe 125	Deduction Code	Net Amount	Empl Contrib	Remain Pymts	Cafe 125
001 - ADDITIONAL WITHHOLDING TAX	\$300.00	\$0.00	99	N	016 - VISION	\$0.00	\$8.98	99	Y
025 - ACTIVE CARE PRIMARY PLUS	\$0.00	\$514.00	99	Y	051 - FLEXIBLE SPENDING ACCT	\$118.98	\$6.02	99	Y
054 - GROUP (DISTRICT PAID LIFE)	\$0.00	\$0.65	99	N					

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**Leave Information**

Type	Description	Beg Bal	Earned	Used	End Bal	Type	Description	Beg Bal	Earned	Used	End Bal
01	LOCAL	0	5,000	0	5,000	02	SCH BUSIN	0	0	0	0
05	STATE	109,000	5,000	0	114,000	14	test	0	0	0	0

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**Bank Information**

Bank	Bank Acct Nbr	Bank Acct Type	Bank Acct Amt
010 - CEFCU	*****1561	2 - Checking account	\$0.00

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*The above salary information is true and correct as shown. I understand that this sheet will be attached to the contract I signed earlier in the year and shall supercede any salary amounts previously quoted.*

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<b>Employee Signature</b> _____	<b>Date</b> _____
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