



Generate the Employee Salary Information 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).

[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. Review for employees with July contracts.

Reports > Payroll Information Reports > Employee Salary Information

Payroll

Preview PDF CSV Clear Options

Year: C

Payroll Information Reports

- [HRS1250 - Employee Data Listing](#)
- [HRS1650 - Employee Salary Information](#)
- [HRS6000 - Account Code Comparison](#)
- [HRS6050 - Contract Balance Variance Report](#)
- [HRS6150 - Employee Payroll Listing](#)
- [HRS6400 - Salary Verification Report](#)
- [HRS6450 - Health Insurance Coverage](#)
- [HRS6650 - CYR/NYR Salary Comparison](#)

HRS1650 - Employee Salary Information

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Include Reports (Select From List)	Y,Y,N,Y,Y,Y,Y,N,Y
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	

Include Reports

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

OK Cancel

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

First ◀ ▶ Last

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

Name: AARON JAY ACHIMON Address: 36911 CR 412 Alamo City, TX 25497 Phone: (555) 586-0643 Original Emp Date: 11-27-2000 Estimated Annual Salary: \$0.00 W4 Multi-Job: N W4 Nbr Children Under 17: 0 W4 Other Income: \$0.00	Emp Nbr: 000006 SSN: _____ DOB: 07-12-1960 Degree: 2 Latest Re-Emp Date: _____ Retirement Date: _____ W4 Nbr Other Dependents: 0 W4 Other Deductions: \$0.00	Yrs Experience District: 02 Frequency: 6 Yrs Experience Total: 02 Pay Campus: 107 Yrs Prof Exper District: 22 Primary Campus: 107 Yrs Prof Exper Total: 22 W4 Filing Status: M Creditable Year of Service: <input type="checkbox"/> Nbr Exempts: 1 Extract ID: 187 Work Email: allan.ruan@region10.org W4 Other Exemptions: \$0.00
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Emergency Contact Information

Name: _____	Relationship: _____	Phone: () - Ext: _____
Notes: Region10		

Job Information

Job: WVE REG ED TEACHER	Payoff Date: 08-25-2026	
Primary: Y Assigned: 100.00%	Begin Date: 08-11-2025 # Months in Contract: 10	TRS Status: 1 - Eligible
Grade: 10T	End Date: 05-29-2026 # Days in Contract: 187	TRS Position: 02 - Teacher, librarian
Step: 22	Contract Amount: \$61,800.00 # of Annual Pmnts: 12	Retiree Excptr: -
Sched: _____	Contract Balance: \$61,800.00 Remaining Pymts: 12	FICA Eligibility: M - Subject to medicare
Vacant: N	Local Contract Days: 197 Hourly Rate: \$0.00	WC Code: A
# of Days Empld: 187	Wkly Hrs Sched: 0 Wholly Sep Amt: \$0.00	

Salary Calculation

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

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					

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

Bank Information

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

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.

Employee Signature _____	Date _____
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