



ASCENDER GUIDES



Generate the Contract Balance Variance Report

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Complete the applicable report parameters and generate the report.



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

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Payroll Information Reports

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

HRS6050 - Contract Balance Variance Report

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	<input type="text" value="A"/>
Maximum Acceptable Difference	<input type="text" value=".11"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text" value="A"/>
Pay Type 1-4, or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/> ⋮
Select Primary Campus(es), or blank for ALL	<input type="text"/> ⋮
Select Employee(s), or blank for ALL	<input type="text"/> ⋮

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							