



Generate the Employee Verification report

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

Run the report with the **Pay Status Active (A), Inactive (I), or blank for ALL** parameter set to A - *Print active employees only* and the **Pay Type 1-4, Exclude Subs (E), or blank for ALL** parameter set to E - *Exclude substitute employees from the report*.

Print and/or save this report and review it for accuracy.

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	Pay Campus	Primary Campus	Ext Lv Beg	Ext Lv End	Payoff Date	%Day Empl	St Step	GRD/LVL	/Sched
Birth Date	Telephone	Pro Yrs Exp	Non-Pro Yrs Exp	TRS Beg Date	Annual Sal	Pay Type	Pay Rate					
000006	ACHIMON, AARON JAY	11-27-2000	1 - Active professional	1 - Active	0178 - WWV REG ED TEACHER							
F	36911 CR 412			107 - ASCENDER 107	107 - ASCENDER 107 Elementary	<input type="checkbox"/>		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					
	Alamo City TX 25497	21	02									
000007	ADAM, AARON L	08-09-2003	4 - Resigned	1 - Active	0163 - MREC REG ED							
F	2030 BIG BEAR DRIVE			106 - ASCENDER 106	106 - ASCENDER 106 Elementary	<input type="checkbox"/>		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					
	Alamo City TX 28178	18	00									
000074	ARNOLD, ALYSSA LEIGH	07-24-2000	2 - Active auxillary per	1 - Active	0701 - CUSTODIAN							
F	60830 VIRGINIA PARKWAY 916			905 - 905 School	905 - 905 School	<input type="checkbox"/>		06-25-2026	100%	701 / 10 /		
01-17-1964	(555)514-0181	00	29	07-01-2000	36,482.00	2	3,040.17					
	Alamo City TX 25497	00	23									