



Generate the Employee Verification report

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

Complete the applicable report parameters and generate the report.

Verify that the employee information (e.g., years of experience) is correct to start the new school year. If 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 | St Step | GRD/LVL | / | Sched |
| Birth Date | City State Zip | Pro Yrs Exp | Non-Pro Yrs Exp | Ext Lv Beg | Payoff Date | Pay Type | Pay Rate | | |
| | Telephone | In Dist | In Dist | Ext Lv End | TRS Beg Date | Annual Sal | | | |
| 000006 | ACHIMON, AARON JAY | 11-27-2000 | 1 - Active professional | 1 - Active | 0178 - WVE REG ED TEACHER | | | | |
| F | 36911 CR 412 | | | <input type="checkbox"/> | 107 - ASCENDER 107 | 107 - ASCENDER 107 Elementary | | | |
| | Alamo City TX 25497 | 21 | 02 | | 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 |
| 000007 | ADAM, AARON L | 08-09-2003 | 4 - Resigned | 1 - Active | 0163 - MREC REG ED | | | | |
| F | 2030 BIG BEAR DRIVE | | | <input type="checkbox"/> | 106 - ASCENDER 106 | 106 - ASCENDER 106 Elementary | | | |
| | Alamo City TX 28178 | 18 | 00 | | 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 |
| 000074 | ARNOLD, ALYSSA LEIGH | 07-24-2000 | 2 - Active auxillary per | 1 - Active | 0701 - CUSTODIAN | | | | |
| F | 60830 VIRGINIA PARKWAY 916 | | | <input type="checkbox"/> | 905 - 905 School | 905 - 905 School | | | |
| | Alamo City TX 25497 | 00 | 29 | | 06-25-2026 | 100% | 701 | / 10 / | |
| 01-17-1964 | (555)514-0181 | 00 | 23 | | 07-01-2000 | 36,482.00 | 2 | | 3,040.17 |