



Verify payoff dates

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[Payroll > Reports > User Created Reports](#)

Verify that all pay type 1 and 2 employees have payoff dates that match the pay dates in the pay dates table. (June, July, and August as referenced in Step 9 of the [ASCENDER - First Payroll of the School Year \(September Start LEAs\)](#)).

Reports > User Created Reports | Payroll

Save | Create Report | Delete | Reset | Year: C | Frequency: 5 | Change

Report Template

Report Title

Employee Nbr: [] ; Active Employees Only

Employee Demographic

- Employee Nbr
- Texas Unique Staff ID
- Name Prefix
- First Name
- Middle Name
- Last Name
- Generation
- Sex
- DOB
- Staff ID/SSN
- Address Number
- Street/P.O. Box
- Apt
- City
- State
- Zip
- Zip+4
- Addr Country
- Maiden Name
- Former Prefix
- Former First Name
- Former Middle Name
- Former Last Name
- Former Generation
- Driver's License
- DL State
- DL Expir Date
- Phone Area Cd
- Phone Nbr
- Bus Phone Area
- Bus Phone Nbr
- Bus Ext
- Cell Area Cd
- Cell Phone Nbr
- Local Restriction
- Public Restriction
- Last Change Date
- Citizenship
- Marital Stat
- Other Language
- Local Use 1
- Local Use 2
- Email
- Home Email
- Employee Notes
- Emer Contact
- Relationship
- Emer Notes
- Emer Area Cd
- Emer Phone Nbr
- Emer Ext
- Hispanic/Latino
- American Indian
- Asian
- African American
- Pacific Islander
- White

Job Information

- Job Code
- Job Descr
- Primary Job
- Prim Campus
- Campus Name
- Nbr Mon Contr
- Yrs of Job Exper
- Percent Assigned
- Department
- Pay Type
- Calendar Code
- Contract Begin Dt
- Contract End Dt
- Yrs in Career Ladder
- Payoff Date
- Nbr Days Employed
- Nbr Days in Contract
- Local Contract Days
- Nbr of Annual Pymts
- Remaining Pymts
- Wkly Hrs Sched
- Pay Grade
- Pay Step
- Pay Schedule
- State Step
- Contract Total
- Contract Balance
- Wholly Sep Amt
- Daily Rate
- Hrly Rate
- Pay Rate
- Base Annual
- Accrual Cd
- Accrual Rate
- Reg Hrs Worked
- Overtime Eligible
- Overtime Rate
- Hours/Day
- TRS Position Cd
- State Minimum Salary
- TRS Year
- Retiree Exception
- Workers' Comp Cd
- Workers' Comp Annual
- Workers' Comp Remain
- Exempt Status
- Incr Pay Step
- Vacant Position