



Generate the Contract Balance Variance Report

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Complete this step for July contracts only at this time. Then, perform this step again in August for August contracts.

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy. This report should have been reviewed during the Finance EOY Process.



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

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Payroll Information Reports

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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:
Total All Variance:		-1,000.30		Total Jobs with Variance:	2		Avg. Variance All:
						500.15	
End of Report							

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