

Verify salary calculations

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Select and run the applicable reports to verify the salary calculations:

- Personnel > Reports > Personnel Reports > HRS1000 - Roster of Personnel - This report provides a list of employees by pay campus. This is a good report to give to principals and directors to verify employees assigned to their campus or department without sharing pay information.
- Payroll or Personnel > Reports > Personnel Reports > HRS1250 - Employee Data Listing - This report provides detailed information about demographics, salary, TRS/Calendar/School YTD, leave, deductions, and account distribution codes.
- Payroll > Reports > Payroll Information Reports > HRS6050 - Contract Balance Variance Report - This report will print exceptions for contracted (pay type 1) and non-contract (pay type 2) employees when the contract balance does not equal the **Pay Rate** times the **# of Remaining Payments**.
- Payroll > Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing - This report provides detailed information about pay status, campus code, pay type, marital status, number exemptions, months/days in contract, annual contract amount, monthly/daily rate of pay, and the first distribution line from the master distribution record.
- Payroll > Reports > Payroll Information Reports > HRS6400 - Salary Verification Report - This report can be used to verify that next year salary calculations have been correctly run before copying next year to current year.
- Payroll > Reports > Payroll Information Reports > HRS6000 - Account Code Comparison - The report is an error listing. For current year, the report identifies account codes in the payroll process and verifies that these account codes exist in Finance. If a code entered in the payroll process is not located in the chart of accounts, the account number, social security number, and name of the employee are printed on the report. For next year, the report identifies account codes on the Budget Data page of the Budget application.
- Personnel > Reports > Payroll Information Reports > HRS6550 - Employee Extra Duty Report - The report lists all employees with extra duty codes on the Pay Info tab. Users can sort the listing by name, campus, or extra duty code. The **Include Distribution Account Codes** parameter allows the user to include S-type distributions for those employees selected.
- Payroll or Personnel > Reports > Payroll Information Reports > HRS6650 - CYR/NRY Salary Comparison - This report provides a salary comparison for employees with pay type 1 and pay type 2 jobs. The report indicates employee information and job information for both the current year and next year to allow an easy comparison of salaries between the data.
- Payroll or Personnel > Reports > User Created Reports > HR Report - Run user created reports as defined by the user.