

Verify salary calculations

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Run the following reports to verify calculations:

- Human Resources > Reports > HR 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.
- Human Resources > Reports > HR Reports > Personnel Reports > HRS1250 - Employee Data Listing - This report provides detailed information with regard to demographics, salary, TRS/Calendar/School YTD, leave, deductions, and account distribution codes.
- Human Resources > Reports > HR 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) personnel when the contract balance does not equal the Pay Rate times the # of Remaining Payments.
- Human Resources > Reports > HR Reports > Payroll Information Reports > HRS6150 - Employee Payroll Listing - This report provides detailed information with regard to 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.
- Human Resources > Reports > HR Reports > Payroll Information Reports > HRS6400 - Salary Verification Report - This report can be used to verify that next year salary calculations have been run correctly before copying next year to current year.
- Human Resources > Reports > HR 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 current year and next year to allow easy comparison of salaries between the two sets of data.