

Verify salary calculations

Table of Contents

Verify salary calculations i

Select and run the applicable reports to verify the salary 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 about 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) employees 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 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.
- 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 correctly run 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 data.