



## **Generate reports to verify employee data**



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# Generate reports to verify employee data

**Log on to the current pay frequency.**

Generate the following reports to assist in verifying employee data.

- [Personnel > Reports > Personnel Reports > HRS1000 - Roster of Personnel](#) - If an employee was not copied over to the next year, run the Copy CYR Staff to NYR utility again for only the single employee.

**Personnel Reports**

- [HRS1000 - Roster of Personnel](#)
- [HRS1050 - Employee Birthday List](#)
- [HRS1100 - Employee Verification Report](#)
- [HRS1200 - Federal EEOC Report](#)
- [HRS1250 - Employee Data Listing](#)
- [HRS1400 - Teacher Service Record](#)
- [HRS1450 - Employee Mailing Labels](#)
- [HRS1500 - Employee Education Report](#)
- [HRS1550 - New Hire Report](#)
- [HRS1600 - Certification Report](#)
- [HRS1650 - Employee Salary Information](#)
- [HRS1700 - Social Security Number Verification](#)
- [HRS1750 - Teacher Incentive Allotment Designation Report](#)

**HRS1000 - Roster of Personnel**

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Print Address Primary (P), Alternate (A)	P
Select Restriction Local (L), Public (P), or No restrictions (N)	N
Include Primary Job Code? (Y/N)	Y
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, Exclude Subs (E), or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Extract ID(s), or blank for ALL	
Select Employee(s), or blank for ALL	
Select Frequency	F

Date Run: \_\_\_\_\_  
 Cnty Dist: \_\_\_\_\_

**Personnel Roster Report**  
 ISD

Program: HRS1000  
 Page: 1 of 31  
 Frequency: F

Emp Nbr	Employee Name	Employee Address	City, State, Zip	Primary Campus	Telephone
000006	ACHIMON, AARON ROXANNE	36911 CR 412	Alamo City, TX 25497	107 - 107 School	(555) 586-0643
0178	- WVE REG ED TEACHER				
000025	ALFORD, ADRIENNE JOHN	25263 BASTROP STREET	Alamo City, TX 28178	001 - 001 School	
0080	- MHS CTE TEACHER				
000040	AMOS, ALEXANDRIA M	124978 FM 981	Alamo City, TX 27968	905 - 905 School	(555) 586-1993
0662	- EXEC DIR OF OPERATIONS				

- [Payroll or Personnel > Reports > Personnel Reports > HRS1250 - Employee Data Listing](#) - This report can be used to verify deduction information and is available in Personnel or Payroll. Run the report with only the **Include Reports** parameter set to **Deductions**. A user created report can be created to only include deduction information. It can be sorted by deduction code and remaining payments.

Reports > Personnel Reports > Employee Data Listing Payroll

Preview PDF CSV Clear Options

Personnel Reports HRS1250 - Employee Data Listing

[HRS1100 - Employee Verification Report](#)  
[HRS1250 - Employee Data Listing](#)  
[HRS1650 - Employee Salary Information](#)

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Include Reports (Select From List)	N,N,N,N,N,N,N,N,N,N
Include SSN on Report? (Y/N)	Y
Include Number of Days Employed / in Contract on Report? (Y/N)	Y
From Last Name (3 letters)	
To Last Name (3 letters)	
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Extract ID(s), or blank for ALL	
Select Employee(s), or blank for ALL	
E-mail Subject	
E-mail Message	
From Pay Date (MMDDYYYY), or blank for ALL	
To Pay Date (MMDDYYYY), or blank for ALL	

**Include Reports** [X]

Personnel

Payroll

Job

TRS

Calendar YTD

School YTD

Leave

Deduction

Distribution

Responsibility

Permit

OK Cancel

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Date Run: Employee Data Listing Program: HRS1250  
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Frequency: F

Emp Nbr: 000006 Emp Name: ACHIMON, AARON ROXANNE PEBLEY

Payroll Name & Primary Address	Former Name & Alternate Address	Primary Campus: 107 - 107 School
Last: ACHIMON	Last:	Payroll Campus: 107 - 107 School
First: AARON	First:	Info Restrict: A Gender: F - Female
Middle: ROXANNE PEBLEY	Middle:	Restrict Public: A Marital Stat: M - Married
Title: Gen:	Title: Gen:	Local Area 1: Birth Date: 07-12-1960
Street: 36911 CR 412	Street:	Local Area 2: Last Chg: 09-13-2019
City/St: Alamo City, TX	City/St:	Drivers Lic#: 93658985 TX
Zip Cd: 25497	Zip Cd:	DL Expir Date:
Country:		TRS Beg. Dt: 11-01-2000 Deceased: N
Phone: (555) 586-0643 Cell: ( )	Bus Ph: ( ) Bus Ext:	SSN: 256-66-9799
Wk E-mail:	Hm E-mail:	Citizen: Y
Supplemental Address:		Hispanic/Latino <input type="checkbox"/> Black/African American <input type="checkbox"/>
Country:		Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/>
Delivery Name:		White <input checked="" type="checkbox"/> Native Hawaiian/Other Pacific Isl <input type="checkbox"/>
Emergency Contact:	Relation:	Bilingual:
Phone: () Ext:		
Emergency Notes:		

Deductions							
Deduction Code	Net Amount	Emplr Contrib	Remain Pymts	Cafe Refund	Emplr 125	TEA Factor	TEA Factor
001 - ADDITIONAL	300.00	.00	99	N	N	1	1
025 - ACTIVE CARE PRIMARY	.00	514.00	99	N	Y	1	1
054 - GROUP (DISTRICT PAID)	.00	.65	99	N	N	1	1
100 - TPA EXTRACT FILE	.00	.00	0	N	N	1	1

- [Payroll or Personnel > Reports > Personnel Reports > HRS1100 - Employee Verification Report](#) - This report provides detailed employee data such as employment dates, salary, address, and other information for reference or to verify recent input and processing.

Reports > Personnel Reports > Employee Verification Report Payroll

Preview PDF CSV Clear Options

Personnel Reports HRS1100 - Employee Verification Report

[HRS1100 - Employee Verification Report](#)  
[HRS1250 - Employee Data Listing](#)  
[HRS1650 - Employee Salary Information](#)

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Select Restriction Local (L), Public (P), or No restrictions (N)	N
Primary Job (P), or blank for ALL	
Pay Status Active (A), Inactive (I), or blank for ALL	A
Pay Type 1-4, Exclude Subs (E), or blank for ALL	E
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Extract ID(s), or blank for ALL	
Select Employee(s), or blank for ALL	

**Date Run:** **Employee Verification Report** **Program: HRS1100**

**County Dist:** I S D **Page: 3 of 9**

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Emp Nbr	Employee Name	Emp Date	Emp Status		Cred Yr Svc	Pay Status		Job Code			
			Term Date	Term Reason		Pay Campus	Payoff Date	%Day Empl	St Step	GRD/LVL	/Sched
Sex	Address	Pro Yrs Exp	Non-Pro Yrs Exp	Ext Lv Beg	Ext Lv End	TR S Beg Date	Annual Sal	Pay Type	Pay Rate		
Birth Date	City State Zip Telephone	In Dist	In Dist								
000060	SMITH, BARBARA GALE	08-16-2001	2 - Active auxiliary per			1 - Active		0428 - PHYSICAL EDUCATION			
F	PO BOX 555				<input type="checkbox"/>	999 - District Wide		735 - CAFETERIA			
	ANYWHERE TX 78899	01	14			08-25-2022	100%	SPA / 11 /			
03-01-1962		01	14			03-01-2009	33,702.00	2		2,808.50	
000082	SMITH, BECKY R	07-01-2004	1 - Active professional			1 - Active		0115 - BUSINESS MANAGER			
F	2810 SNICKERS ROAD				<input type="checkbox"/>	750 - BUSINESS		750 - BUSINESS			
	ANYWHERE TX 75661	17	01			06-24-2022	100%	17 / /			
09-11-1952		17	01			09-29-2004	116,000.00	1		9,666.67	
000131	SMITH, BRENDA K	08-11-2005	2 - Active auxiliary per			1 - Active		0721 - CAFETERIA FULL TIME			
F	5854 LIBERTY BELL RD				<input type="checkbox"/>	735 - CAFETERIA		735 - CAFETERIA			
	ANYWHERE TX 75657	01	33			08-25-2022	100%	CAF / /			
01-24-1950		01	14			08-15-2006	15,346.80	3		14.21	
000104	SMITH, CAROLYN M	08-09-2004	1 - Active professional			1 - Active		0638 - JR & SR HIGH TEACHER			
F	4296 ROSEBOROUGH RD				<input type="checkbox"/>	002 - ANWHERE HIGH		002 - ANWHERE HIGH SCHOOL			
	ANYWHERE TX 75672	18	01			08-25-2022	100%	17 TR1 / 18 /			

- [Personnel > Reports > Payroll Information Reports > HRS6550 - Employee Extra Duty Report](#) - The report lists all employees with extra duty codes on the Pay Info tab. The report can be sorted by name, campus, or extra duty code. The **Include Distribution Account Codes** parameter includes S-type distributions for the selected employees.

Reports > Payroll Information Reports > Employee Extra Duty Report Personnel

Preview PDF CSV Clear Options

**Payroll Information Reports** HRS6550 - Employee Extra Duty Report

[HRS1250 - Employee Data Listing](#)

[HRS1450 - Employee Mailing Labels](#)

[HRS1650 - Employee Salary Information](#)

[HRS5250 - 1095-B Forms](#)

[HRS5255 - 1095-C Forms](#)

[HRS6300 - Employee Permit Data](#)

[HRS6350 - Employee Responsibility Data](#)

[HRS6400 - Salary Verification Report](#)

[HRS6450 - Health Insurance Coverage](#)

[HRS6500 - Campus Information](#)

[HRS6550 - Employee Extra Duty Report](#)

[HRS6600 - Campus Improvement Plan Emp FTE Report](#)

[HRS6700 - Health Insurance Status Report](#)

[HRS6720 - ACA 1095 YTD Report](#)

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Extra Duty Code (E)	<input type="text" value="A"/>
Include Distribution Account Codes? (Y/N)	<input type="text" value="Y"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text"/>
Pay Type 1-4, Exclude Subs (E), 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 Extra Duty Code(s), or blank for ALL	<input type="text"/> ⋮
Select Employee(s), or blank for ALL	<input type="text"/> ⋮
Page Break by Extra Duty Code (Y/N) (Required when selecting Sort by Extra Duty Code)	<input type="text"/>
Select Frequency	<input type="text" value="F"/> ⋮

Date Run: Employee Extra Duty Report Program: HRS6550  
 Cnty Dist: ISD Page: 1 of 8  
Frequency: F

Emp Nbr	Employee Name	Extra Duty Code	Typ	Amount	Remain Amt	Remain Pymts			Activity Code
		Account Code				Job	Acct Amt	Acct Percent	
000006	ACHIMON, AARON ROXANNE	04	G	1,000.00	.00				0
000025	ALFORD, ADRIENNE JOHN	03	G	3,000.00	.00				0
		04	G	1,000.00	.00				0
		09	G	3,500.00	.00				0
		28	G	7,700.00	.00				0
		42	G	1,000.00	.00				0
<b>Total for ALFORD, ADRIENNE JOHN</b>				<b>16,200.00</b>	<b>.00</b>				