

Generate reports to verify employee data

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Verify staff data



Prior to continuing this process, log on to the next year pay frequency

Run the following reports to assist in verifying data.

- Payroll or Personnel > Reports > Personnel Reports > HRS1250 - Employee Data Listing - This report can be used to verify deduction information. 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.
- 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.
- 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.
- Payroll > Reports > Payroll Information Reports > HRS6000 - Account Code Comparison - This report is used to verify the distribution codes from the master distribution page against the account codes in Budget. If the account codes are displayed on this report, they should either be set up in Budget or changed on the payroll master distribution page. The outcome of running this report is a report heading with no listed account codes.
- Payroll > 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.