



Generate reports to verify employee data

Table of Contents

Generate reports to verify employee data i

Verify staff data

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 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.
- [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

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: Personnel Roster Report | Program: HRS1000
 Cnty Dist: | ISD | Page: 1 of 31
 Frequency: F

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

- [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**

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

Frequency: 6

Emp Nbr	Employee Name	Emp Date	Emp Status	Cred Yr Svc	Pay Status	Job Code	Primary Campus			
							St Step	GRD/LVL	/Sched	
Sex	Address	Term Date	Term Reason	Ext Lv Beg	Pay Campus	Payoff Date	%Day Empl	Annual Sal	Pay Type	Pay Rate
Birth Date	City State Zip	Pro Yrs Exp	Non-Pro Yrs Exp	Ext Lv End	TRS Beg Date					
000060	SMITH, BARBARA GALE	08-16-2001	2 - Active auxillary per		1 - Active	0428 - PHYSICAL EDUCATION				
F	PO BOX 555	01	14	<input type="checkbox"/>	999 - District Wide	735 - CAFETERIA				
03-01-1962	ANYWHERE TX 78899	01	14		08-25-2022	SPA / 11 /	100%			
					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	17	01	<input type="checkbox"/>	750 - BUSINESS	750 - BUSINESS				
09-11-1952	ANYWHERE TX 75661	17	01		06-24-2022	17 / /	100%			
					09-29-2004		116,000.00	1		9,666.67
000131	SMITH, BRENDA K	08-11-2005	2 - Active auxillary per		1 - Active	0721 - CAFETERIA FULL TIME				
F	5854 LIBERTY BELL RD	01	33	<input type="checkbox"/>	735 - CAFETERIA	735 - CAFETERIA				
01-24-1950	ANYWHERE TX 75657	01	14		08-25-2022	CAF / /	100%			
					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	18	01	<input type="checkbox"/>	002 - ANWHERE HIGH	002 - ANWHERE HIGH SCHOOL				
	ANYWHERE TX 75672				08-25-2022	17 TR1 / 18 /	100%			

- [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 there are account codes displayed on this report, these codes should be set up in Budget or changed. The desired outcome of this report is a report heading with no account codes listed.

Reports > Payroll Information Reports > Account Code Comparison

Payroll Information Reports

- HRS1250 - Employee Data Listing
- HRS1650 - Employee Salary Information
- HRS6000 - Account Code Comparison
- HRS6050 - Contract Balance Variance Report
- HRS6150 - Employee Payroll Listing
- HRS6400 - Salary Verification Report
- HRS6450 - Health Insurance Coverage
- HRS6650 - CYR/NYR Salary Comparison

HRS6000 - Account Code Comparison

Parameter Description | Value

Sort by Alpha (A), Pay Campus (C), Primary Campus (P) | A

Include Reports (Select From List) | NY

From Date (MMDDYYYY) | 090120

To Date (MMDDYYYY) | 083120

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 Employee(s), or blank for ALL

Include Reports

Transaction File

Distribution File

OK | Cancel

Date Run: | Payroll Account Code Comparison | Program: HRS6000

Cnty Dist: | ISD | Page: 1 of 1

Frequency: F

- 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

Payroll Information Reports

- 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

HRS6550 - Employee Extra Duty Report

Parameter Description | Value

Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Extra Duty Code (E) | A

Include Distribution Account Codes? (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 Extra Duty Code(s), or blank for ALL

Select Employee(s), or blank for ALL

Page Break by Extra Duty Code (Y/N) (Required when selecting Sort by Extra Duty Code)

Select Frequency | 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 Account Code	Typ Job	Amount Acct Amt	Remain Amt Acct Percent	Remain Pymts Grant 373	Perf Pay	Activity Code
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		
Total for ALFORD, ADRIENNE JOHN				16,200.00	.00			