Generate reports to verify employee data

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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.

- 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
HRS1250 - Employee Data Listing
HRS1650 - Employee Salary Information

HRS1100 - Employee Verification Report

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		Pay Status		Job Code		
Sex	Address	Term Date	Term Reason	Cred Yr Svc	Pay Campus		Primary Campus		
	City State Zip	Pro Yrs Exp	Non-Pro Yrs Exp	Ext Lv Beg	Payoff Date	%Day Empl	St Step	GRD/LVL	/Sched
Birth Date	Telephone	In Dist	In Dist	Ext Lv End	TRS Beg Date	Annual Sal	Pay Type		Pay Rate
000060	SMITH, BARBARA GALE	08-16-2001	2 - Active auxillary per		1 - Active		0428 - PHYSICAL EDUCATION		
F	PO BOX 555			☐	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			☐	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 auxillary per		1 - Active		0721 - CAFETERIA FULL TIME		
F	5854 LIBERTY BELL RD			☐	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			☐	002 - ANWHERE HIGH		002 - ANWHERE HIGH SCHOOL		
	ANYWHERE TX 75672	18	01		08-25-2022	100%	17	TR1 / 18 /	

- [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.

- 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.