



Generate reports to verify employee data

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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.

The screenshot shows the configuration interface for the 'HRS1250 - Employee Data Listing' report. The interface includes a breadcrumb trail 'Reports > Personnel Reports > Employee Data Listing' and a 'Payroll' indicator. At the top, there are buttons for 'Preview', 'PDF', 'CSV', and 'Clear Options'. Below these, there are links for 'Personnel Reports' and 'HRS1250 - Employee Data Listing'. The main configuration area is a table with 'Parameter Description' and 'Value' columns. A dropdown menu for 'Include Reports' is open, showing a list of report types with 'Deduction' selected. The 'Deduction' option is highlighted in yellow. The 'Include Reports' dropdown menu is open, showing a list of report types with 'Deduction' selected. The 'Deduction' option is highlighted in yellow. The 'Include Reports' dropdown menu is open, showing a list of report types with 'Deduction' selected. The 'Deduction' option is highlighted in yellow.

| 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 (Dropdown Menu):

- Personnel
- Payroll
- Job
- TRS
- Calendar YTD
- School YTD
- Leave
- Deduction
- Distribution
- Responsibility
- Permit

Employee Data Listing
ISD

Date Run: Program: HRS1250
Cnty Dist: Page: 1 of 1
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: ACHIMON | Payroll Campus: 107 - 107 School | | | |
| First: AARON | First: AARON | Info Restrict: A | Gender: F - Female | | |
| Middle: ROXANNE PEBLEY | Middle: ROXANNE PEBLEY | 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: | Deceased: N | | |
| Country: | | TRS Beg. Dt: 11-01-2000 | SSN: 256-66-9799 | | |
| Phone: (555) 586-0643 Cell: () | Bus Ph: () | Bus Ext: | Citizen: Y | | |
| Wk E-mail: | Hm E-mail: | Hispanic/Latino <input type="checkbox"/> | Black/African American <input type="checkbox"/> | | |
| Supplemental Address: | | Asian <input type="checkbox"/> | American Indian/Alaskan Native <input type="checkbox"/> | | |
| Country: | | White <input checked="" type="checkbox"/> | Native Hawaiian/Other Pacific Isl <input type="checkbox"/> | | |
| Delivery Name: | | Bilingual: | | | |
| Emergency Contact: | Relation: | | | | |
| Phone: () | Ext: | | | | |
| Emergency Notes: | | | | | |

| Deductions | | | | | | | |
|----------------------------|------------|---------------|--------------|--------|----------|--------------|------------|
| Deduction Code | Net Amount | Emplr Contrib | Remain Pymts | Refund | Cafe 125 | Emplr 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 |

- [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.

Reports > Personnel Reports > Roster of Personnel

Preview PDF CSV Clear Options

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 |

| Emp Nbr | Employee Name | Employee Address | City, State, Zip | Primary Campus | Telephone |
|---------|---|----------------------|----------------------|------------------|----------------|
| 000006 | ACHIMON, AARON ROXANNE 0178 - WWE REG ED TEACHER | 36911 CR 412 | Alamo City, TX 25497 | 107 - 107 School | (555) 586-0643 |
| 000025 | ALFORD, ADRIENNE JOHN 0080 - MHS CTE TEACHER | 25263 BASTROP STREET | Alamo City, TX 28178 | 001 - 001 School | |
| 000040 | AMOS, ALEXANDRIA M 0662 - EXEC DIR OF OPERATIONS | 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: | ISD | Page: 3 of 9 | | | |
| | | Frequency: 6 | | | |
| Emp Nbr | Employee Name | Emp Date | Emp Status | Pay Status | Job Code |
| Sex | Address | Term Date | Term Reason | Pay Campus | Primary Campus |
| Birth Date | City State Zip | Pro Yrs Exp | Non-Pro Yrs Exp | Payoff Date | St Step GRD/LVL /Sched |
| Telephone | Telephone | In Dist | In Dist | TRS Beg Date | 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 | SPA / 11 / |
| 03-01-1962 | | 01 | 14 | 03-01-2009 | 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 | 17 / / |
| 09-11-1952 | | 17 | 01 | 09-29-2004 | 1 116,000.00 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 | CAF / / |
| 01-24-1950 | | 01 | 14 | 08-15-2006 | 3 15,346.80 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 | 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.

Reports > Payroll Information Reports > Account Code Comparison

Preview PDF CSV Clear Options

Payroll Information Reports

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 | |

Date Run: Payroll Account Code Comparison
 Cnty Dist: ISD
 Program: HRS6000
 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

Preview PDF CSV Clear Options

Payroll Information Reports

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 |

Business

| 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 | | | | |