

Generate reports to verify employee data

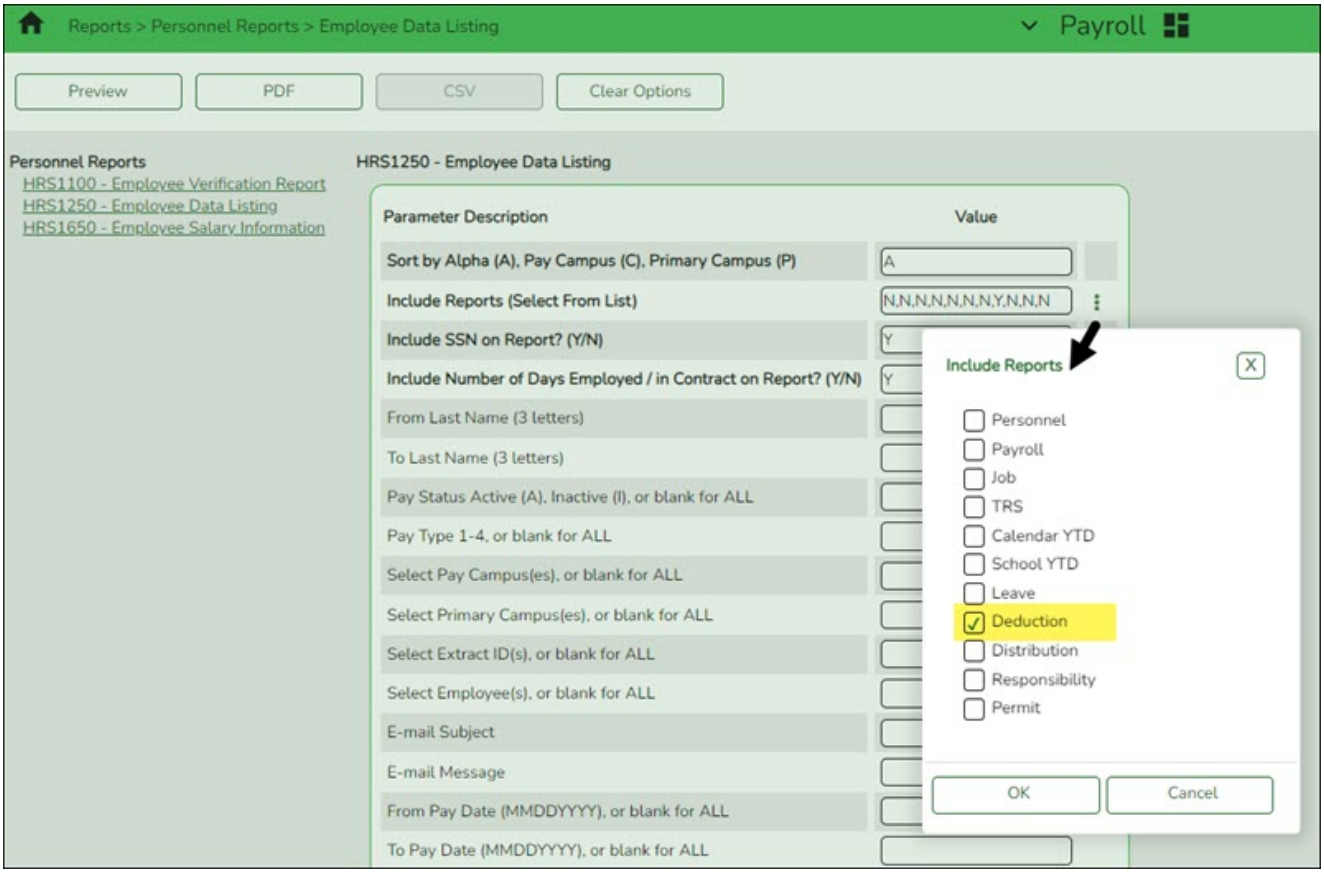
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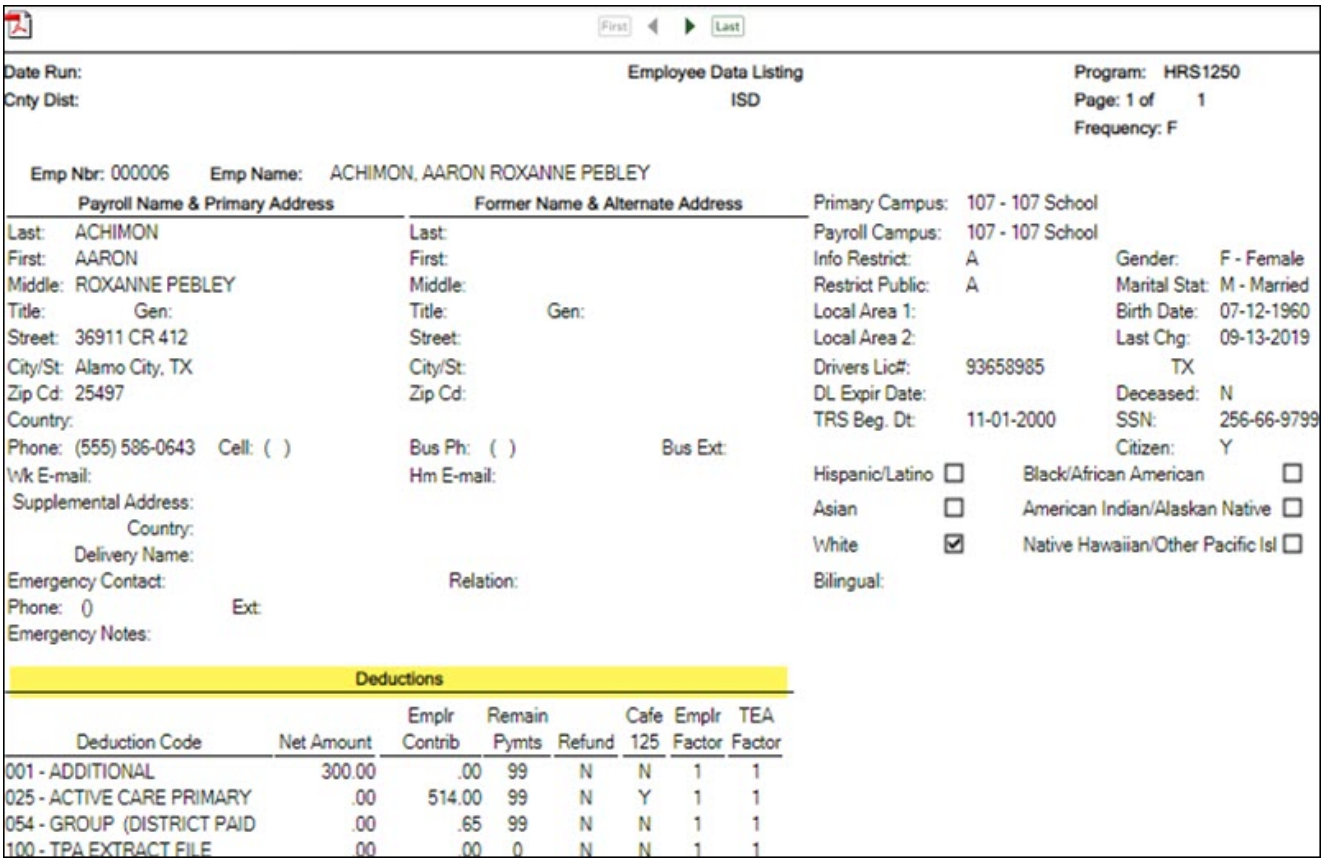
Generate reports to verify employee data i

Verify employee 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.





Date Run: Employee Data Listing Program: HRS1250
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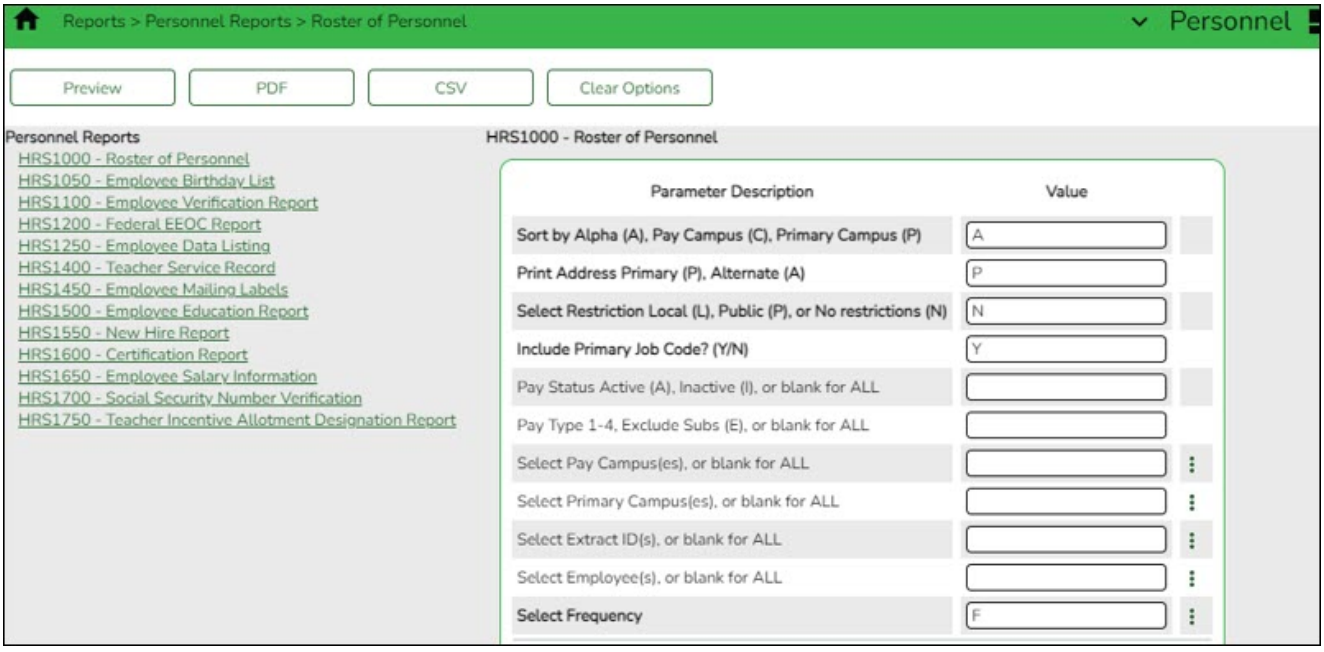
Emp Nbr: 000006 Emp Name: ACHIMON, AARON ROXANNE PEBLEY

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



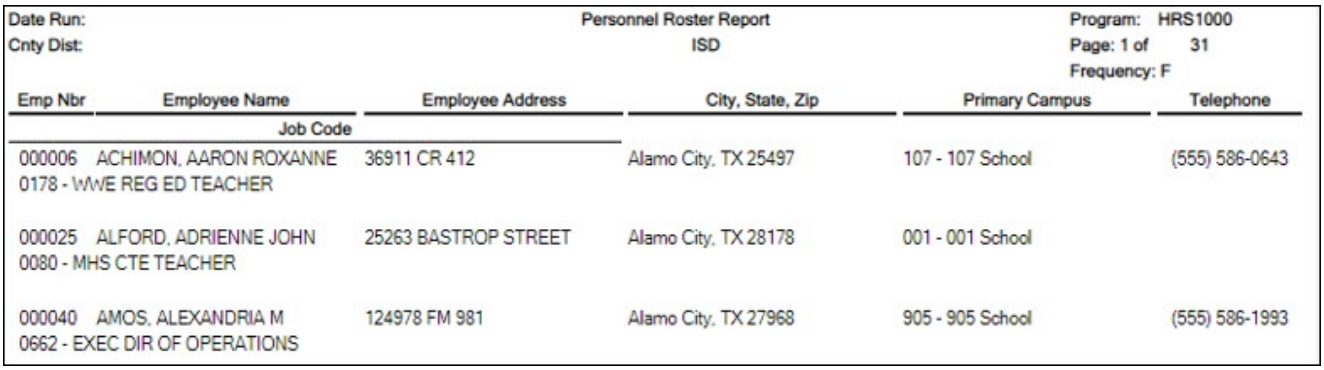
Reports > Personnel Reports > Roster of Personnel — Personnel

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

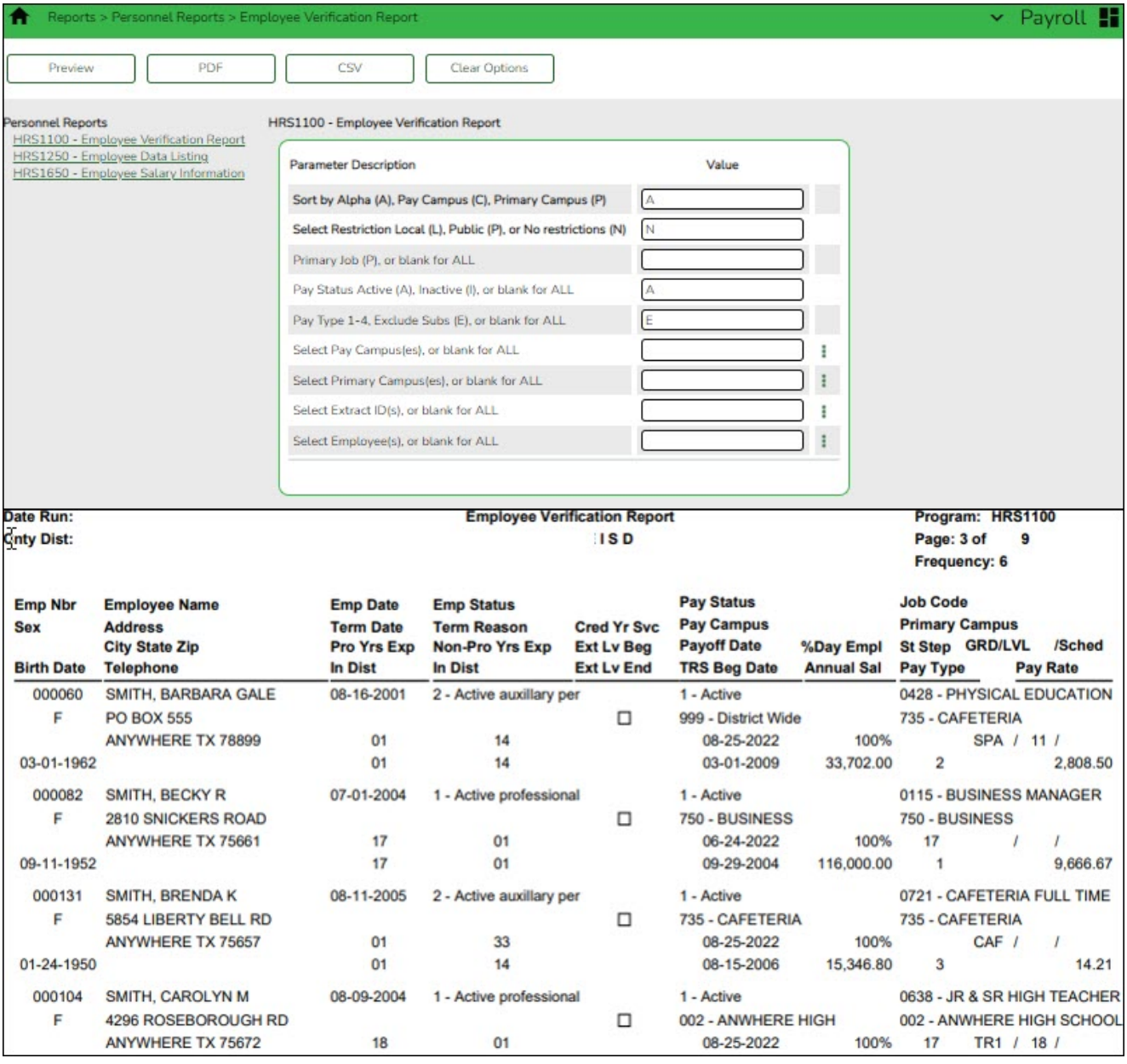
Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Print Address Primary (P), Alternate (A)	P
Select Restriction Local (L), Public (P), or No restrictions (N)	N
Include Primary Job Code? (Y/N)	Y
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, Exclude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



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

Emp Nbr	Employee Name / Job Code	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
HRS1250 - Employee Data Listing
HRS1650 - Employee Salary Information

HRS1100 - Employee Verification Report

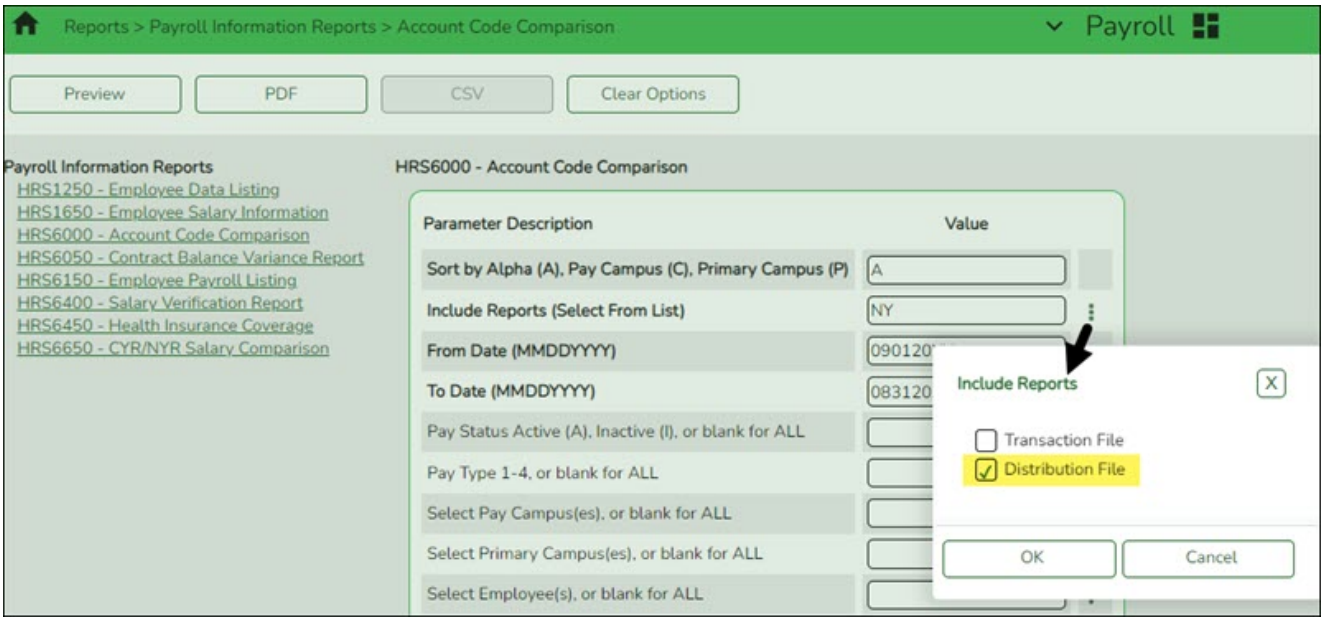
Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Select Restriction Local (L), Public (P), or No restrictions (N)	N
Primary Job (P), or blank for ALL	
Pay Status Active (A), Inactive (I), or blank for ALL	A
Pay Type 1-4, Exclude Subs (E), or blank for ALL	E
Select Pay 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
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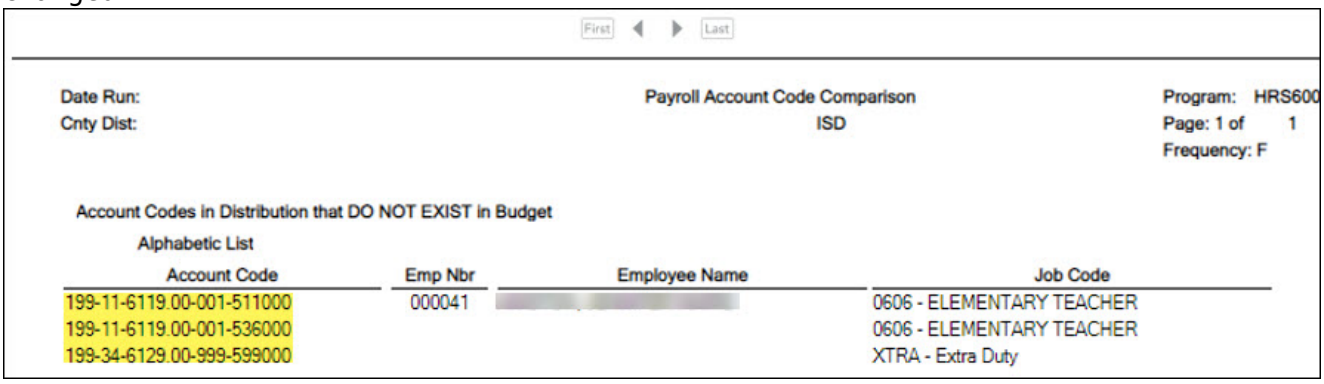
Emp Nbr / Sex / Birth Date	Employee Name / Address / City State Zip / Telephone	Emp Date / Term Date / Pro Yrs Exp / In Dist	Emp Status / Term Reason / Non-Pro Yrs Exp / In Dist	Cred Yr Svc / Ext Lv Beg / Ext Lv End	Pay Status / Pay Campus / Payoff Date / TRS Beg Date	%Day Empl / Annual Sal	Job Code / Primary Campus / St Step / Pay Type	GRD/LVL / Pay Rate	/Sched
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

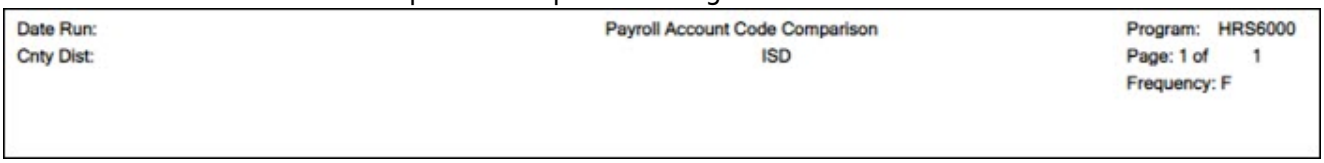
account codes in Budget.



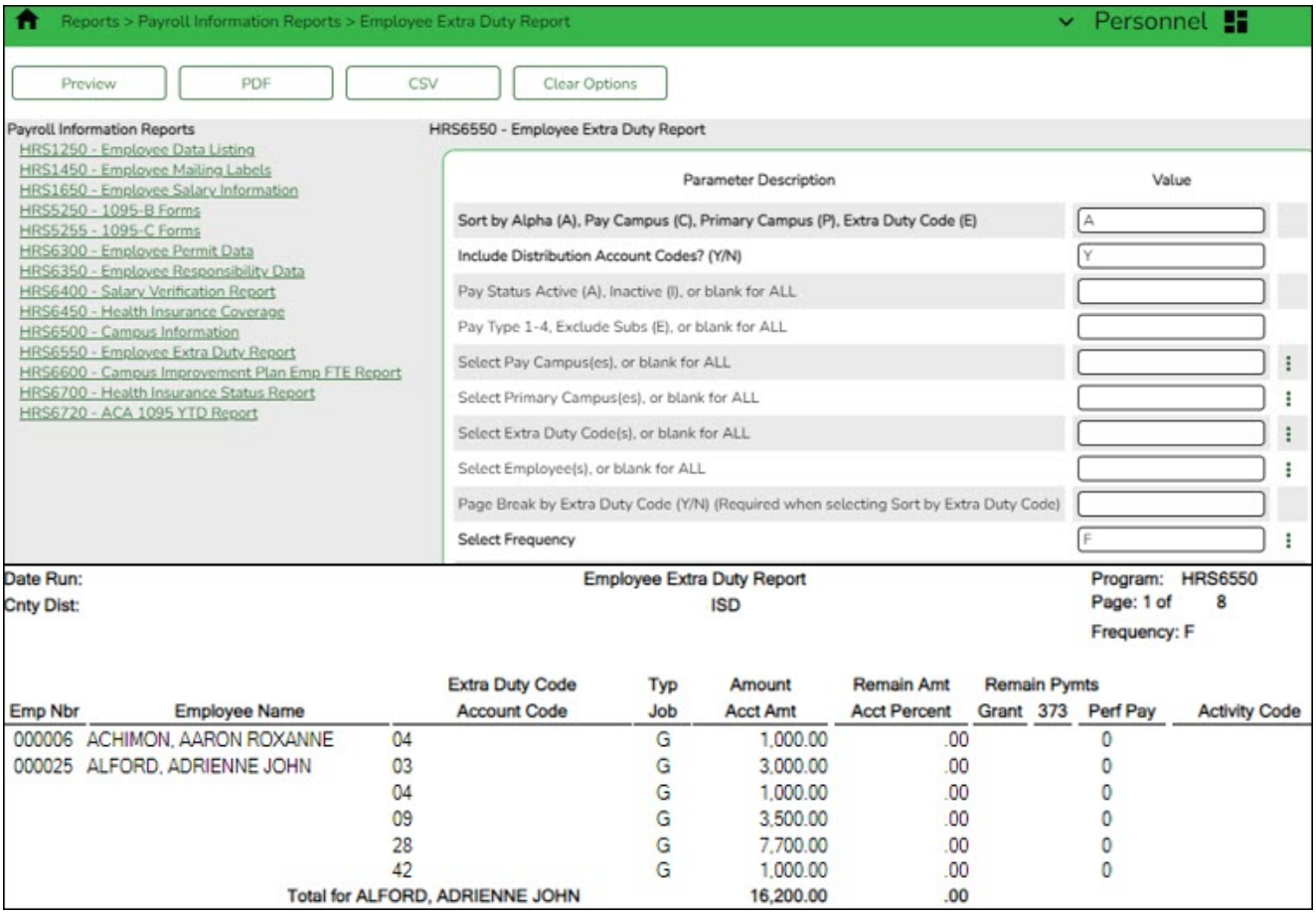
If there are account codes displayed on this report, these codes should be set up in Budget or changed.



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.


Reports > Payroll Information Reports > Employee Extra Duty Report
Personnel
Preview
PDF
CSV
Clear Options
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:
Cnty Dist:
Employee Extra Duty Report
ISD
Program: HRS6550
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