

Generate reports to verify employee data

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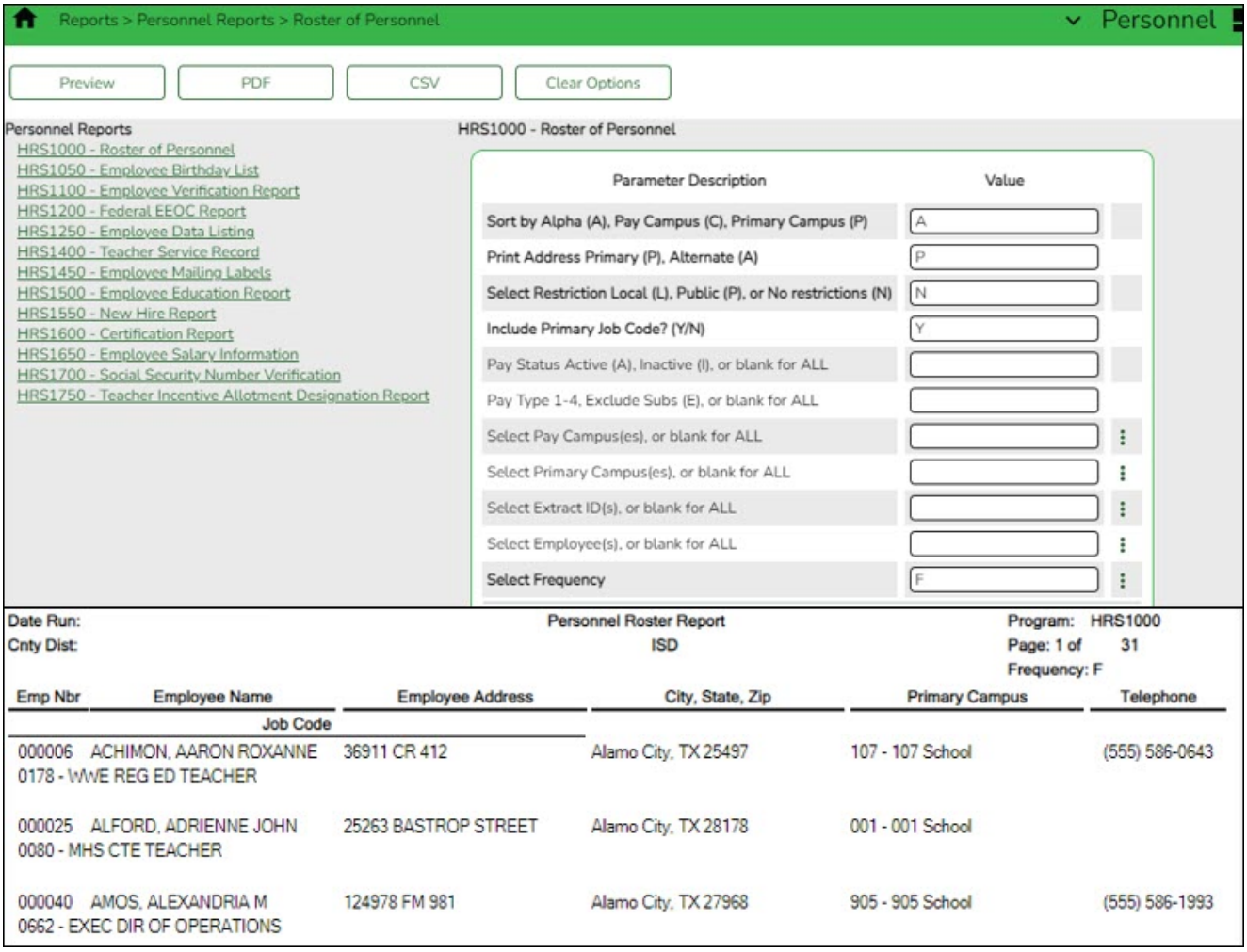
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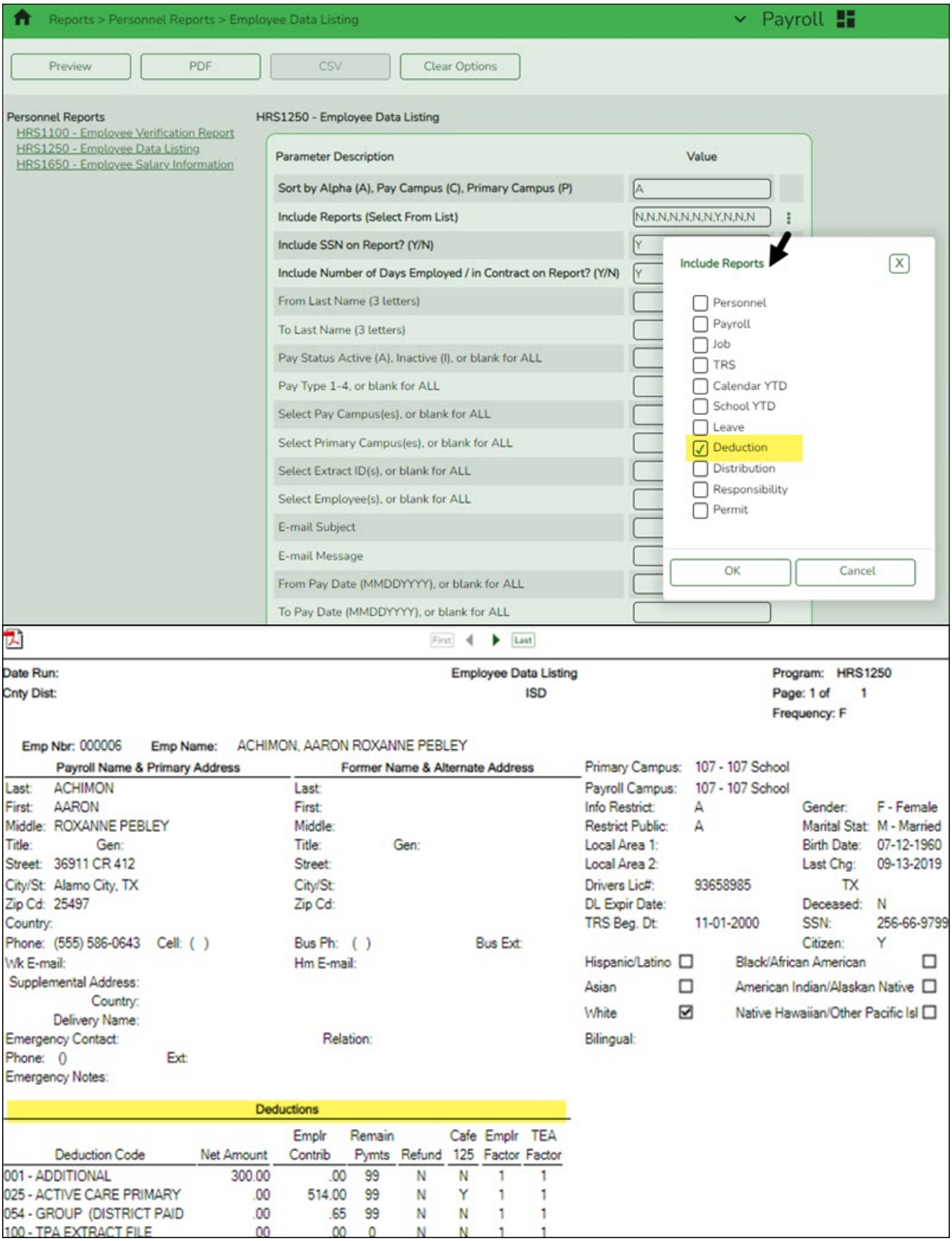
Generate the following reports to assist in verifying employee data.

Log on to the current pay frequency.

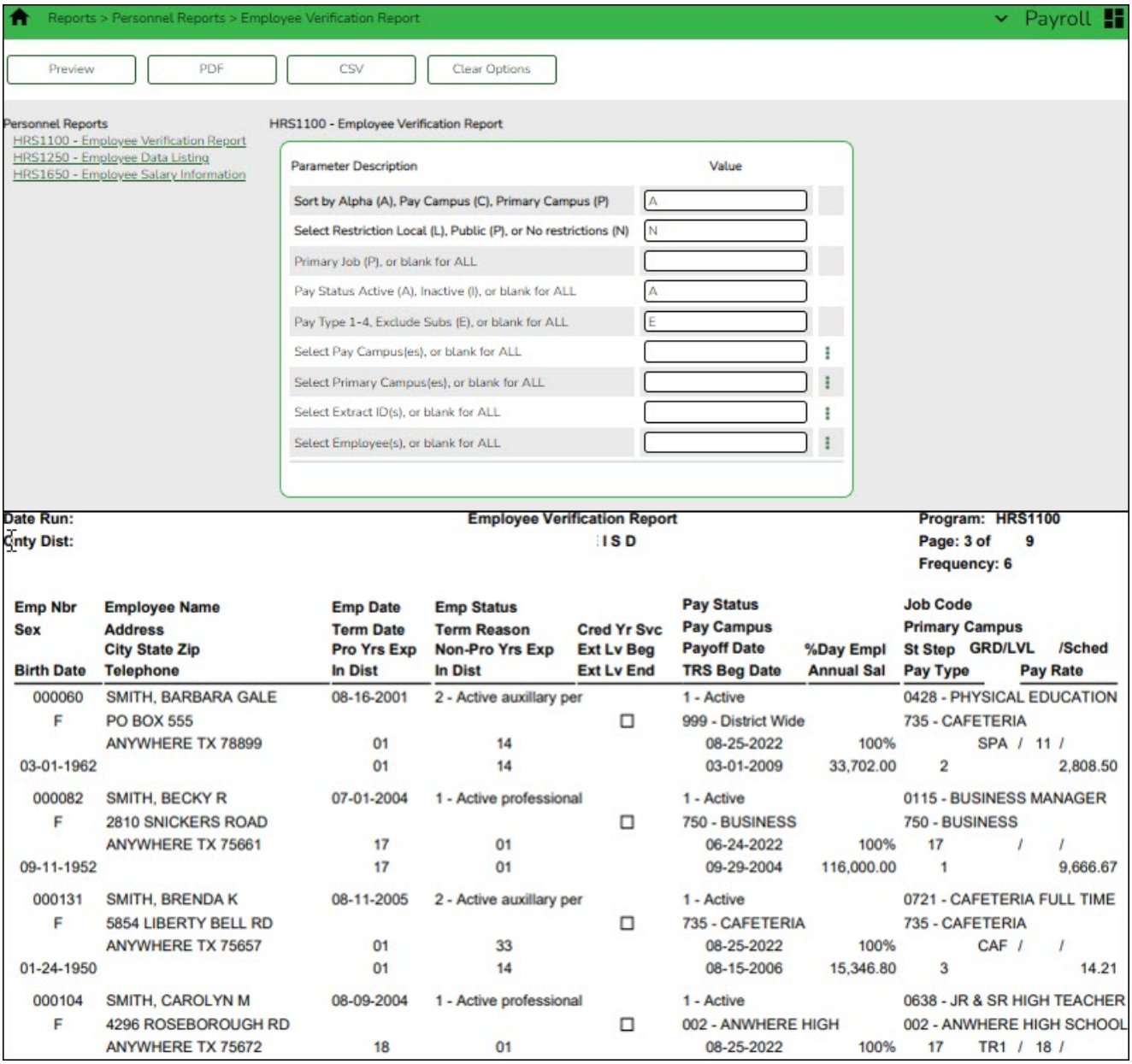
- Personnel > Reports > Personnel Reports > HRS1000 - Roster of Personnel - If an employee was not copied over to the next year, run the Copy CYR Staff to NYR utility again for only the single employee.



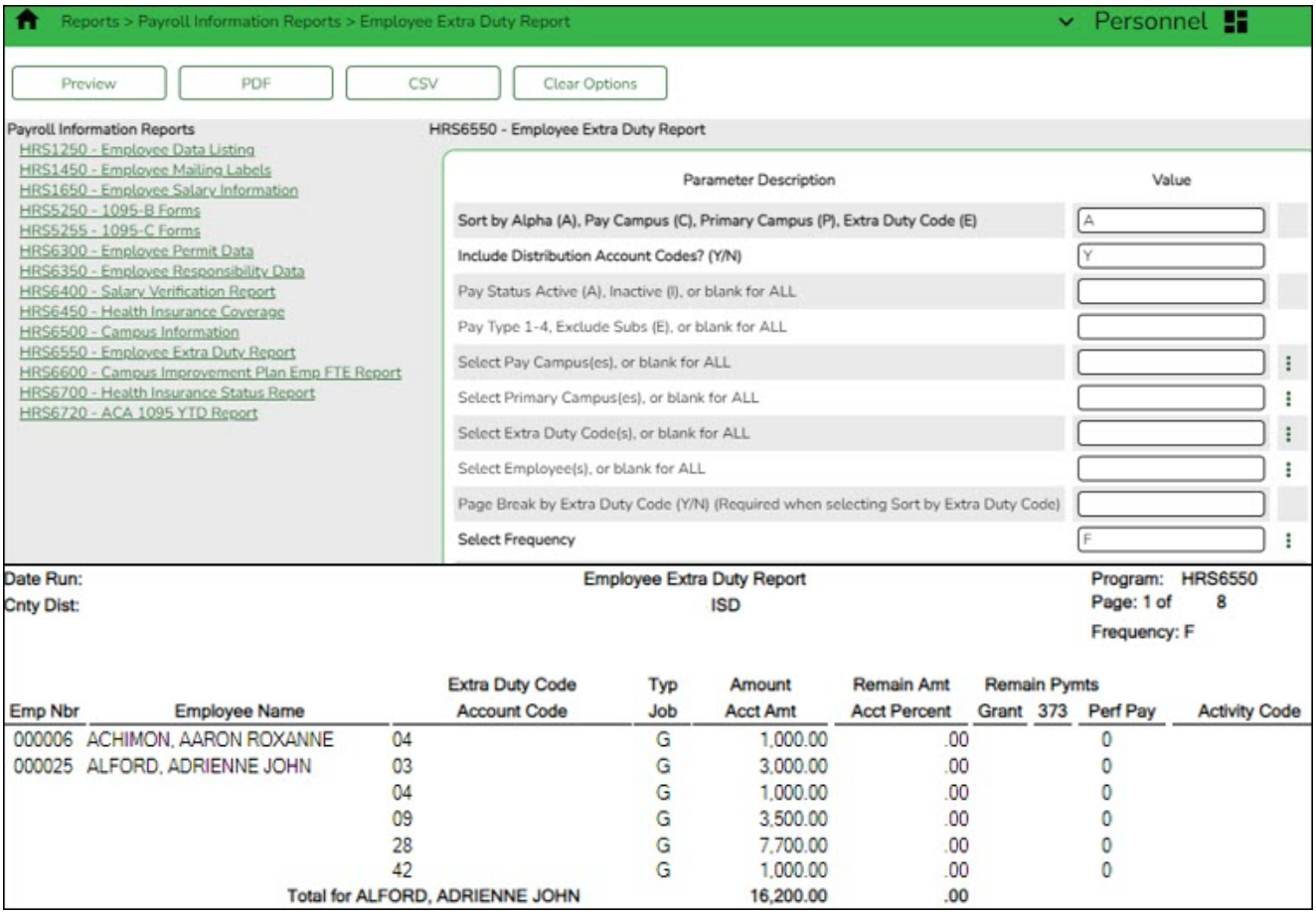
- Payroll or Personnel > Reports > Personnel Reports > HRS1250 - Employee Data Listing - This report can be used to verify deduction information and is available in Personnel or Payroll. Run the report with only the **Include Reports** parameter set to **Deductions**. A user created report can be created to only include deduction information. It can be sorted by deduction code and remaining payments.



- 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.



- 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.



Date Run:
Cnty Dist:

Employee Extra Duty Report
ISD

Program: HRS6550
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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**				