



Generate the Employee Verification report

Table of Contents

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Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts who receive their first paycheck in August, and then in September for employees with September contracts who receive their first paycheck in September.

[Personnel > Reports > Personnel Reports > HRS1100 - Employee Verification Report](#) **OR** [Payroll > Reports > Personnel Reports > HRS1100 - Employee Verification Report](#)

Run the report with the **Pay Status Active (A), Inactive (I), or blank for ALL** parameter set to *A - Print active employees only* and the **Pay Type 1-4, Exclude Subs (E), or blank for ALL** parameter set to *E - Exclude substitute employees from the report*. Review for employees with July contracts.

Print and/or save this report and review it for accuracy.

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	

Verify that the employee information (e.g., years of experience) is correct to start the new school year. If individual corrections are needed, use the [Personnel > Maintenance > Employment Info](#) tab to update the employee's record.

Business

Date Run:		Employee Verification Report					Program: HRS1100			
Cnty Dist:		ISD					Page: 1 of 54			
							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				
Birth Date	City State Zip	Pro Yrs Exp	Non-Pro Yrs Exp	Ext Lv Beg	Payoff Date	%Day Empl	St Step	GRD/LVL	/Sched	
	Telephone	In Dist	In Dist	Ext Lv End	TRS Beg Date	Annual Sal	Pay Type	Pay Rate		
000006	ACHIMON, AARON JAY	11-27-2000	1 - Active professional		1 - Active		0178 - WWE REG ED TEACHER			
F	36911 CR 412			<input type="checkbox"/>	107 - ASCENDER 107		107 - ASCENDER 107 Elementary			
	Alamo City TX 25497	21	02		08-25-2026	100%	20	10T / 22 /		
07-12-1960	(555)586-0643	21	02		11-01-2000	61,800.00	1		5,150.00	
000007	ADAM, AARON L	08-09-2003	4 - Resigned		1 - Active		0163 - MREC REG ED			
F	2030 BIG BEAR DRIVE			<input type="checkbox"/>	106 - ASCENDER 106		106 - ASCENDER 106 Elementary			
	Alamo City TX 28178	18	00		08-25-2026	100%	18	10T / 18 /		
02-04-1959	(555)258-3965	18	00		08-14-2024	59,800.00	1		4,983.33	
000074	ARNOLD, ALYSSA LEIGH	07-24-2000	2 - Active auxillary per		1 - Active		0701 - CUSTODIAN			
F	60830 VIRGINIA PARKWAY 916			<input type="checkbox"/>	905 - 905 School		905 - 905 School			
	Alamo City TX 25497	00	29		06-25-2026	100%		701 / 10 /		
01-17-1964	(555)514-0181	00	23		07-01-2000	36,482.00	2		3,040.17	



Back Cover