



# Generate the Employee Verification report



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## Generate the Employee Verification report

[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*.

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.

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	Pay Campus	Primary Campus					
Birth Date	City State Zip	Pro Yrs Exp	Non-Pro Yrs Exp	Payoff Date	St Step	GRD/LVL	/Sched			
Telephone	In Dist	In Dist	Ext Lv Beg	TRS Beg Date	Pay Type	Pay Rate				
			Ext Lv End	Annual Sal						
000006	ACHIMON, AARON JAY	11-27-2000	1 - Active professional	1 - Active	0178 - WWV REG ED TEACHER					
F	36911 CR 412			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			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			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		



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