



Verify payoff dates

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[Payroll > Reports > User Created Reports](#)

Verify that all pay type 1 and 2 employees have payoff dates that match the pay dates in the pay dates table. (June, July, and August as referenced in Step 9 of the [ASCENDER - First Payroll of the School Year \(September Start LEAs\)](#)).

The screenshot shows the 'User Created Reports' configuration interface for 'Payroll'. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. The 'Year' is set to 'C' and 'Frequency' is '5'. Below these are fields for 'Report Template' (with a 'Public' checkbox and 'Retrieve'/'Directory' buttons) and 'Report Title'. There is also an 'Employee Nbr' field and an 'Active Employees Only' checkbox.

Two main sections of checkboxes are visible:

- Employee Demographic:** Includes checkboxes for Employee Nbr (checked), Texas Unique Staff ID, Name Prefix, First Name (checked), Middle Name, Last Name (checked), Generation, Sex, DOB, Staff ID/SSN, Address Number, Street/P.O. Box, Apt, City, State, Zip, Zip+4, Addr Country, Maiden Name, Former Prefix, Former First Name, Former Middle Name, Former Last Name, Former Generation, Driver's License, DL State, DL Expir Date, Phone Area Cd, Phone Nbr, Bus Phone Area, Bus Phone Nbr, Bus Ext, Cell Area Cd, Cell Phone Nbr, Local Restriction, Public Restriction, Last Change Date, Citizenship, Marital Stat, Other Language, Local Use 1, Local Use 2, Email, Home Email, Employee Notes, Emer Contact, Relationship, Emer Notes, Emer Area Cd, Emer Phone Nbr, Emer Ext, Hispanic/Latino, American Indian, Asian, African American, Pacific Islander, and White.
- Job Information:** Includes checkboxes for Job Code (checked), Job Descr (checked), Primary Job, Prim Campus, Campus Name, Nbr Mon Contr (checked), Yrs of Job Exper, Percent Assigned, Department, Pay Type, Calendar Code, Contract Begin Dt, Contract End Dt, Yrs in Career Ladder, Payoff Date (checked and highlighted), Nbr Days Employed, Nbr Days in Contract, Local Contract Days, Nbr of Annual Pymts, Remaining Pymts, Wkly Hrs Sched, Pay Grade, Pay Step, Pay Schedule, State Step, Contract Total, Contract Balance, Wholly Sep Amt, Daily Rate, Hrly Rate, Pay Rate, Base Annual, Accrual Cd, Accrual Rate, Reg Hrs Worked, Overtime Eligible, Overtime Rate, Hours/Day, TRS Position Cd, State Minimum Salary, TRS Year, Retiree Exception, Workers' Comp Cd, Workers' Comp Annual, Workers' Comp Remain, Exempt Status, Incr Pay Step, and Vacant Position.



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