



Verify accuracy of employee data

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

Run a user-created report with the following criteria to verify that employee data is accurate. Also, verify that all leave has been posted for the school year and that the leave balances are correct.

The screenshot shows a web interface for creating reports. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. The 'Year' is set to 'C' and 'Frequency' is '6'. Below these are input fields for 'Employee Nbr' and a checked checkbox for 'Active Employees Only'. The interface is divided into two main sections: 'Employee Demographic' and 'Employment'. In the 'Employee Demographic' section, several checkboxes are checked: 'Employee Nbr', 'First Name', and 'Last Name'. In the 'Employment' section, the following checkboxes are checked: 'Yrs Non-Professional Experience', 'Percent Day Employed', 'Yrs Professional in District', 'Grades Taught', and 'Extract ID'.

Select **Active Employees Only**. By only including active employees, it is possible to overlook any employees who may have left your LEA early so be sure to individually verify information on those employees.

Under **Employee Demographic**, review the following information and use the [Personnel > Staff Demo > Demographic Information](#) tab to make corrections as needed.

- **Employee Nbr**
- **First Name**
- **Last Name**

Under **Employment**, review the following information and use the [Personnel > Maintenance > Employment Info](#) tab to make corrections as needed.

- **Percent Day Employed** - Verify that the percent of day employed for most employees is 100% (1.0 on the report). Identify employees who have less than 100% and verify whether or not the

employees should have less than 100%.

- **Yrs Professional in District** and **Yrs Non-Professional Experience** - Most employees will either have professional or non-professional years. However, it is possible that an employee started as a non-professional such as an aide, and then later became a professional so the employee would have years of experience in both categories.
- **Grades Taught**
- **Extract ID** (if applicable)

Run another user-created report with the following criteria to continue verifying additional employee data:

The screenshot shows a report configuration page for 'Payroll'. At the top, there are buttons for 'Save', 'Create Report', 'Delete', and 'Reset'. Below these are filters for 'Year: C' and 'Frequency: 6'. The main configuration area is divided into three sections: 'Employee Demographic', 'Job Information', and 'Distribution'. In the 'Employee Demographic' section, 'Employee Nbr', 'First Name', and 'Last Name' are checked. In the 'Job Information' section, 'Payoff Date', 'Nbr Days Employed', 'Contract Begin Dt', 'Contract End Dt', and 'Accrual Cd' are checked. The 'Distribution' section has no selections.

Select **Active Employees Only**.

Under **Employee Demographic**:

- **Employee Nbr**
- **First Name**
- **Last Name**

Under **Job Information**, review the following information and use the [Payroll > Maintenance > Staff Job/Pay Data > Job Info](#) tab to make corrections as needed.

- **Job Desc** - If an employee has multiple jobs, all jobs should be included. However, if an employee changed jobs and the old job was removed from the Job Info tab, then you may need to manually add the old job.
- **Contract Begin Dt**
- **Contract End Dt**
- **Payoff Date**
- **Nbr Days Employed** - Verify the number of days employed for all employees. Review the report for any employees who started late or left early.
- **Accrual Cd** (if applicable)



TIP: Use the Sort/Filter options on the reports to easily locate and verify data.



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