

Verify salary calculations

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Select and run the applicable reports to verify the salary calculations:

- Human Resources > Reports > HR Reports > Personnel Reports > HRS1000 Roster of Personnel - This report provides a list of employees by pay campus. This is a good report to give to principals and directors to verify employees assigned to their campus or department without sharing pay information.
- Human Resources > Reports > HR Reports > Personnel Reports > HRS1250 Employee Data Listing - This report provides detailed information about demographics, salary, TRS/Calendar/School YTD, leave, deductions, and account distribution codes.
- Human Resources > Reports > HR Reports > Payroll Information Reports > HRS6050 Contract
 Balance Variance Report This report will print exceptions for contracted (pay type 1) and noncontract (pay type 2) employees when the contract balance does not equal the Pay Rate times
 the # of Remaining Payments.
- Human Resources > Reports > HR Reports > Payroll Information Reports > HRS6150 Employee Payroll Listing This report provides detailed information about pay status, campus
 code, pay type, marital status, number exemptions, months/days in contract, annual contract
 amount, monthly/daily rate of pay, and the first distribution line from the master distribution
 record.
- Human Resources > Reports > HR Reports > Payroll Information Reports > HRS6400 Salary Verification Report - This report can be used to verify that next year salary calculations have been correctly run before copying next year to current year.
- Human Resources > Reports > HR Reports > Payroll Information Reports > HRS6650 CYR/NRY Salary Comparison - This report provides a salary comparison for employees with pay type 1 and pay type 2 jobs. The report indicates employee information and job information for both current year and next year to allow easy comparison of salaries between the data.

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