



Generate reports to verify employee data

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Generate reports to verify employee data

Generate the following reports to assist in verifying employee data.

- [Personnel > Reports > Personnel Reports > HRS1000 - Roster of Personnel](#) - If an employee was not copied over to the next year, run the Copy CYR Staff to NYR utility again for only the single employee.

[Home](#)
[Reports > Personnel Reports > Roster of Personnel](#)

Personnel

Preview

PDF

CSV

Clear Options

Personnel Reports

[HRS1000 - Roster of Personnel](#)
[HRS1050 - Employee Birthday List](#)
[HRS1100 - Employee Verification Report](#)
[HRS1200 - Federal EEOC Report](#)
[HRS1250 - Employee Data Listing](#)
[HRS1400 - Teacher Service Record](#)
[HRS1450 - Employee Mailing Labels](#)
[HRS1500 - Employee Education Report](#)
[HRS1550 - New Hire Report](#)
[HRS1600 - Certification Report](#)
[HRS1650 - Employee Salary Information](#)
[HRS1700 - Social Security Number Verification](#)
[HRS1750 - Teacher Incentive Allotment Designation Report](#)

HRS1000 - Roster of Personnel

Parameter Description

Value

Sort by Alpha (A), Pay Campus (C), Primary Campus (P)

Print Address Primary (P), Alternate (A)

Select Restriction Local (L), Public (P), or No restrictions (N)

Include Primary Job Code? (Y/N)

Pay Status Active (A), Inactive (I), or blank for ALL

Pay Type 1-4, Exclude Subs (E), or blank for ALL

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

Select Frequency

Date Run:

Personnel Roster Report

Program: HRS1000

Cnty Dist:

ISD

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Frequency: F

Emp Nbr	Employee Name	Employee Address	City, State, Zip	Primary Campus	Telephone
000006	ACHIMON, AARON ROXANNE	36911 CR 412	Alamo City, TX 25497	107 - 107 School	(555) 586-0643
0178	WWE REG ED TEACHER				
000025	ALFORD, ADRIENNE JOHN	25263 BASTROP STREET	Alamo City, TX 28178	001 - 001 School	
0080	MHS CTE TEACHER				
000040	AMOS, ALEXANDRIA M	124978 FM 981	Alamo City, TX 27968	905 - 905 School	(555) 586-1993
0662	EXEC DIR OF OPERATIONS				

- [Payroll or Personnel > Reports > Personnel Reports > HRS1250 - Employee Data Listing](#) - This report can be used to verify deduction information and is available in Personnel or Payroll. Run the report with only the **Include Reports** parameter set to **Deductions**. A user created report can be created to only include deduction information. It can be sorted by deduction code and remaining payments.

Reports > Personnel Reports > Employee Data Listing Payroll

Preview PDF CSV Clear Options

Personnel Reports HRS1250 - Employee Data Listing

[HRS1100 - Employee Verification Report](#)
[HRS1250 - Employee Data Listing](#)
[HRS1650 - Employee Salary Information](#)

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Include Reports (Select From List)	N,N,N,N,N,N,N,N,N,N
Include SSN on Report? (Y/N)	Y
Include Number of Days Employed / in Contract on Report? (Y/N)	Y
From Last Name (3 letters)	
To Last Name (3 letters)	
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, or blank for ALL	
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	
E-mail Subject	
E-mail Message	
From Pay Date (MMDDYYYY), or blank for ALL	
To Pay Date (MMDDYYYY), or blank for ALL	

Include Reports [X]

☐ Personnel

☐ Payroll

☐ Job

☐ TRS

☐ Calendar YTD

☐ School YTD

☐ Leave

☒ Deduction

☐ Distribution

☐ Responsibility

☐ Permit

OK Cancel

Date Run: Employee Data Listing Program: HRS1250
 Cnty Dist: ISD Page: 1 of 1
 Frequency: F

Emp Nbr: 000006 Emp Name: ACHIMON, AARON ROXANNE PEBLEY

Payroll Name & Primary Address		Former Name & Alternate Address		Primary Campus: 107 - 107 School	
Last: ACHIMON	Last: ACHIMON	Payroll Campus: 107 - 107 School	Info Restrict: A	Gender: F - Female	
First: AARON	First: ACHIMON	Restrict Public: A	Local Area 1:	Marital Stat: M - Married	
Middle: ROXANNE PEBLEY	Middle: ACHIMON	Local Area 2:	Drivers Lic#: 93658985	Birth Date: 07-12-1960	
Title: Gen:	Title: Gen:	DL Expir Date:	TRs Beg. Dt: 11-01-2000	Last Chg: 09-13-2019	
Street: 36911 CR 412	Street: ACHIMON			TX	
City/St: Alamo City, TX	City/St: ACHIMON			Deceased: N	
Zip Cd: 25497	Zip Cd: ACHIMON			SSN: 256-66-9799	
Country:	Country: ACHIMON			Citizen: Y	
Phone: (555) 586-0643 Cell: ()	Bus Ph: () Bus Ext:	Hispanic/Latino <input type="checkbox"/>	Black/African American <input type="checkbox"/>		
Wk E-mail:	Hm E-mail:	Asian <input type="checkbox"/>	American Indian/Alaskan Native <input type="checkbox"/>		
Supplemental Address:		White <input checked="" type="checkbox"/>	Native Hawaiian/Other Pacific Isl <input type="checkbox"/>		
Country:		Bilingual:			
Delivery Name:	Relation:				
Emergency Contact:					
Phone: () Ext:					
Emergency Notes:					

Deductions							
Deduction Code	Net Amount	Emplr Contrib	Remain Pymts	Refund	Cafe 125	Emplr Factor	TEA Factor
001 - ADDITIONAL	300.00	.00	99	N	N	1	1
025 - ACTIVE CARE PRIMARY	.00	514.00	99	N	Y	1	1
054 - GROUP (DISTRICT PAID	.00	.65	99	N	N	1	1
100 - TPA EXTRACT FILE	.00	.00	0	N	N	1	1

- Payroll or Personnel > Reports > Personnel Reports > HRS1100 - Employee Verification Report - This report provides detailed employee data such as employment dates, salary, address, and other information for reference or to verify recent input and processing.

Reports > Personnel Reports > Employee Verification Report Payroll

Preview PDF CSV Clear Options

Personnel Reports HRS1100 - Employee Verification Report

[HRS1100 - Employee Verification Report](#)
[HRS1250 - Employee Data Listing](#)
[HRS1650 - Employee Salary Information](#)

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	

Date Run: Employee Verification Report Program: HRS1100
 County Dist: ISD Page: 3 of 9
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
000060	SMITH, BARBARA GALE	08-16-2001	2 - Active auxiliary per	1 - Active	0428 - PHYSICAL EDUCATION
F	PO BOX 555	01	14	999 - District Wide	735 - CAFETERIA
03-01-1962	ANYWHERE TX 78899	01	14	08-25-2022	SPA / 11 /
				03-01-2009	2,808.50
000082	SMITH, BECKY R	07-01-2004	1 - Active professional	1 - Active	0115 - BUSINESS MANAGER
F	2810 SNICKERS ROAD	17	01	750 - BUSINESS	750 - BUSINESS
09-11-1952	ANYWHERE TX 75661	17	01	06-24-2022	17 / /
				09-29-2004	9,666.67
000131	SMITH, BRENDA K	08-11-2005	2 - Active auxiliary per	1 - Active	0721 - CAFETERIA FULL TIME
F	5854 LIBERTY BELL RD	01	33	735 - CAFETERIA	735 - CAFETERIA
01-24-1950	ANYWHERE TX 75657	01	14	08-25-2022	CAF / /
				08-15-2006	14.21
000104	SMITH, CAROLYN M	08-09-2004	1 - Active professional	1 - Active	0638 - JR & SR HIGH TEACHER
F	4296 ROSEBOROUGH RD	18	01	002 - ANWHERE HIGH	002 - ANWHERE HIGH SCHOOL
	ANYWHERE TX 75672			08-25-2022	17 TR1 / 18 /

- [Personnel > Reports > Payroll Information Reports > HRS6550 - Employee Extra Duty Report](#) - The report lists all employees with extra duty codes on the Pay Info tab. The report can be sorted by name, campus, or extra duty code. The **Include Distribution Account Codes** parameter includes S-type distributions for the selected employees.

Reports > Payroll Information Reports > Employee Extra Duty Report					Personnel																										
<div style="display: flex; justify-content: space-around; align-items: center;"> Preview PDF CSV Clear Options </div>																															
Payroll Information Reports HRS1250 - Employee Data Listing HRS1450 - Employee Mailing Labels HRS1650 - Employee Salary Information HRS5250 - 1095-B Forms HRS5255 - 1095-C Forms HRS6300 - Employee Permit Data HRS6350 - Employee Responsibility Data HRS6400 - Salary Verification Report HRS6450 - Health Insurance Coverage HRS6500 - Campus Information HRS6550 - Employee Extra Duty Report HRS6600 - Campus Improvement Plan Emp FTE Report HRS6700 - Health Insurance Status Report HRS6720 - ACA 1095 YTD Report			<h3 style="margin: 0;">HRS6550 - Employee Extra Duty Report</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Parameter Description</th> <th style="width: 20%;">Value</th> </tr> </thead> <tbody> <tr> <td>Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Extra Duty Code (E)</td> <td>A</td> </tr> <tr> <td>Include Distribution Account Codes? (Y/N)</td> <td>Y</td> </tr> <tr> <td>Pay Status Active (A), Inactive (I), or blank for ALL</td> <td></td> </tr> <tr> <td>Pay Type 1-4, Exclude Subs (E), or blank for ALL</td> <td></td> </tr> <tr> <td>Select Pay Campus(es), or blank for ALL</td> <td></td> </tr> <tr> <td>Select Primary Campus(es), or blank for ALL</td> <td></td> </tr> <tr> <td>Select Extra Duty Code(s), or blank for ALL</td> <td></td> </tr> <tr> <td>Select Employee(s), or blank for ALL</td> <td></td> </tr> <tr> <td>Page Break by Extra Duty Code (Y/N) (Required when selecting Sort by Extra Duty Code)</td> <td></td> </tr> <tr> <td>Select Frequency</td> <td>F</td> </tr> </tbody> </table>							Parameter Description	Value	Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Extra Duty Code (E)	A	Include Distribution Account Codes? (Y/N)	Y	Pay Status Active (A), Inactive (I), or blank for ALL		Pay Type 1-4, Exclude Subs (E), or blank for ALL		Select Pay Campus(es), or blank for ALL		Select Primary Campus(es), or blank for ALL		Select Extra Duty Code(s), or blank for ALL		Select Employee(s), or blank for ALL		Page Break by Extra Duty Code (Y/N) (Required when selecting Sort by Extra Duty Code)		Select Frequency	F
Parameter Description	Value																														
Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Extra Duty Code (E)	A																														
Include Distribution Account Codes? (Y/N)	Y																														
Pay Status Active (A), Inactive (I), or blank for ALL																															
Pay Type 1-4, Exclude Subs (E), or blank for ALL																															
Select Pay Campus(es), or blank for ALL																															
Select Primary Campus(es), or blank for ALL																															
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Select Frequency	F																														
Date Run: Cnty Dist:			Employee Extra Duty Report ISD				Program: HRS6550 Page: 1 of 8 Frequency: F																								
Employee Extra Duty Report																															
Emp Nbr	Employee Name	Extra Duty Code	Typ	Amount	Remain Amt	Remain Pymts		Perf Pay	Activity Code																						
		Account Code	Job	Acct Amt	Acct Percent	Grant	373																								
000006	ACHIMON, AARON ROXANNE	04	G	1,000.00	.00			0																							
000025	ALFORD, ADRIENNE JOHN	03	G	3,000.00	.00			0																							
		04	G	1,000.00	.00			0																							
		09	G	3,500.00	.00			0																							
		28	G	7,700.00	.00			0																							
		42	G	1,000.00	.00			0																							
Total for ALFORD, ADRIENNE JOHN				16,200.00	.00																										



Back Cover