



# Generate reports to verify employee data



# Table of Contents



# Generate reports to verify employee data

**Log on to the current pay frequency.**

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.

Personnel Reports

HRS1000 - Roster of Personnel

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Print Address Primary (P), Alternate (A)	P
Select Restriction Local (L), Public (P), or No restrictions (N)	N
Include Primary Job Code? (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 Extract ID(s), or blank for ALL	
Select Employee(s), or blank for ALL	
Select Frequency	F

Date Run: Personnel Roster Report  
 Cnty Dist: ISD  
 Program: HRS1000  
 Page: 1 of 31  
 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

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

Deductions							
Deduction Code	Net Amount	Emplr Contrib	Remain Pymts	Cafe Refund	Emplr 125	TEA 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:** I S D **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	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			999 - District Wide	735 - CAFETERIA
03-01-1962	ANYWHERE TX 78899	01	14	08-25-2022	SPA / 11 /
		01	14	03-01-2009	2 2,808.50
000082	SMITH, BECKY R	07-01-2004	1 - Active professional	1 - Active	0115 - BUSINESS MANAGER
F	2810 SNICKERS ROAD			750 - BUSINESS	750 - BUSINESS
09-11-1952	ANYWHERE TX 75661	17	01	06-24-2022	17 / /
		17	01	09-29-2004	1 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			735 - CAFETERIA	735 - CAFETERIA
01-24-1950	ANYWHERE TX 75657	01	33	08-25-2022	CAF / /
		01	14	08-15-2006	3 15,346.80
000104	SMITH, CAROLYN M	08-09-2004	1 - Active professional	1 - Active	0638 - JR & SR HIGH TEACHER
F	4296 ROSEBOROUGH RD			002 - ANWHERE HIGH	002 - ANWHERE HIGH SCHOOL
	ANYWHERE TX 75672	18	01	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

Preview PDF CSV Clear Options

**Payroll Information Reports** **HRS6550 - Employee Extra Duty Report**

[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](#)

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Extra Duty Code (E)	<input type="text" value="A"/>
Include Distribution Account Codes? (Y/N)	<input type="text" value="Y"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text"/>
Pay Type 1-4, Exclude Subs (E), or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/> ⋮
Select Primary Campus(es), or blank for ALL	<input type="text"/> ⋮
Select Extra Duty Code(s), or blank for ALL	<input type="text"/> ⋮
Select Employee(s), or blank for ALL	<input type="text"/> ⋮
Page Break by Extra Duty Code (Y/N) (Required when selecting Sort by Extra Duty Code)	<input type="text"/>
Select Frequency	<input type="text" value="F"/> ⋮

**Date Run:** **Employee Extra Duty Report** **Program: HRS6550**

**Cnty Dist:** **ISD** **Page: 1 of 8**

**Frequency: F**

Emp Nbr	Employee Name	Extra Duty Code	Typ	Amount	Remain Amt	Remain Pymts			Activity Code
		Account Code				Acct Amt	Acct Percent	Grant	
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
<b>Total for ALFORD, ADRIENNE JOHN</b>				<b>16,200.00</b>	<b>.00</b>				



## Back Cover