



Generate reports to verify employee data

Table of Contents

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.

Reports > Personnel Reports > Roster of Personnel

Personnel Reports

- [HRS1000 - Roster of Personnel](#)
- [HRS1050 - Employee Birthday List](#)
- [HRS1100 - Employee Verification Report](#)
- [HRS1200 - Federal EEQC 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)	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 Program: HRS1000
Cnty Dist: ISD Page: 1 of 31
Frequency: F

Emp Nbr	Employee Name	Employee Address	City, State, Zip	Primary Campus	Telephone
Job Code					
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

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

HRS1250 - Employee Data Listing

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,Y,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

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	First: AARON	Middle: ROXANNE PEBLEY	Gen: Title: Street: City/St: Alamo City, TX Zip Cd: 25497 Country: Phone: (555) 586-0643 Cell: () Vlk E-mail: Supplemental Address: Country: Delivery Name: Emergency Contact: Phone: 0 Ext: Emergency Notes:	Gen: Title: Street: City/St: Zip Cd: Bus Ph: () Bus Ext: Hm E-mail: Relation:	Payroll Campus: 107 - 107 School Info Restrict: A Restrict Public: A Local Area 1: Birth Date: 07-12-1960 Local Area 2: Last Chg: 09-13-2019 Drivers Lic#: 93658985 TX DL Expir Date: Deceased: N TRS Beg. Dt: 11-01-2000 SSN: 256-66-9799 Citizen: Y Hispanic/Latino <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> White <input checked="" type="checkbox"/> Native Hawaiian/Other Pacific Isl <input type="checkbox"/> Bilingual:

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
HRS1250 - Employee Data Listing
HRS1650 - Employee Salary Information

HRS1100 - Employee Verification Report

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
Qty Dist: 1 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				
	City State Zip	Pro Yrs Exp	Non-Pro Yrs Exp	Payoff Date	St Step GRD/LVL /Sched				
Birth Date	Telephone	In Dist	In Dist	Ext Lv Beg	Ext Lv End	TR Svc Beg Date	Annual Sal	Pay Type	Pay Rate
000060	SMITH, BARBARA GALE	08-16-2001	2 - Active auxillary per	1 - Active	0428 - PHYSICAL EDUCATION				
F	PO BOX 555			999 - District Wide	735 - CAFETERIA				
	ANYWHERE TX 78899	01	14	08-25-2022	100%	SPA / 11 /			
03-01-1962		01	14	03-01-2009	33,702.00	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				
	ANYWHERE TX 75661	17	01	06-24-2022	100%	17 / /			
09-11-1952		17	01	09-29-2004	116,000.00	1 9,666.67			
000131	SMITH, BRENDA K	08-11-2005	2 - Active auxillary per	1 - Active	0721 - CAFETERIA FULL TIME				
F	5854 LIBERTY BELL RD			735 - CAFETERIA	735 - CAFETERIA				
	ANYWHERE TX 75657	01	33	08-25-2022	100%	CAF / /			
01-24-1950		01	14	08-15-2006	15,346.80	3 14.21			
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	100%	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

[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](#)

HRS6550 - Employee Extra Duty Report

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

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				Job	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		
Total for ALFORD, ADRIENNE JOHN				16,200.00	.00				



Back Cover