

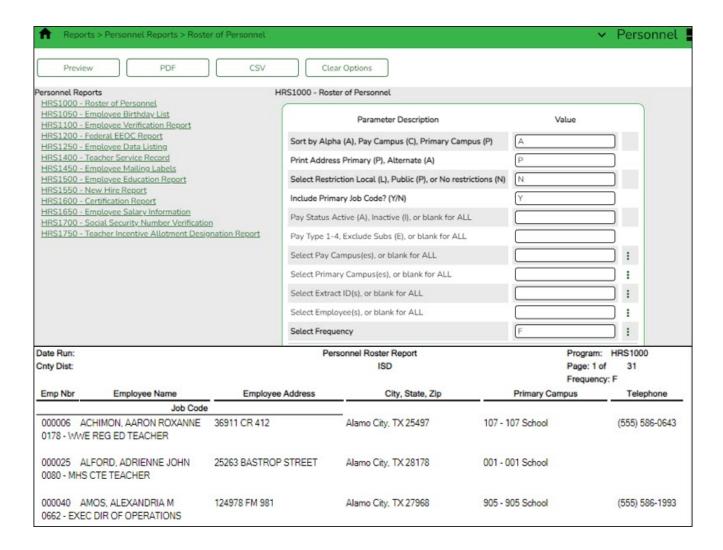
## Generate reports to verify employee data

## **Table of Contents**

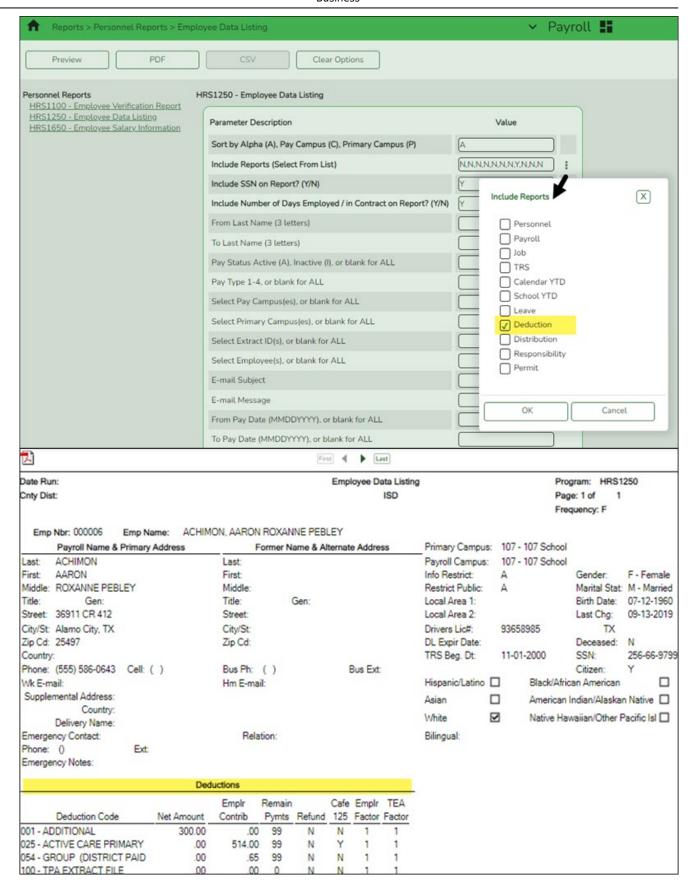
## Generate reports to verify employee data

Generate the following reports to assist in verifying employee data.

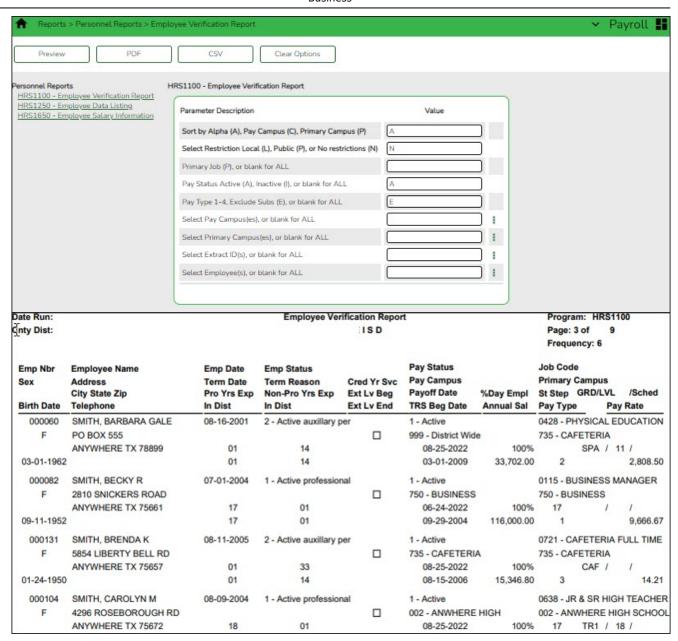
 Personnel > Reports > Personnel Reports > HRS1000 - Roster of Personnel - If an employee was not copied over to the next year, run the Copy CYR Staff to NYR utility again for only the single employee.



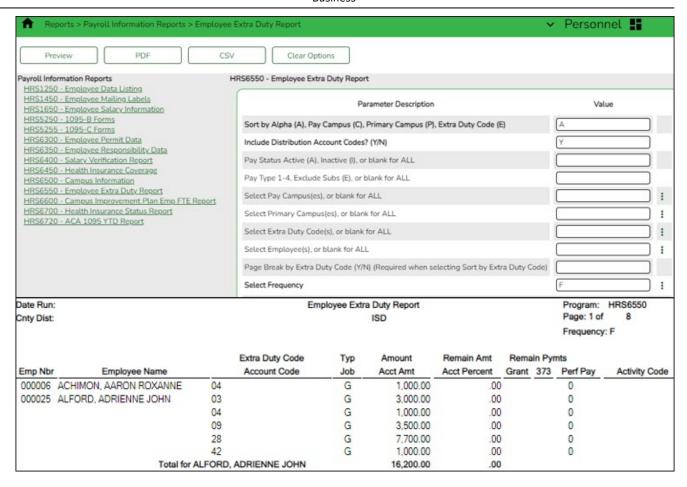
Payroll or Personnel > Reports > Personnel Reports > HRS1250 - Employee Data Listing - This
report can be used to verify deduction information and is available in Personnel or Payroll. Run
the report with only the **Include Reports** parameter set to **Deductions**. A user created report
can be created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



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.



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.





## **Back Cover**