

## Generate reports to verify employee data

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Run the following reports to assist in verifying data.

- Human Resources > Reports > HR Reports > Personnel Reports > HRS1250 Employee Data
   Listing This report can be used to verify deduction information. 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.
- Human Resources > Reports > HR 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.
- Human Resources > Reports > HR 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.
- Human Resources > Reports > HR Reports > Payroll Information Reports > HRS6000 Account Code Comparison - This report is used to verify the distribution codes from the master distribution page against the account codes in Budget. If the account codes are displayed on this report, they should either be set up in Budget or changed on the payroll master distribution page. The outcome of running this report is a report heading with no listed account codes.
- Human Resources > Reports > HR 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**