



## **Generate reports to verify employee data**



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# Verify staff data

Run the following reports to assist in verifying data.

- [Payroll or Personnel > 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.
- [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](#)
- [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)	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	6

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
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 > 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.
- [Payroll > 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 there are account codes displayed on this report, these codes should be set up in Budget or changed. The desired outcome of this report is a report heading with no account codes listed.
- [Payroll > 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.



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