



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
Cntry Dist: ISD Page: 1 of 31
Frequency: F

| Emp Nbr | Employee Name | Employee Address | City, State, Zip | Primary Campus | Telephone |
|---|------------------------|----------------------|----------------------|------------------|----------------|
| 000006 0178 - WVE REG ED TEACHER | ACHIMON, AARON ROXANNE | 36911 CR 412 | Alamo City, TX 25497 | 107 - 107 School | (555) 586-0643 |
| 000025 0080 - MHS CTE TEACHER | ALFORD, ADRIENNE JOHN | 25263 BASTROP STREET | Alamo City, TX 28178 | 001 - 001 School | |
| 000040 0662 - EXEC DIR OF OPERATIONS | AMOS, ALEXANDRIA M | 124978 FM 981 | Alamo City, TX 27968 | 905 - 905 School | (555) 586-1993 |

- [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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