

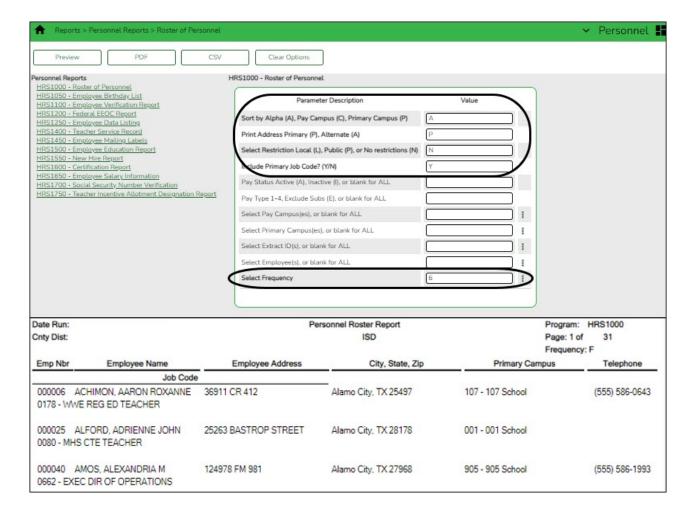
Generate reports to verify employee data

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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.



- 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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