



## 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.

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

Reports > Personnel Reports > Employee Verification Report

Payroll

Preview PDF CSV Clear Options

Personnel Reports

[HRS1100 - Employee Verification Report](#)  
[HRS1250 - Employee Data Listing](#)  
[HRS1650 - Employee Salary Information](#)

HRS1100 - Employee Verification Report

Parameter Description Value

Sort by Alpha (A), Pay Campus (C), Primary Campus (P) A

Select Restriction Local (L), Public (P), or No restrictions (N) N

Primary Job (P), or blank for ALL

Pay Status Active (A), Inactive (I), or blank for ALL A

Pay Type 1-4, Exclude Subs (E), or blank for ALL E

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

Date Run: Employee Verification Report Program: HRS1100  
 Cnty Dist: ISD Page: 3 of 9  
 Frequency: 6

Emp Nbr	Employee Name	Emp Date	Emp Status	Pay Status	Job Code
Sex	Address	Term Date	Term Reason	Pay Campus	Primary Campus
	City State Zip	Pro Yrs Exp	Non-Pro Yrs Exp	Payoff Date	St Step GRD/LVL /Sched
Birth Date	Telephone	In Dist	In Dist	TRS Beg Date	Pay Type Pay Rate
000060	SMITH, BARBARA GALE	08-16-2001	2 - Active auxiliary per	1 - Active	0428 - PHYSICAL EDUCATION
F	PO BOX 555 ANYWHERE TX 78899	01	14	999 - District Wide	735 - CAFETERIA
03-01-1962		01	14	08-25-2022	SPA / 11 /
				03-01-2009	33,702.00 2 2,808.50
000082	SMITH, BECKY R	07-01-2004	1 - Active professional	1 - Active	0115 - BUSINESS MANAGER
F	2810 SNICKERS ROAD ANYWHERE TX 75661	17	01	750 - BUSINESS	750 - BUSINESS
09-11-1952		17	01	06-24-2022	100% 17 / /
				09-29-2004	116,000.00 1 9,666.67
000131	SMITH, BRENDA K	08-11-2005	2 - Active auxiliary per	1 - Active	0721 - CAFETERIA FULL TIME
F	5854 LIBERTY BELL RD ANYWHERE TX 75657	01	33	735 - CAFETERIA	735 - CAFETERIA
01-24-1950		01	14	08-25-2022	CAF / /
				08-15-2006	15,346.80 3 14.21
000104	SMITH, CAROLYN M	08-09-2004	1 - Active professional	1 - Active	0638 - JR & SR HIGH TEACHER
F	4296 ROSEBOROUGH RD ANYWHERE TX 75672	18	01	002 - ANWHERE HIGH	002 - ANWHERE HIGH SCHOOL
				08-25-2022	100% 17 TR1 / 18 /

- [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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