



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 and is available in Personnel or Payroll. 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.

Reports > Personnel Reports > Roster of Personnel

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	F

Date Run: Personnel Roster Report Program: HRS1000
Ctry Dist: ISD Page: 1 of 31
Frequency: F

Emp Nbr	Employee Name	Employee Address	City, State, Zip	Primary Campus	Telephone
Job Code					
000006	ACHIMON, AARON ROXANNE 0178 - WME 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: 12-1-2023 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	Ext Lv Beg	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	100%	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	100%	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.

Reports > Payroll Information Reports > Account Code Comparison

Payroll Information Reports

- [HRS1250 - Employee Data Listing](#)
- [HRS1650 - Employee Salary Information](#)
- [HRS6000 - Account Code Comparison](#)
- [HRS6050 - Contract Balance Variance Report](#)
- [HRS6150 - Employee Payroll Listing](#)
- [HRS6400 - Salary Verification Report](#)
- [HRS6450 - Health Insurance Coverage](#)
- [HRS6650 - CYR/NYR Salary Comparison](#)

HRS6000 - Account Code Comparison

Parameter Description Value

Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Include Reports (Select From List)	NY
From Date (MMDDYYYY)	090120
To Date (MMDDYYYY)	083120
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Primary Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	

Include Reports

Transaction File Distribution File

OK Cancel

Date Run: Payroll Account Code Comparison Program: HRS6000
Cnty Dist: ISD Page: 1 of 1
Frequency: F

- Personnel > 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.

Reports > Payroll Information Reports > Employee Extra Duty Report

Payroll Information Reports

- [HRS1250 - Employee Data Listing](#)
- [HRS1450 - Employee Mailing Labels](#)
- [HRS1650 - Employee Salary Information](#)
- [HRS5250 - 1095-B Forms](#)
- [HRS5255 - 1095-C Forms](#)
- [HRS6300 - Employee Permit Data](#)
- [HRS6350 - Employee Responsibility Data](#)
- [HRS6400 - Salary Verification Report](#)
- [HRS6450 - Health Insurance Coverage](#)
- [HRS6500 - Campus Information](#)
- [HRS6550 - Employee Extra Duty Report](#)
- [HRS6600 - Campus Improvement Plan Emp FTE Report](#)
- [HRS6700 - Health Insurance Status Report](#)
- [HRS6720 - ACA 1095 YTD Report](#)

HRS6550 - Employee Extra Duty Report

Parameter Description Value

Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Extra Duty Code (E)	A
Include Distribution Account Codes? (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 Extra Duty Code(s), or blank for ALL	
Select Employee(s), or blank for ALL	
Page Break by Extra Duty Code (Y/N) (Required when selecting Sort by Extra Duty Code)	
Select Frequency	F

Date Run: Employee Extra Duty Report Program: HRS6550
Cnty Dist: ISD Page: 1 of 8
Frequency: F

Emp Nbr	Employee Name	Extra Duty Code	Typ	Amount	Remain Amt	Remain Pymts			Activity Code
		Account Code	Job	Acct Amt	Acct Percent	Grant	373	Perf Pay	
000006	ACHIMON, AARON ROXANNE	04	G	1,000.00	.00			0	
000025	ALFORD, ADRIENNE JOHN	03	G	3,000.00	.00			0	
		04	G	1,000.00	.00			0	
		09	G	3,500.00	.00			0	
		28	G	7,700.00	.00			0	
		42	G	1,000.00	.00			0	
Total for ALFORD, ADRIENNE JOHN				16,200.00	.00				



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