



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

Preview PDF CSV Clear Options

Personnel Reports

HRS1000 - Roster of Personnel

[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](#)

Parameter Description Value

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

Print Address Primary (P), Alternate (A)

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

Include Primary Job Code? (Y/N)

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

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 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.

Home Reports > Personnel Reports > Employee Verification Report Payroll

Preview PDF CSV Clear Options

Personnel Reports HRS1100 - Employee Verification Report

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

| 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: 12/16/2025
City Dist: 01

Employee Verification Report
IS D

Program: HRS1100
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 |
| Birth Date | City State Zip | Pro Yrs Exp | Non-Pro Yrs Exp | Payoff Date | St Step GRD/LVL /Sched |
| Telephone | Telephone | In Dist | In Dist | TRS Beg Date | Pay Type Pay Rate |
| 000060 | SMITH, BARBARA GALE | 08-16-2001 | 2 - Active auxillary per | 1 - Active | 0428 - PHYSICAL EDUCATION |
| F | PO BOX 555 | 01 | 14 | 999 - District Wide | 735 - CAFETERIA |
| 03-01-1962 | ANYWHERE TX 78899 | 01 | 14 | 08-25-2022 | SPA / 11 / |
| | | | | 03-01-2009 | 2,808.50 |
| 000082 | SMITH, BECKY R | 07-01-2004 | 1 - Active professional | 1 - Active | 0115 - BUSINESS MANAGER |
| F | 2810 SNICKERS ROAD | 17 | 01 | 750 - BUSINESS | 750 - BUSINESS |
| 09-11-1952 | ANYWHERE TX 75661 | 17 | 01 | 06-24-2022 | 17 / / |
| | | | | 09-29-2004 | 9,666.67 |
| 000131 | SMITH, BRENDA K | 08-11-2005 | 2 - Active auxillary per | 1 - Active | 0721 - CAFETERIA FULL TIME |
| F | 5854 LIBERTY BELL RD | 01 | 33 | 735 - CAFETERIA | 735 - CAFETERIA |
| 01-24-1950 | ANYWHERE TX 75657 | 01 | 14 | 08-25-2022 | CAF / / |
| | | | | 08-15-2006 | 14.21 |
| 000104 | SMITH, CAROLYN M | 08-09-2004 | 1 - Active professional | 1 - Active | 0638 - JR & SR HIGH TEACHER |
| F | 4296 ROSEBOROUGH RD | 18 | 01 | 002 - ANWHERE HIGH | 002 - ANWHERE HIGH SCHOOL |
| | ANYWHERE TX 75672 | | | 08-25-2022 | 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

Preview PDF CSV Clear Options

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
Cnty Dist: ISD

Program: HRS6000
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

Personnel

Preview PDF CSV Clear Options

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
Cnty Dist: ISD

Program: HRS6550
Page: 1 of 8
Frequency: F

| Emp Nbr | Employee Name | Extra Duty Code Account Code | Typ Job | Amount Acct Amt | Remain Amt Acct Percent | Remain Pymts Grant 373 | Perf Pay | Activity Code |
|---------------------------------|------------------------|---------------------------------|------------|--------------------|----------------------------|---------------------------|----------|---------------|
| 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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