



## **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](#)  
[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  
 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.

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:** 2/4/2026  
**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	In Dist	In Dist	Ext Lv Beg	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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