

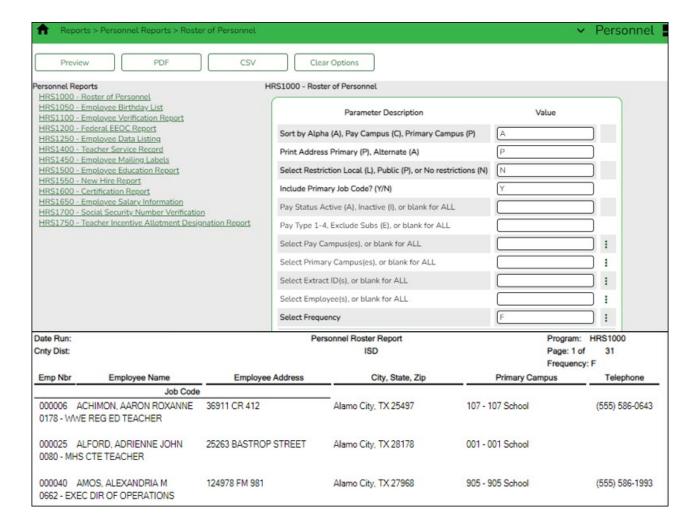
## Generate reports to verify employee data

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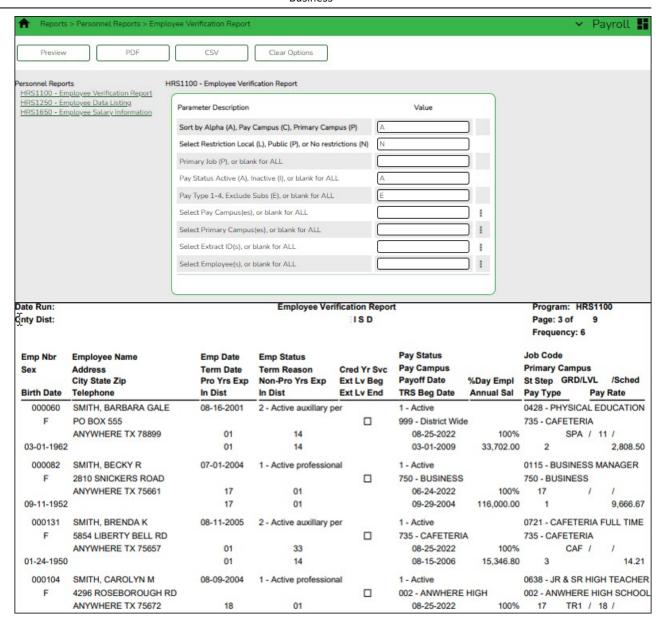
## Verify staff data

Run the following reports to assist in verifying data.

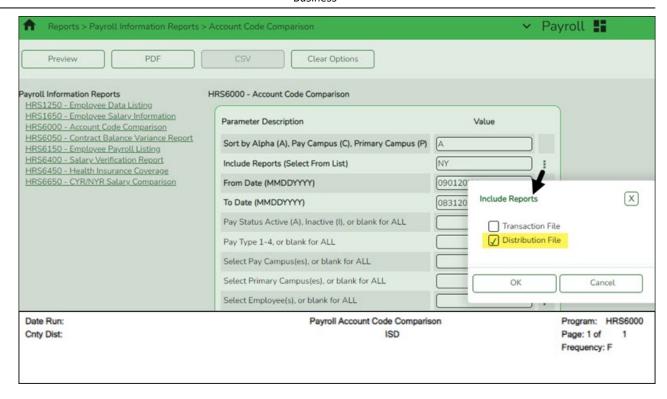
- Payroll or Personnel > Reports > Personnel Reports > HRS1250 Employee Data Listing This
  report can be used to verify deduction information and is available in Personnel or Payroll. Run
  the report with only the Include Reports parameter set to Deductions. A user created report
  can be created to 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.



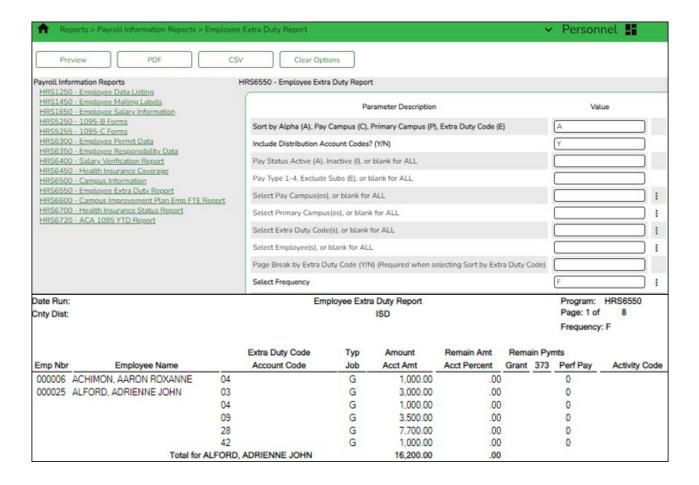
Payroll or Personnel > Reports > Personnel Reports > HRS1100 - Employee Verification Report This report provides detailed employee data such as employment dates, salary, address, and
other information for reference or to verify recent input and processing.



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.



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.





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