



# 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)	<input type="text" value="A"/>
Print Address Primary (P), Alternate (A)	<input type="text" value="P"/>
Select Restriction Local (L), Public (P), or No restrictions (N)	<input type="text" value="N"/>
Include Primary Job Code? (Y/N)	<input type="text" value="Y"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="text"/>
Pay Type 1-4, Exclude Subs (E), or blank for ALL	<input type="text"/>
Select Pay Campus(es), or blank for ALL	<input type="text"/> ⋮
Select Primary Campus(es), or blank for ALL	<input type="text"/> ⋮
Select Extract ID(s), or blank for ALL	<input type="text"/> ⋮
Select Employee(s), or blank for ALL	<input type="text"/> ⋮
Select Frequency	<input type="text" value="F"/> ⋮

Date Run:

Cnty Dist:

**Personnel Roster Report**

ISD

Program: HRS1000

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Frequency: F

Emp Nbr	Employee Name	Employee Address	City, State, Zip	Primary Campus	Telephone
<b>Job Code</b>					
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

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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:** **Employee Verification Report** **Program: HRS1100**

**County Dist:** : : : S D **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	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			999 - District Wide	735 - CAFETERIA
	ANYWHERE TX 78899	01	14	08-25-2022	SPA / 11 /
03-01-1962		01	14	03-01-2009	2 2,808.50
000082	SMITH, BECKY R	07-01-2004	1 - Active professional	1 - Active	0115 - BUSINESS MANAGER
F	2810 SNICKERS ROAD			750 - BUSINESS	750 - BUSINESS
	ANYWHERE TX 75661	17	01	06-24-2022	17 / /
09-11-1952		17	01	09-29-2004	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			735 - CAFETERIA	735 - CAFETERIA
	ANYWHERE TX 75657	01	33	08-25-2022	CAF / /
01-24-1950		01	14	08-15-2006	3 14.21
000104	SMITH, CAROLYN M	08-09-2004	1 - Active professional	1 - Active	0638 - JR & SR HIGH TEACHER
F	4296 ROSEBOROUGH RD			002 - ANWHERE HIGH	002 - ANWHERE HIGH SCHOOL
	ANYWHERE TX 75672	18	01	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

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Payroll Information Reports

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

Personnel

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Payroll Information Reports

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 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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