

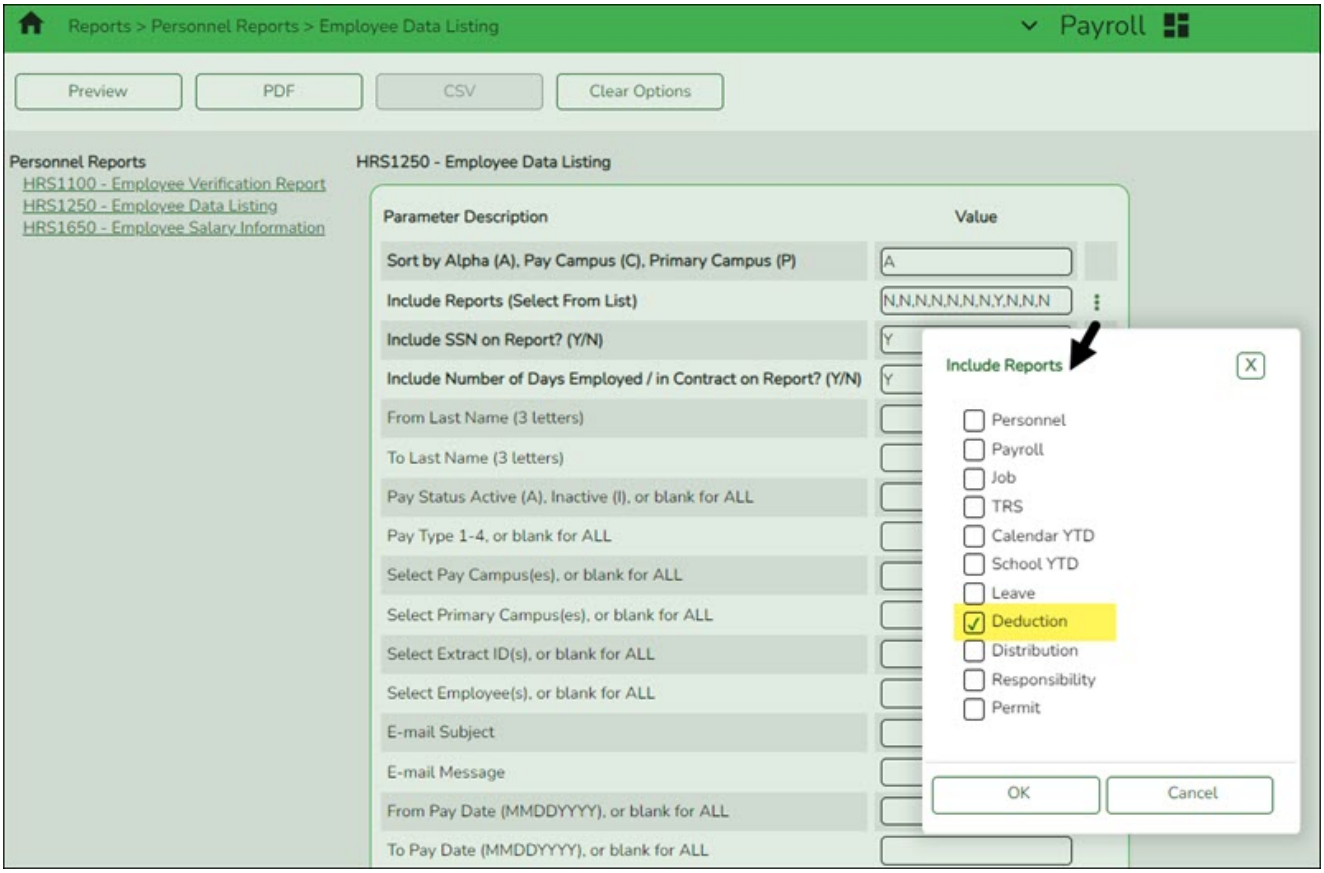

# Generate reports to verify employee data

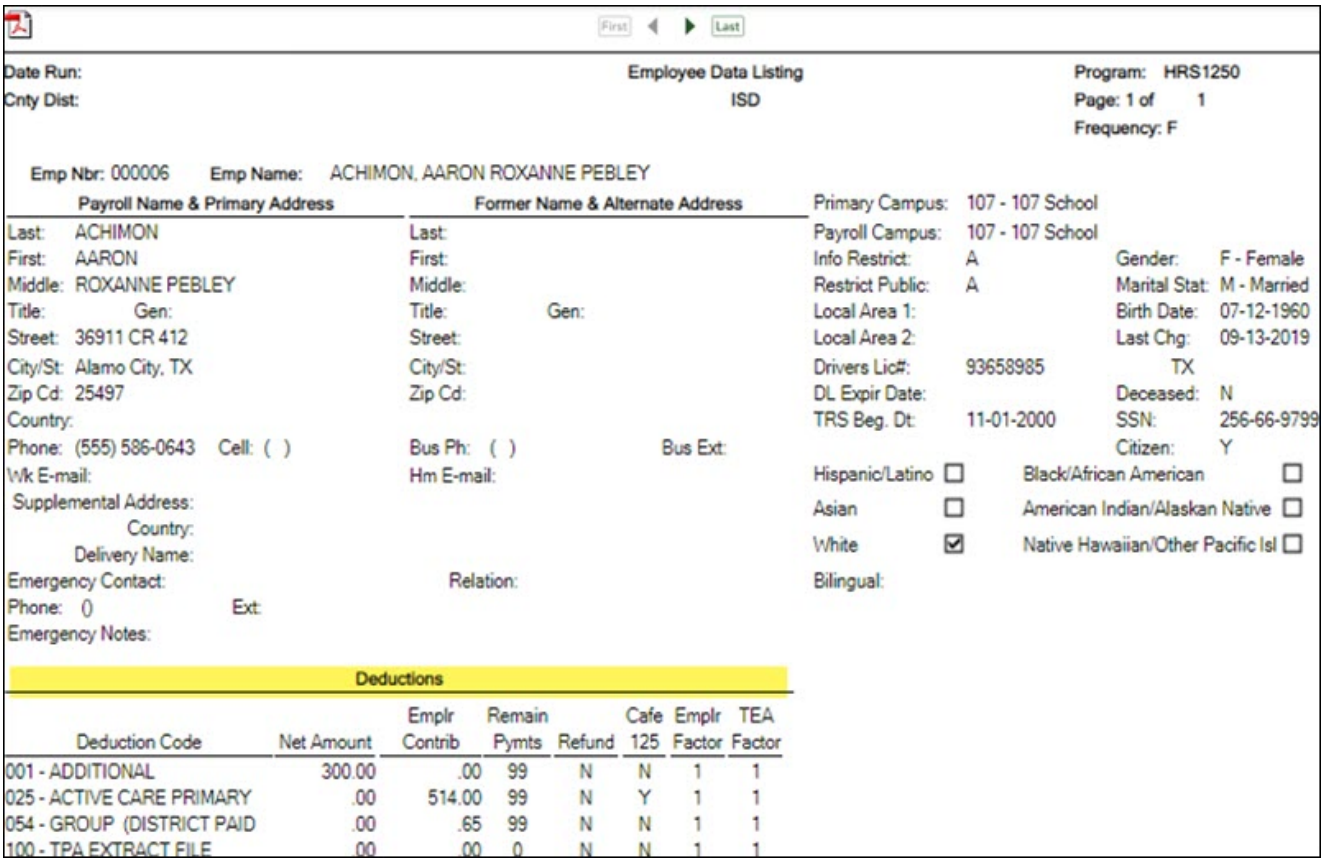
# Table of Contents

# Generate reports to verify employee data

Generate the following reports to assist in verifying employee 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.





Date Run: Employee Data Listing Program: HRS1250
Cnty Dist: ISD Page: 1 of 1
Frequency: F

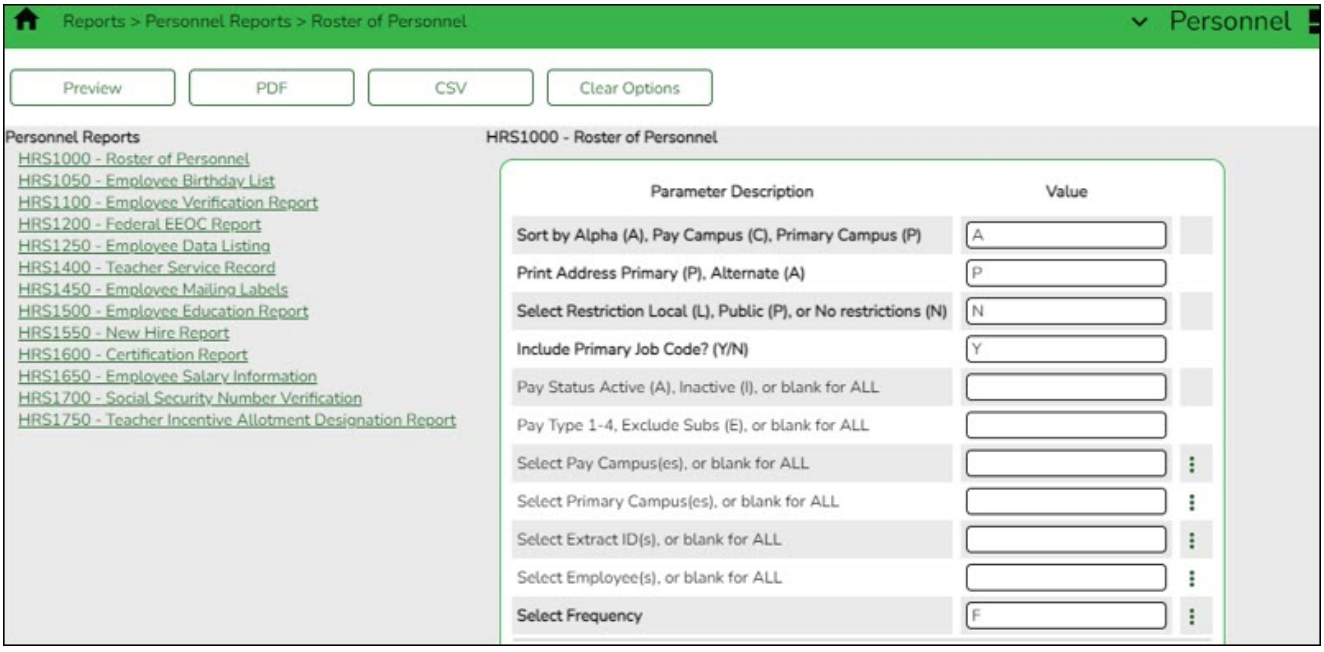
Emp Nbr: 000006 Emp Name: ACHIMON, AARON ROXANNE PEBLEY

| Payroll Name & Primary Address | | Former Name & Alternate Address | | | | | |
|---|---|---|---|---|---|---|---|
| Last: | ACHIMON | Last: | | Primary Campus: | 107 - 107 School | | |
| First: | AARON | First: | | Payroll Campus: | 107 - 107 School | | |
| Middle: | ROXANNE PEBLEY | Middle: | | Info Restrict: | A | Gender: | F - Female |
| Title: | Gen: | Title: | Gen: | Restrict Public: | A | Marital Stat: | M - Married |
| Street: | 36911 CR 412 | Street: | | Local Area 1: | | Birth Date: | 07-12-1960 |
| City/St: | Alamo City, TX | City/St: | | Local Area 2: | | Last Chg: | 09-13-2019 |
| Zip Cd: | 25497 | Zip Cd: | | Drivers Lic#: | 93658985 | TX | |
| Country: | | | | DL Expir Date: | | Deceased: | N |
| Phone: | (555) 586-0643 Cell: ( ) | Bus Ph: | ( ) Bus Ext: | TRS Beg. Dt: | 11-01-2000 | SSN: | 256-66-9799 |
| Wk E-mail: | | Hm E-mail: | | | | Citizen: | Y |
| Supplemental Address: | | | | Hispanic/Latino | ☐ | Black/African American | ☐ |
| Country: | | | | Asian | ☐ | American Indian/Alaskan Native | ☐ |
| Delivery Name: | | | | White | ☑ | Native Hawaiian/Other Pacific Isl | ☐ |
| Emergency Contact: | | Relation: | | Bilingual: | | | |
| Phone: | () Ext: | | | | | | |
| Emergency Notes: | | | | | | | |

**Deductions**

| Deduction Code | Net Amount | Emplr Contrib | Remain Pymts | Refund | Cafe 125 | Emplr Factor | TEA Factor |
|---|---|---|---|---|---|---|---|
| 001 - ADDITIONAL | 300.00 | .00 | 99 | N | N | 1 | 1 |
| 025 - ACTIVE CARE PRIMARY | .00 | 514.00 | 99 | N | Y | 1 | 1 |
| 054 - GROUP (DISTRICT PAID | .00 | .65 | 99 | N | N | 1 | 1 |
| 100 - TPA EXTRACT FILE | .00 | .00 | 0 | N | N | 1 | 1 |

- 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.



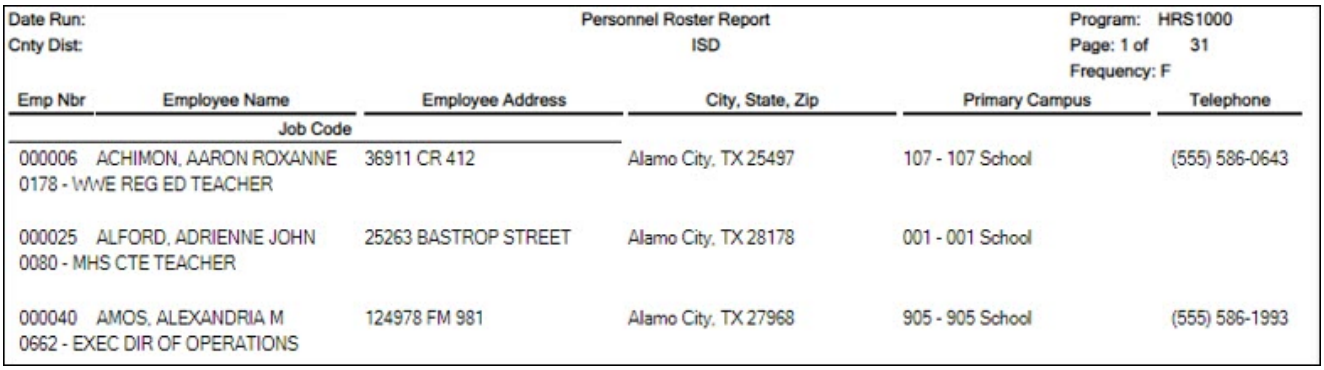
Reports > Personnel Reports > Roster of Personnel — Personnel

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

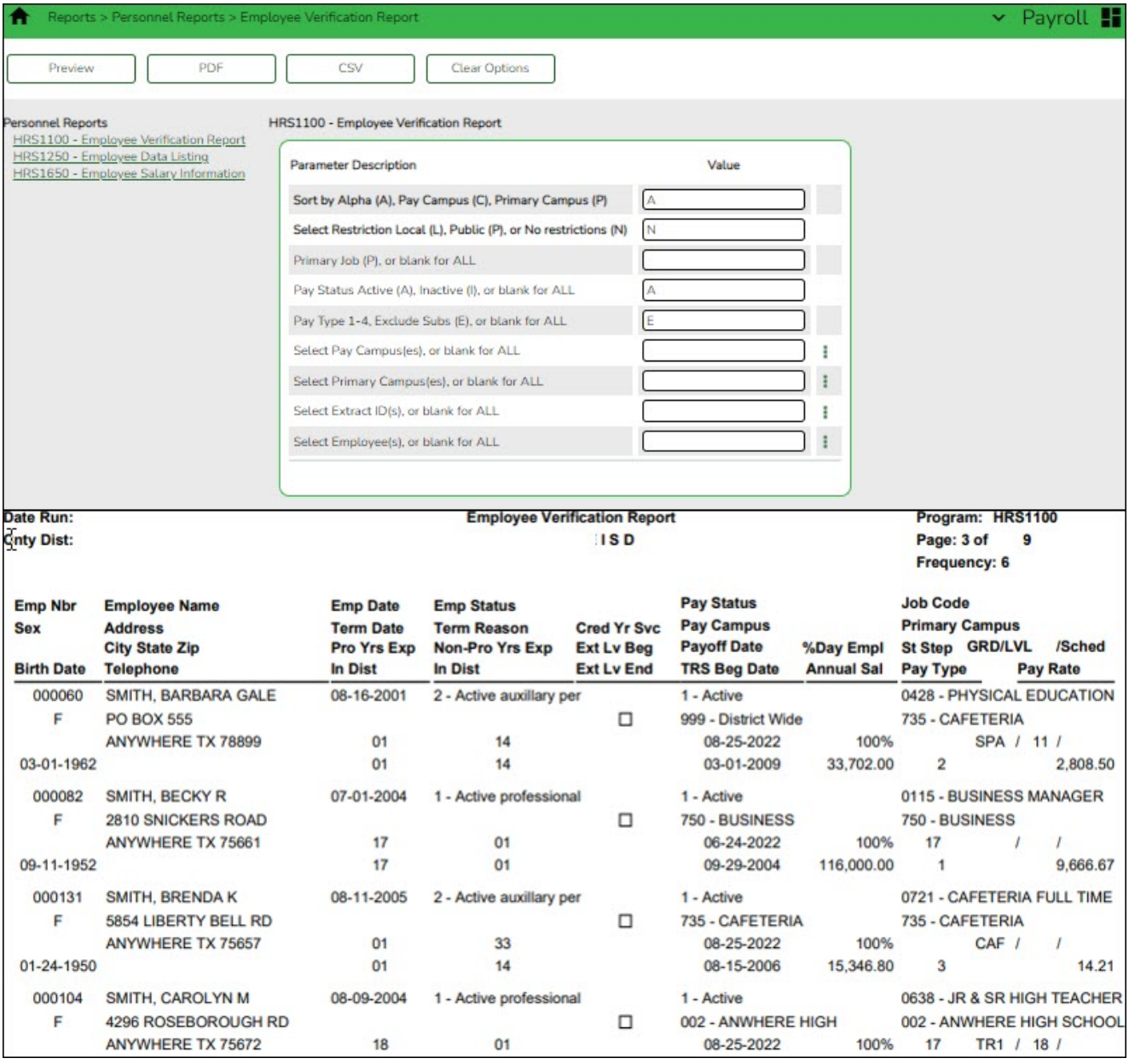
| Parameter Description | Value |
|---|---|
| Sort by Alpha (A), Pay Campus (C), Primary Campus (P) | A |
| Print Address Primary (P), Alternate (A) | P |
| Select Restriction Local (L), Public (P), or No restrictions (N) | N |
| Include Primary Job Code? (Y/N) | Y |
| Pay Status Active (A), Inactive (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 / Job Code | Employee Address | City, State, Zip | Primary Campus | Telephone |
|---|---|---|---|---|---|
| 000006 | ACHIMON, AARON ROXANNE<br>0178 - WWE REG ED TEACHER | 36911 CR 412 | Alamo City, TX 25497 | 107 - 107 School | (555) 586-0643 |
| 000025 | ALFORD, ADRIENNE JOHN<br>0080 - MHS CTE TEACHER | 25263 BASTROP STREET | Alamo City, TX 28178 | 001 - 001 School | |
| 000040 | AMOS, ALEXANDRIA M<br>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

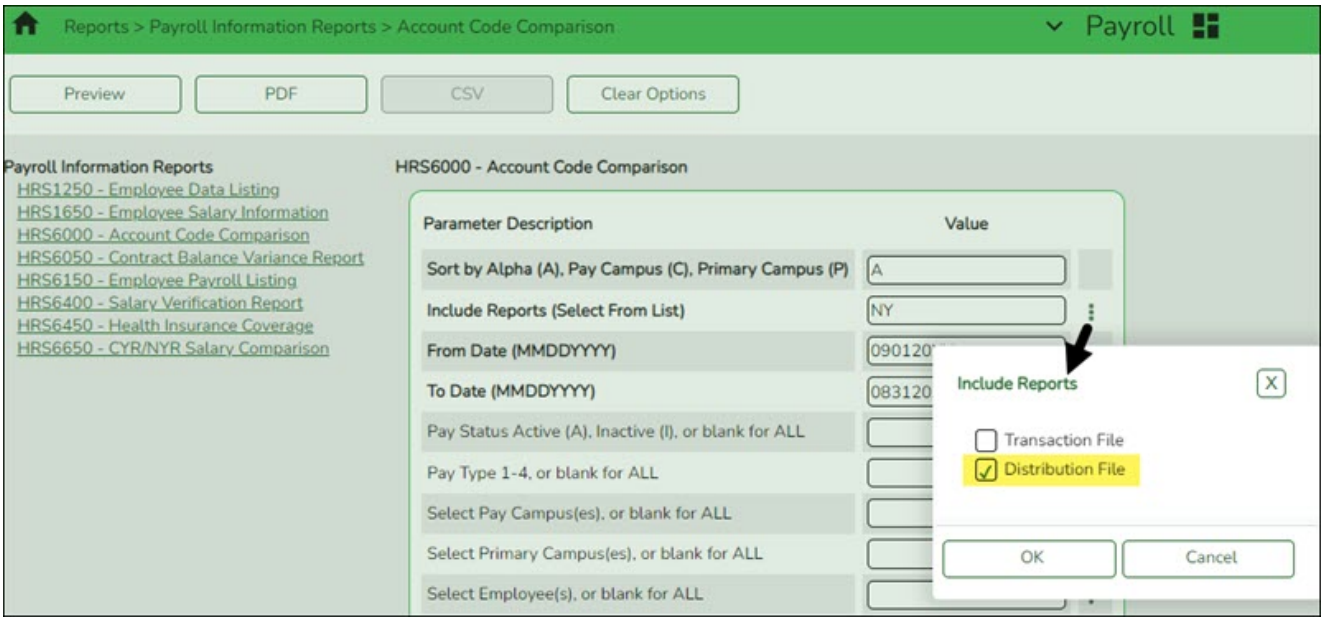
| Parameter Description | Value |
|---|---|
| Sort by Alpha (A), Pay Campus (C), Primary Campus (P) | A |
| Select Restriction Local (L), Public (P), or No restrictions (N) | N |
| Primary Job (P), or blank for ALL | |
| Pay Status Active (A), Inactive (I), or blank for ALL | A |
| Pay Type 1-4, Exclude 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: Employee Verification Report Program: HRS1100
Cnty Dist: I S D Page: 3 of 9
Frequency: 6

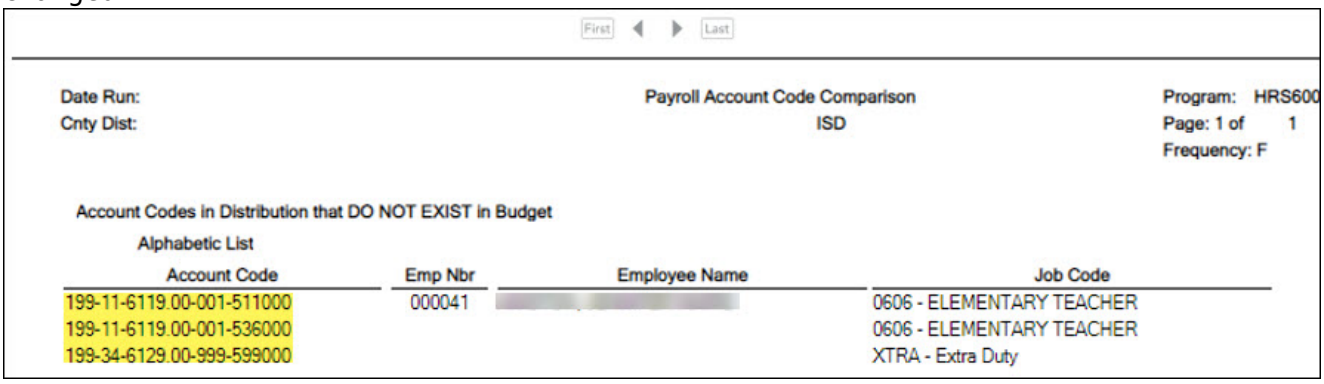
| Emp Nbr / Sex / Birth Date | Employee Name / Address / City State Zip / Telephone | Emp Date / Term Date / Pro Yrs Exp / In Dist | Emp Status / Term Reason / Non-Pro Yrs Exp / In Dist | Cred Yr Svc / Ext Lv Beg / Ext Lv End | Pay Status / Pay Campus / Payoff Date / TRS Beg Date | %Day Empl / Annual Sal | Job Code / Primary Campus / St Step / Pay Type | GRD/LVL / Pay Rate | /Sched |
|---|---|---|---|---|---|---|---|---|---|
| 000060 | SMITH, BARBARA GALE | 08-16-2001 | 2 - Active auxillary per | ☐ | 1 - Active | | 0428 - PHYSICAL EDUCATION | | |
| F | PO BOX 555 | | | | 999 - District Wide | | 735 - CAFETERIA | | |
| | ANYWHERE TX 78899 | 01 | 14 | | 08-25-2022 | 100% | SPA | / 11 | / |
| 03-01-1962 | | 01 | 14 | | 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 | | | | 750 - BUSINESS | | 750 - BUSINESS | | |
| | ANYWHERE TX 75661 | 17 | 01 | | 06-24-2022 | 100% | 17 | / | / |
| 09-11-1952 | | 17 | 01 | | 09-29-2004 | 116,000.00 | 1 | 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 | | | | 735 - CAFETERIA | | 735 - CAFETERIA | | |
| | ANYWHERE TX 75657 | 01 | 33 | | 08-25-2022 | 100% | CAF | / | / |
| 01-24-1950 | | 01 | 14 | | 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 | | | | 002 - ANWHERE HIGH | | 002 - ANWHERE HIGH SCHOOL | | |
| | ANYWHERE TX 75672 | 18 | 01 | | 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

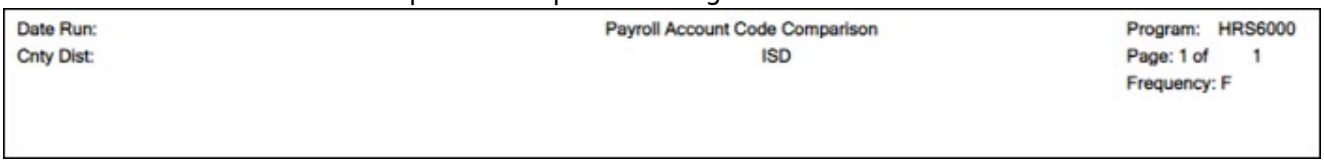
account codes in Budget.



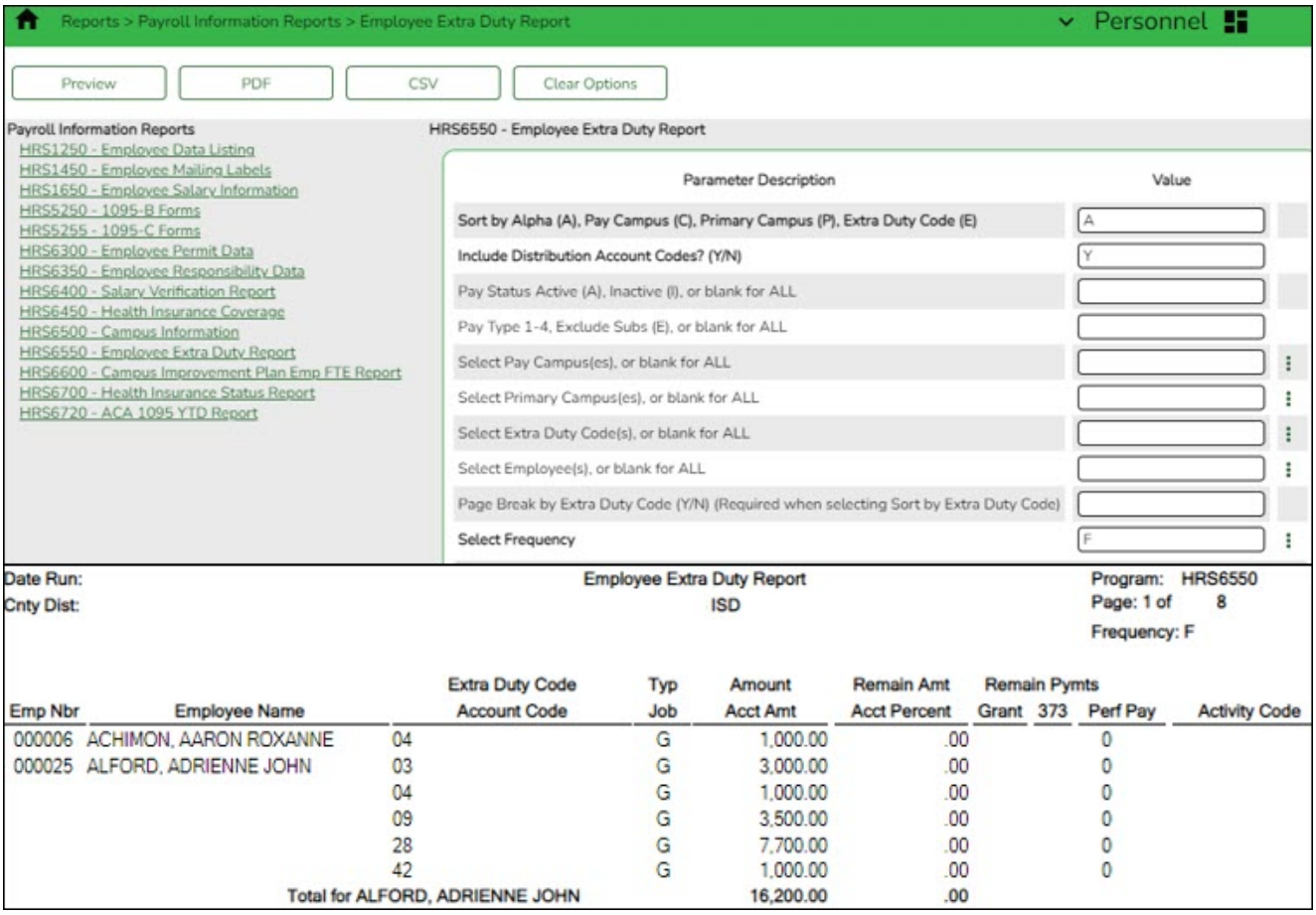

If there are account codes displayed on this report, these codes should be set up in Budget or changed.




The desired outcome of this report is a report heading with no account codes listed.




- 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.




Date Run:
Cnty Dist:

**Employee Extra Duty Report**
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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