



# Generate reports to verify employee data



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## 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.

The screenshot displays the configuration page for the 'HRS1250 - Employee Data Listing' report. The top navigation bar shows 'Reports > Personnel Reports > Employee Data Listing' and 'Payroll'. Below the navigation are buttons for 'Preview', 'PDF', 'CSV', and 'Clear Options'. The main content area is divided into 'Personnel Reports' (with links for HRS1100, HRS1250, and HRS1650) and the 'HRS1250 - Employee Data Listing' configuration table.

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Include Reports (Select From List)	N,N,N,N,N,N,N,N,N,N
Include SSN on Report? (Y/N)	Y
Include Number of Days Employed / in Contract on Report? (Y/N)	Y
From Last Name (3 letters)	
To Last Name (3 letters)	
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 Extract ID(s), or blank for ALL	
Select Employee(s), or blank for ALL	
E-mail Subject	
E-mail Message	
From Pay Date (MMDDYYYY), or blank for ALL	
To Pay Date (MMDDYYYY), or blank for ALL	

An 'Include Reports' modal dialog is open, showing a list of categories with checkboxes. The 'Deduction' checkbox is checked and highlighted in yellow. Other categories include Personnel, Payroll, Job, TRS, Calendar YTD, School YTD, Leave, Distribution, Responsibility, and Permit. The dialog has 'OK' and 'Cancel' buttons at the bottom.

Employee Data Listing  
ISD

Date Run: Program: HRS1250  
Cnty Dist: Page: 1 of 1  
Frequency: F

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

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

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

Emp Nbr	Employee Name	Employee Address	City, State, Zip	Primary Campus	Telephone
000006	ACHIMON, AARON ROXANNE 0178 - WWE REG ED TEACHER	36911 CR 412	Alamo City, TX 25497	107 - 107 School	(555) 586-0643
000025	ALFORD, ADRIENNE JOHN 0080 - MHS CTE TEACHER	25263 BASTROP STREET	Alamo City, TX 28178	001 - 001 School	
000040	AMOS, ALEXANDRIA M 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

[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	

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 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 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	1 116,000.00 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	3 15,346.80 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 /

- [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)	<input type="text" value="A"/>
Include Distribution Account Codes? (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 Extra Duty Code(s), or blank for ALL	<input type="text"/>
Select Employee(s), or blank for ALL	<input type="text"/>
Page Break by Extra Duty Code (Y/N) (Required when selecting Sort by Extra Duty Code)	<input type="text"/>
Select Frequency	<input type="text" value="F"/>

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			Activity Code
						Grant	373	Perf Pay	
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	
<b>Total for ALFORD, ADRIENNE JOHN</b>				<b>16,200.00</b>	<b>.00</b>				



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