



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 'HRS1250 - Employee Data Listing' configuration screen. The interface is divided into two main sections: 'Parameter Description' and 'Value'. The 'Parameter Description' section lists various report parameters, and the 'Value' section shows the corresponding values for each parameter. A modal window titled 'Include Reports' is open, showing a list of report types with 'Deduction' selected. The modal has an 'X' button in the top right corner and 'OK' and 'Cancel' buttons at the bottom.

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	

Include Reports

- ☐ Personnel
- ☐ Payroll
- ☐ Job
- ☐ TRS
- ☐ Calendar YTD
- ☐ School YTD
- ☐ Leave
- ☒ Deduction
- ☐ Distribution
- ☐ Responsibility
- ☐ Permit

OK Cancel

First ◀ ▶ Last

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		Primary Campus: 107 - 107 School	
Last: ACHIMON		Last:		Payroll Campus: 107 - 107 School	
First: AARON		First:		Info Restrict: A	Gender: F - Female
Middle: ROXANNE PEBLEY		Middle:		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 Personnel

Preview PDF CSV Clear Options

Personnel Reports 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
Job Code					
000006	ACHIMON, AARON ROXANNE	36911 CR 412	Alamo City, TX 25497	107 - 107 School	(555) 586-0643
0178	- WVE REG ED TEACHER				
000025	ALFORD, ADRIENNE JOHN	25263 BASTROP STREET	Alamo City, TX 28178	001 - 001 School	
0080	- MHS CTE TEACHER				
000040	AMOS, ALEXANDRIA M	124978 FM 981	Alamo City, TX 27968	905 - 905 School	(555) 586-1993
0662	- EXEC DIR OF OPERATIONS				

- [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.

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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:
Cnty Dist:

Employee Verification Report
ISD

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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	TR5 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			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 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	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 /

- [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
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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:
Cnty Dist:

**Employee Extra Duty Report
ISD**

Program: HRS6550
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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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