



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.

Reports > Personnel Reports > Employee Data Listing

▼ Payroll

Preview
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CSV
Clear Options

Personnel Reports

[HRS1100 - Employee Verification Report](#)

[HRS1250 - Employee Data Listing](#)

[HRS1650 - Employee Salary Information](#)

HRS1250 - Employee Data Listing

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,Y,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

Employee Data Listing		Program: HRS1250					
Date Run:	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	First: AARON	Middle: ROXANNE PEBLEY					
Title: Gen:	Title: Gen:	Street: 36911 CR 412					
Street: 36911 CR 412	Street: City/St: Alamo City, TX	City/St: Zip Cd: 25497					
Country:	Bus Ph: ()	Bus Ext: 107 - 107 School					
Phone: (555) 586-0643 Cell: ()	Hm E-mail:	Payroll Campus: 107 - 107 School					
Wk E-mail:		Info Restrict: A					
Supplemental Address:		Restrict Public: A					
Country:		Local Area 1: M - Married					
Delivery Name:		Local Area 2: Birth Date: 07-12-1960					
Emergency Contact:	Relation:	Drivers Lic#:					
Phone: 0	Ext:	DL Expir Date: 09-13-2019					
Emergency Notes:							
TRS Beg. Dt: 11-01-2000 Deceased: N SSN: 256-66-9799 Citizen: Y							
Hispanic/Latino <input type="checkbox"/> Black/African American <input type="checkbox"/>							
Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/>							
White <input checked="" type="checkbox"/> Native Hawaiian/Other Pacific Isl <input type="checkbox"/>							
Deductions							
Deduction Code	Net Amount	Emplr Contrib	Remain Pymts	Cafe Refund	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

[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](#)

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	A
Pay Type 1-4, Exclude Subs (E), or blank for ALL	A
Select Pay Campus(es), or blank for ALL	A
Select Primary Campus(es), or blank for ALL	A
Select Extract ID(s), or blank for ALL	A
Select Employee(s), or blank for ALL	A
Select Frequency	F

Date Run: Cnty Dist:		Personnel Roster Report ISD			Program: HRS1000 Page: 1 of 31 Frequency: F	
Emp Nbr	Employee Name	Employee Address	City, State, Zip	Primary Campus	Telephone	
Job Code						
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](#)

[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: 03-01-1962 Employee Verification Report Program: HRS1100

Cnty Dist: ISD 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
	City State Zip	Pro Yrs Exp	Non-Pro Yrs Exp	Payoff Date	
Birth Date	Telephone	In Dist	In Dist	TRS Beg Date	St Step GRD/LVL /Sched
				%Day Empl	Pay Type Pay Rate
000060	SMITH, BARBARA GALE F PO BOX 555 ANYWHERE TX 78899	08-16-2001	2 - Active auxillary per 01 14	1 - Active 999 - District Wide 08-25-2022 100%	0428 - PHYSICAL EDUCATION 735 - CAFETERIA SPA / 11 /
03-01-1962				03-01-2009 33,702.00 2	2,808.50
000082	SMITH, BECKY R F 2810 SNICKERS ROAD ANYWHERE TX 75661	07-01-2004	1 - Active professional 17 01	1 - Active 750 - BUSINESS 06-24-2022 100%	0115 - BUSINESS MANAGER 750 - BUSINESS 17 / /
09-11-1952				09-29-2004 116,000.00 1	9,666.67
000131	SMITH, BRENDA K F 5854 LIBERTY BELL RD ANYWHERE TX 75657	08-11-2005	2 - Active auxillary per 01 33	1 - Active 735 - CAFETERIA 08-25-2022 100%	0721 - CAFETERIA FULL TIME 735 - CAFETERIA CAF / /
01-24-1950				08-15-2006 15,346.80 3	14.21
000104	SMITH, CAROLYN M F 4296 ROSEBOROUGH RD ANYWHERE TX 75672	08-09-2004	1 - Active professional 18 01	1 - Active 002 - ANWHERE HIGH 08-25-2022 100%	0638 - JR & SR HIGH TEACHER 002 - ANWHERE HIGH SCHOOL 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
HRS6550 - Employee Extra Duty Report

Parameter Description
Value

Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Extra Duty Code (E)

Include Distribution Account Codes? (Y/N)

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

Date Run:
Employee Extra Duty Report
Program: HRS6550

Cnty Dist:
ISD
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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			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	
	Total for ALFORD, ADRIENNE JOHN			16,200.00	.00				



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