



## **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.

The screenshot displays the 'HRS1250 - Employee Data Listing' configuration page. The page has a green header with a home icon and the breadcrumb 'Reports > Personnel Reports > Employee Data Listing'. On the right, there's a 'Payroll' button with a window icon. Below the header are four buttons: 'Preview', 'PDF', 'CSV', and 'Clear Options'. On the left, under 'Personnel Reports', there are links for 'HRS1100 - Employee Verification Report', 'HRS1250 - Employee Data Listing', and 'HRS1650 - Employee Salary Information'. The main area is titled 'HRS1250 - Employee Data Listing' and contains a table of parameters to be configured. A modal window titled 'Include Reports' is open, showing a list of report types with 'Deduction' selected.

| 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.

[Home](#)
[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                             |       |

**Employee Verification Report**

Date Run:   
Cnty Dist:   
Program: HRS1100   
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     | Ext Lv Beg               | 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.

**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: \_\_\_\_\_  
 Cnty Dist: \_\_\_\_\_

**Employee Extra Duty Report**  
**ISD**

Program: HRS6550  
 Page: 1 of 8  
 Frequency: F

| Emp Nbr                                | Employee Name          | Extra Duty Code<br>Account Code | Typ<br>Job | Amount<br>Acct Amt | Remain Amt<br>Acct Percent | Remain Pymts<br>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        |               |
| <b>Total for ALFORD, ADRIENNE JOHN</b> |                        |                                 |            | <b>16,200.00</b>   | <b>.00</b>                 |                           |          |               |





## Back Cover