

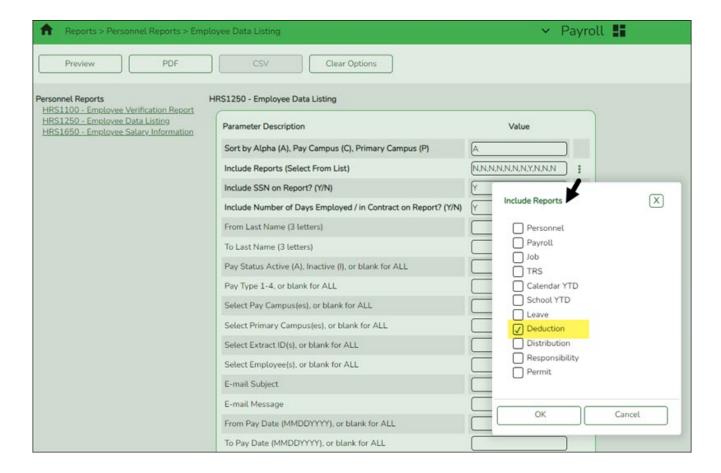
Generate reports to verify employee data

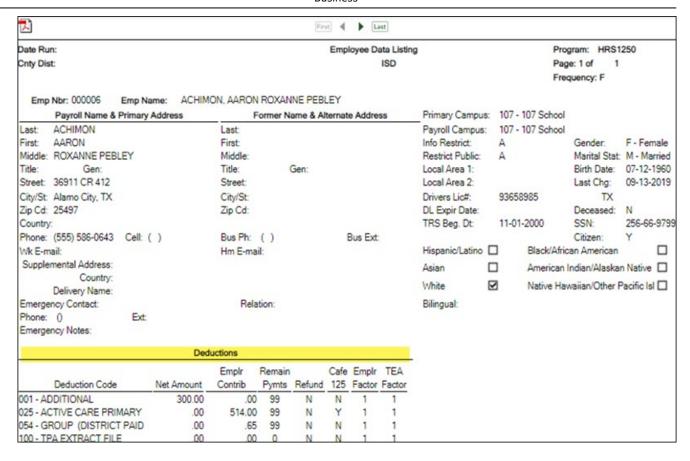
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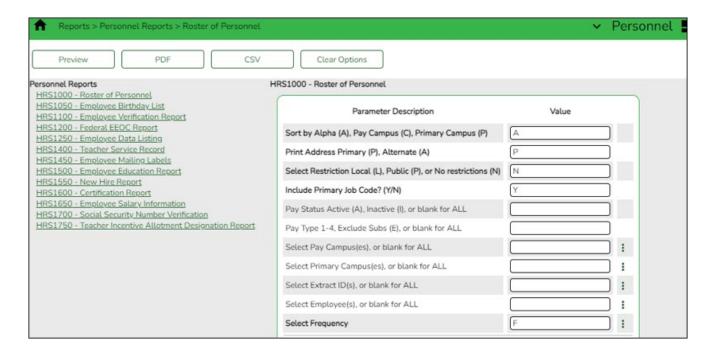
Generate the following reports to assist in verifying employee data.

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.



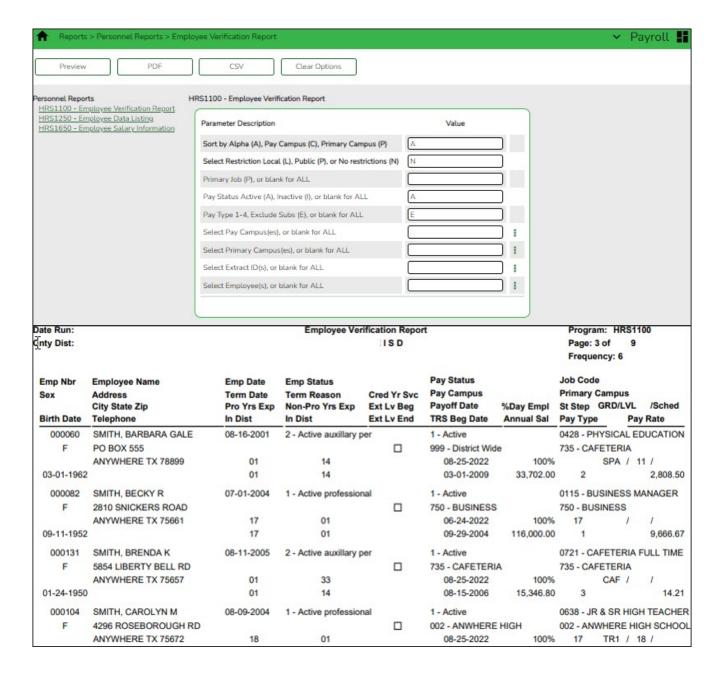


 Personnel > Reports > Personnel Reports > HRS1000 - Roster of Personnel - If an employee was not copied over to the next year, run the Copy CYR Staff to NYR utility again for only the single employee.



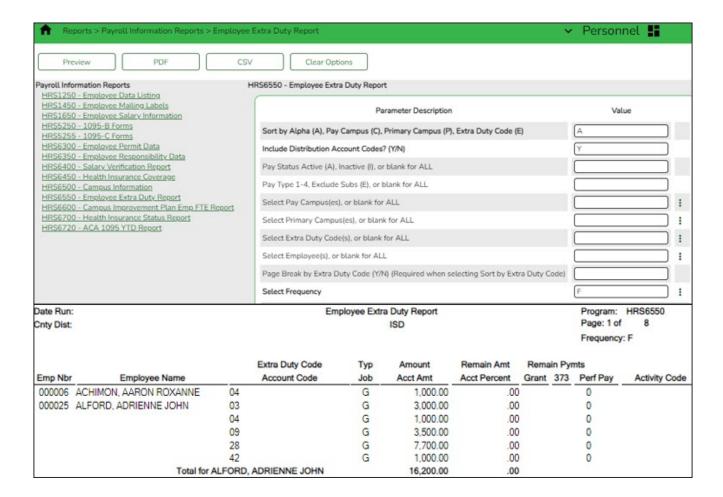
Date Run:		Personnel Roster Report		Program: HRS1000	
Cnty Dist:			ISD	Page: 1 of 31 Frequency: F	
Emp Nbr	Employee Name	Employee Address	City, State, Zip	Primary Campus	Telephone
Job Code			×-	3	
	CHIMON, AARON ROXANNE REG ED TEACHER	36911 CR 412	Alamo City, TX 25497	107 - 107 School	(555) 586-0643
	FORD, ADRIENNE JOHN CTE TEACHER	25263 BASTROP STREET	Alamo City, TX 28178	001 - 001 School	
	MOS, ALEXANDRIA M C 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.



• 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.





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