

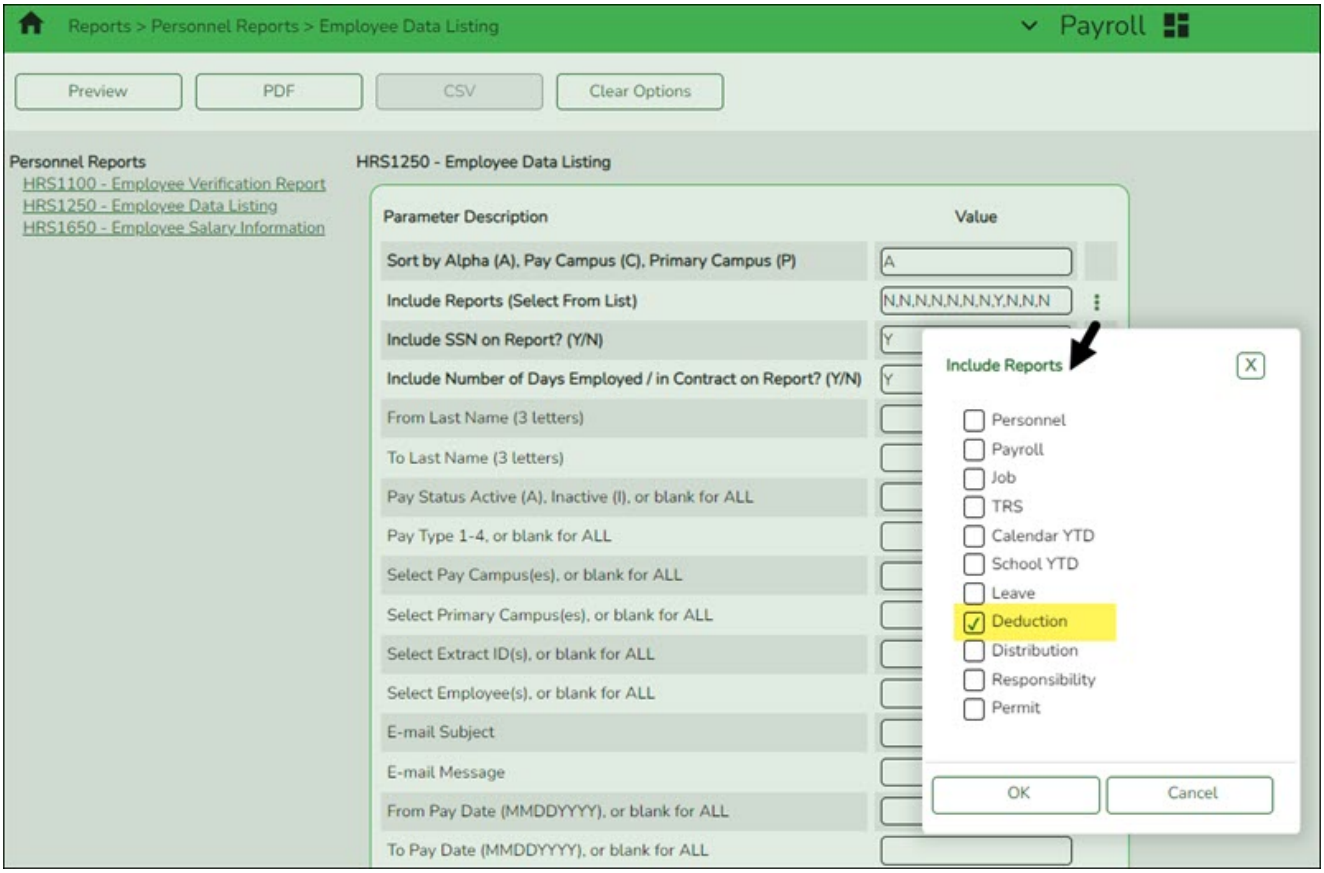
Generate reports to verify employee data

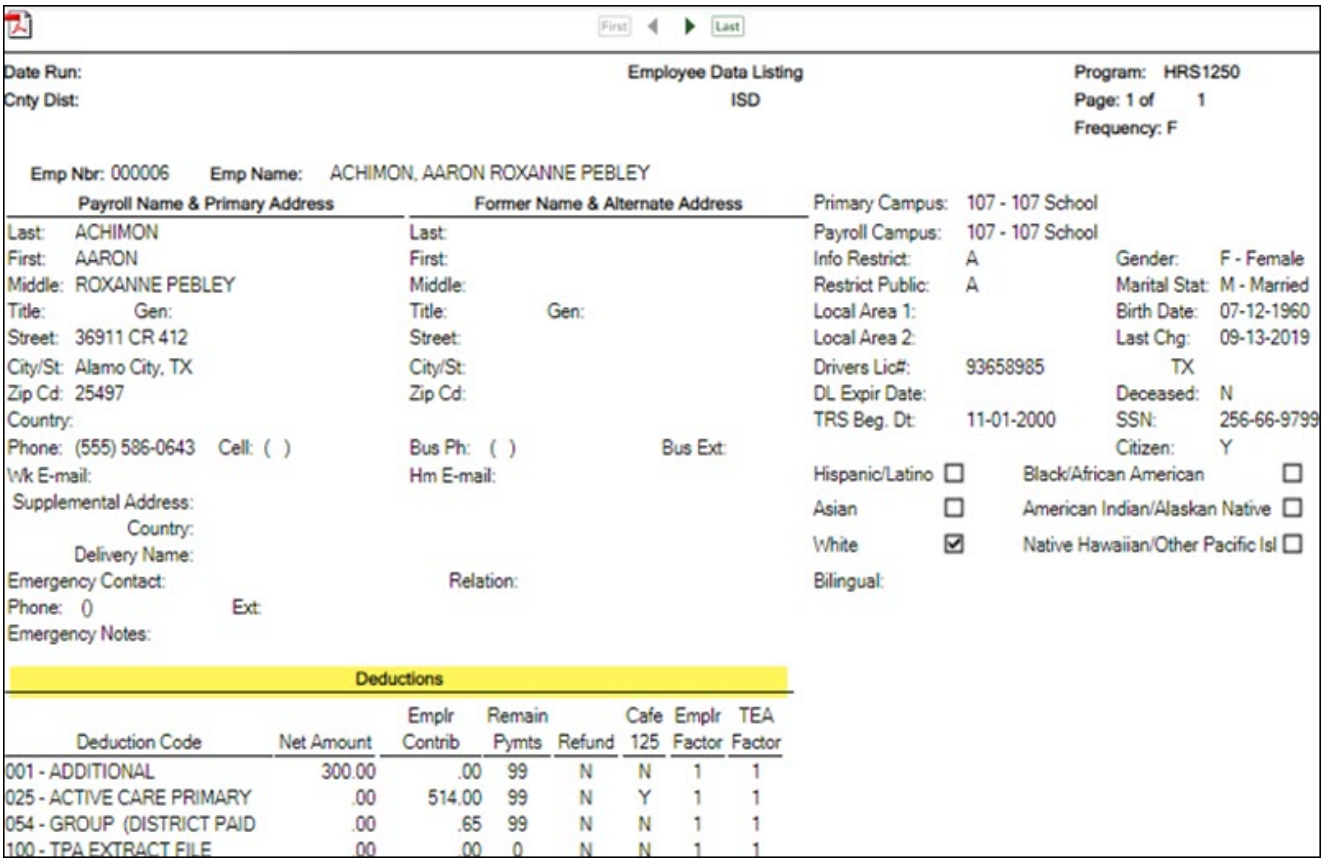
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Generate reports to verify employee data

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.





Date Run:
Cnty Dist:

Employee Data Listing
ISD

Program: HRS1250
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Frequency: F

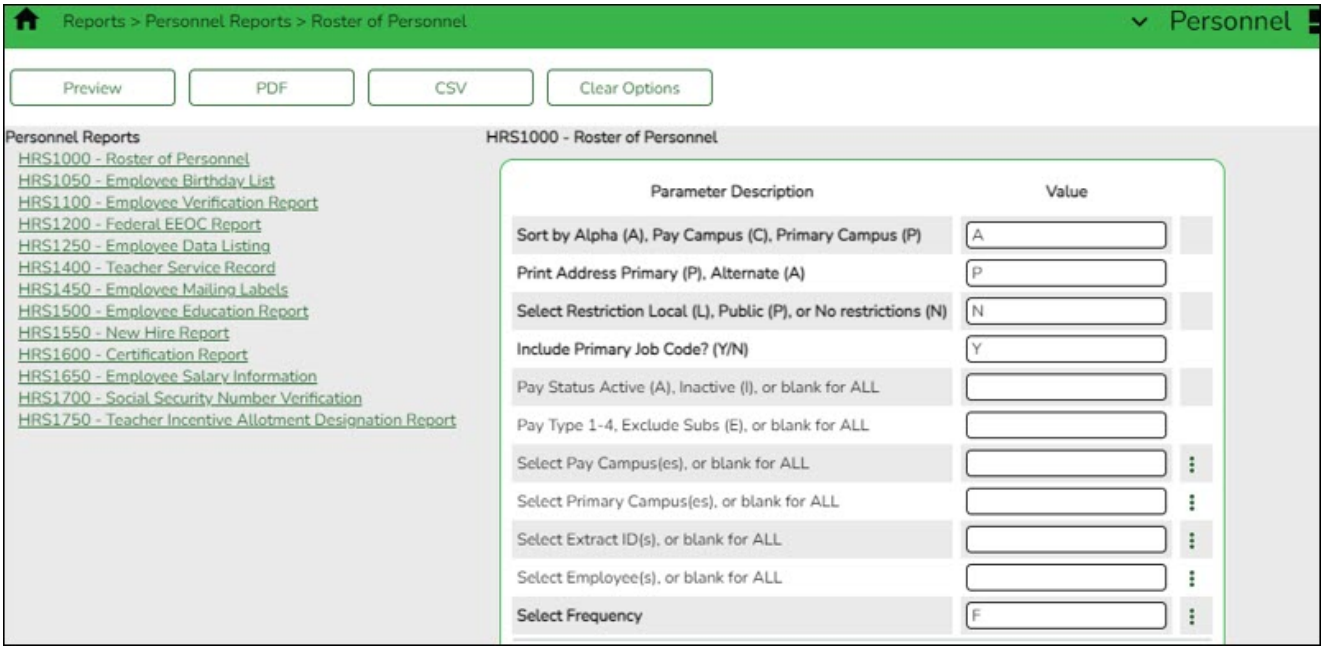
Emp Nbr: 000006 Emp Name: ACHIMON, AARON ROXANNE PEBLEY

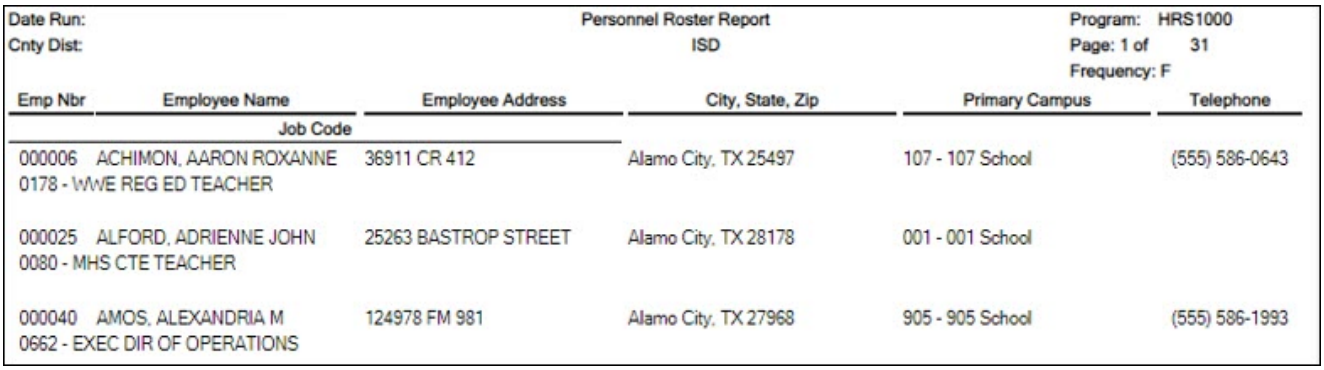
Payroll Name & Primary Address		Former Name & Alternate Address					
Last:	ACHIMON	Last:		Primary Campus:	107 - 107 School		
First:	AARON	First:		Payroll Campus:	107 - 107 School		
Middle:	ROXANNE PEBLEY	Middle:		Info Restrict:	A	Gender:	F - Female
Title:	Gen:	Title:	Gen:	Restrict Public:	A	Marital Stat: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

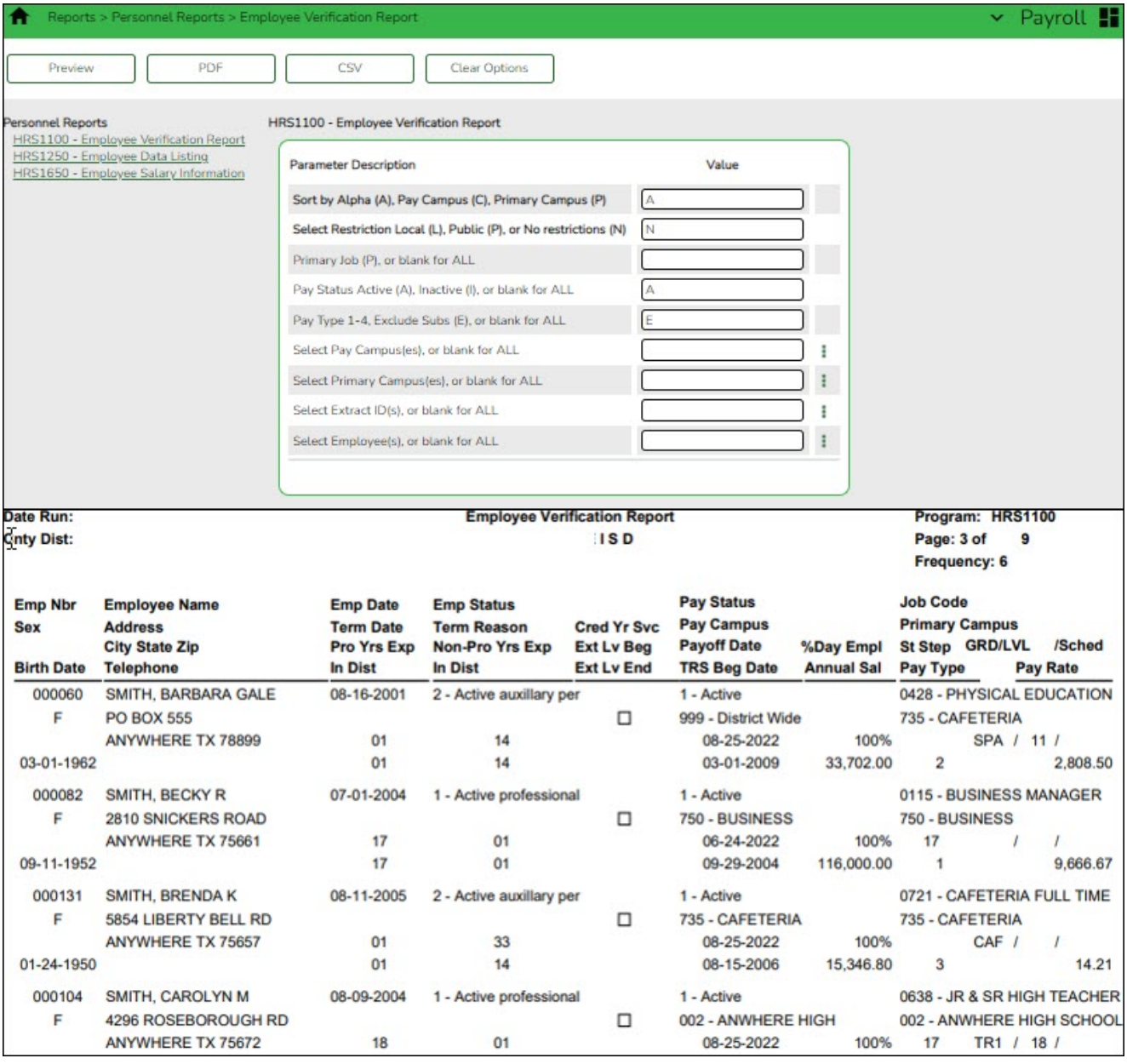




Date Run: Personnel Roster Report Program: HRS1000
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Emp Nbr	Employee Name / Job Code	Employee Address	City, State, Zip	Primary Campus	Telephone
000006	ACHIMON, AARON ROXANNE 0178 - WWE REG ED TEACHER	36911 CR 412	Alamo City, TX 25497	107 - 107 School	(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
- HRS1250 - Employee Data Listing
- HRS1650 - Employee Salary Information

HRS1100 - Employee Verification Report

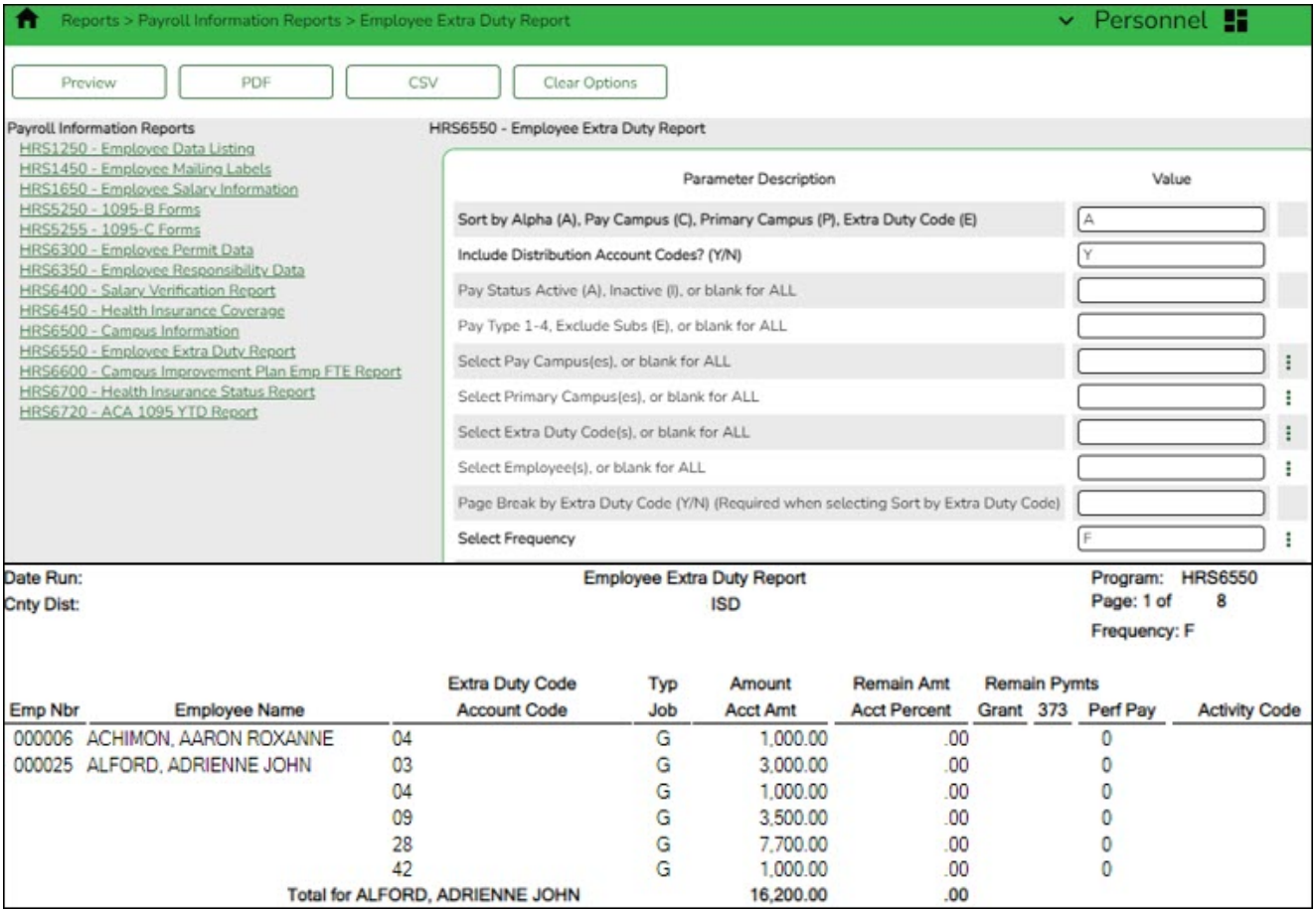
Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Select Restriction Local (L), Public (P), or No restrictions (N)	N
Primary Job (P), or blank for ALL	
Pay Status Active (A), Inactive (I), or blank for ALL	A
Pay Type 1-4, Exclude Subs (E), or blank for ALL	E
Select Pay 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: Employee Verification Report Program: HRS1100
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Emp Nbr / Sex / Birth Date	Employee Name / Address / City State Zip / Telephone	Emp Date / Term Date / Pro Yrs Exp / In Dist	Emp Status / Term Reason / Non-Pro Yrs Exp / In Dist	Cred Yr Svc / Ext Lv Beg / Ext Lv End	Pay Status / Pay Campus / Payoff Date / TRS Beg Date	%Day Empl / Annual Sal	Job Code / Primary Campus / St Step / Pay Type	GRD/LVL / Pay Rate	/Sched
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	100%		SPA / 11 /	
03-01-1962		01	14		03-01-2009	33,702.00	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	100%	17	/	/
09-11-1952		17	01		09-29-2004	116,000.00	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	100%		CAF /	/
01-24-1950		01	14		08-15-2006	15,346.80	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	100%	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.




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