

Generate reports to verify employee data

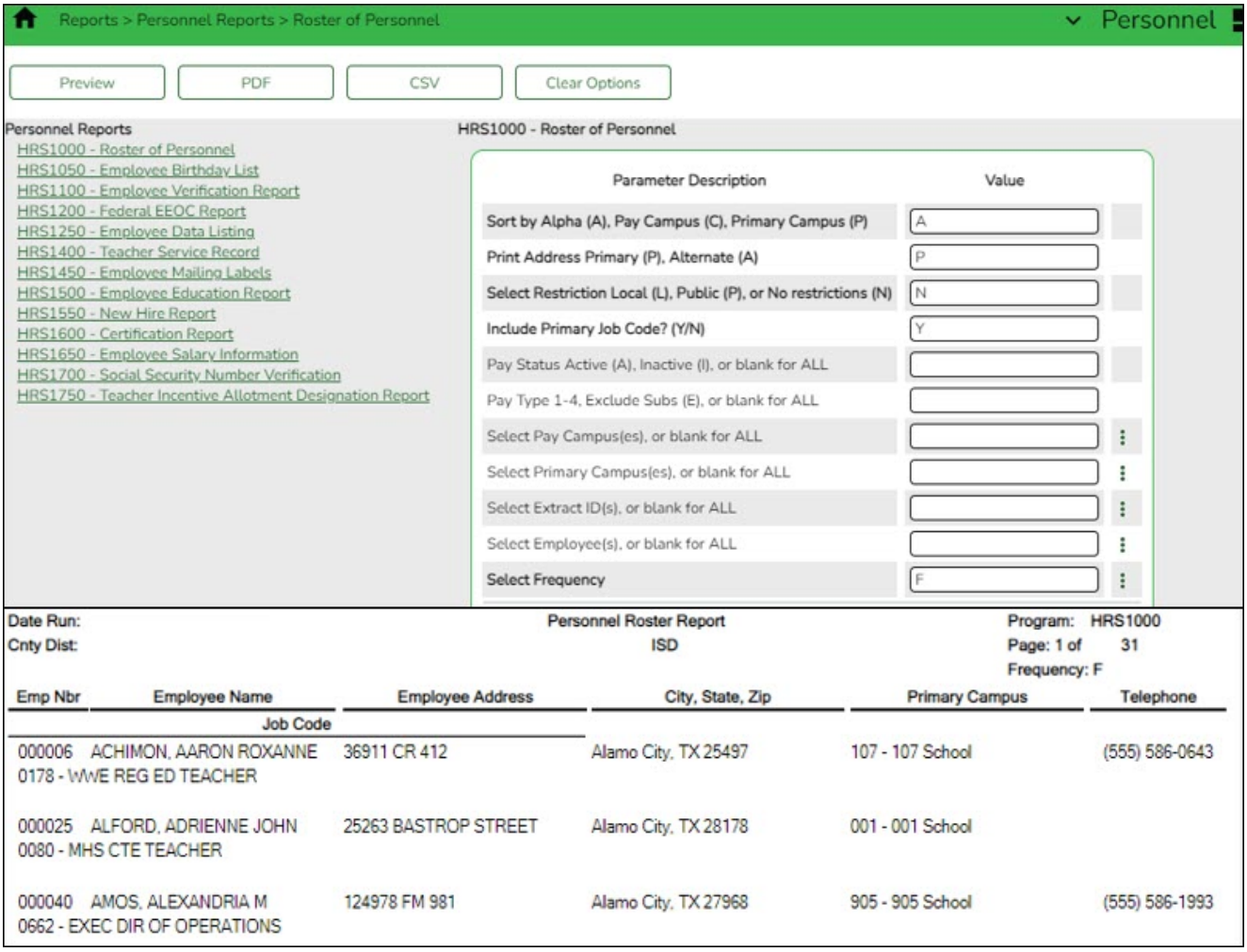
Table of Contents

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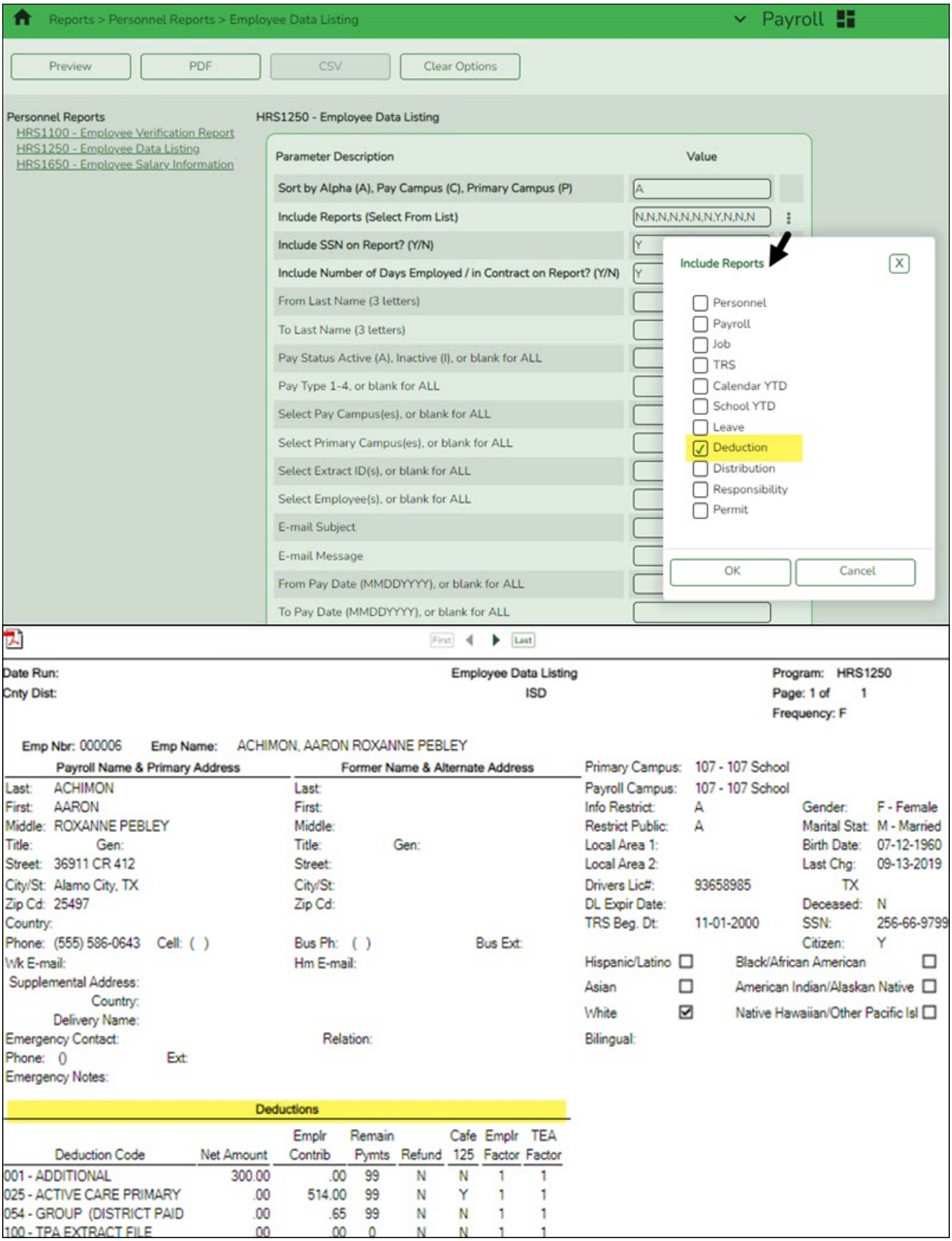
Generate the following reports to assist in verifying employee data.

Log on to the current pay frequency.

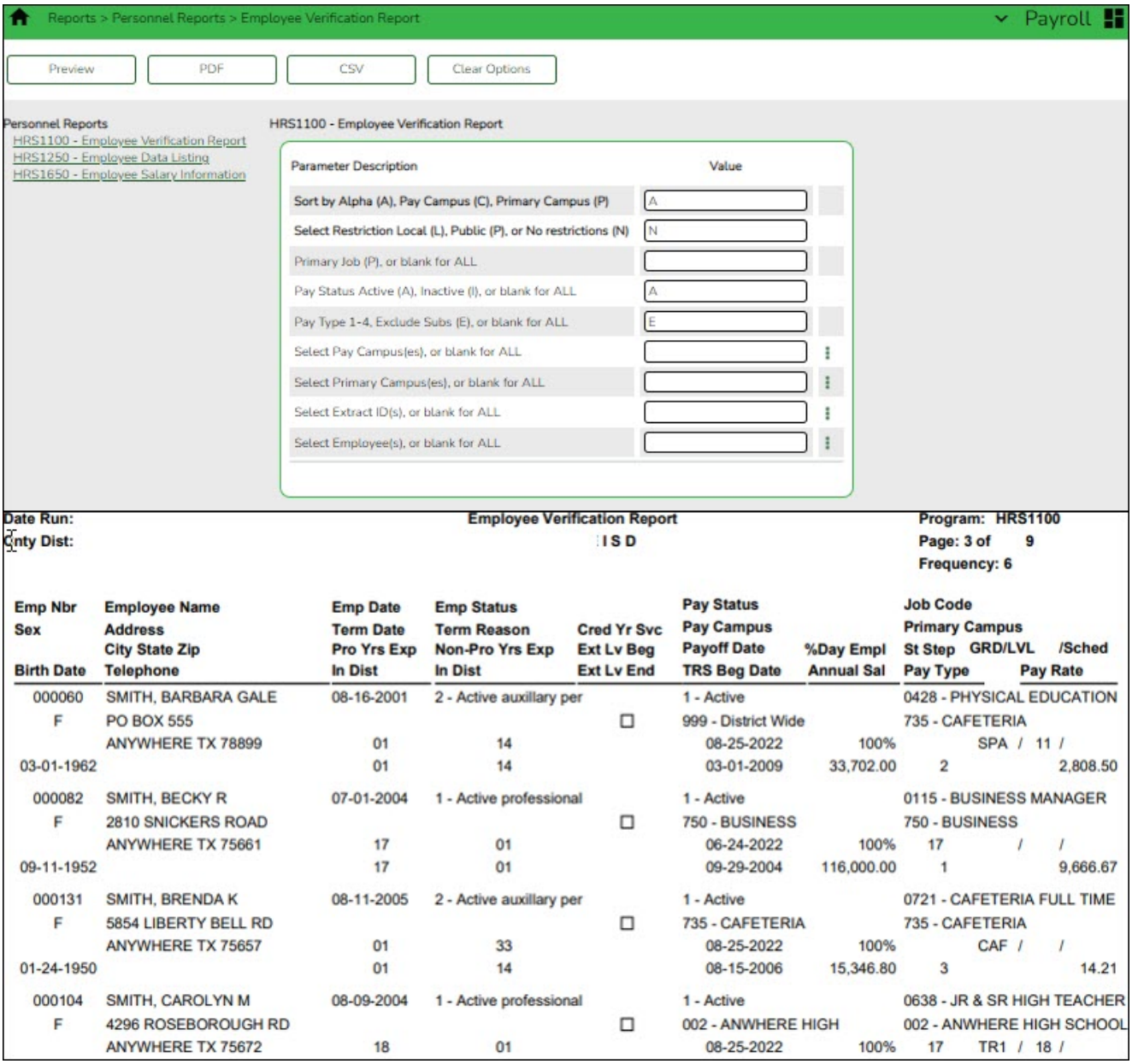
- Personnel > Reports > Personnel Reports > HRS1000 - Roster of Personnel - If an employee was not copied over to the next year, run the Copy CYR Staff to NYR utility again for only the single employee.



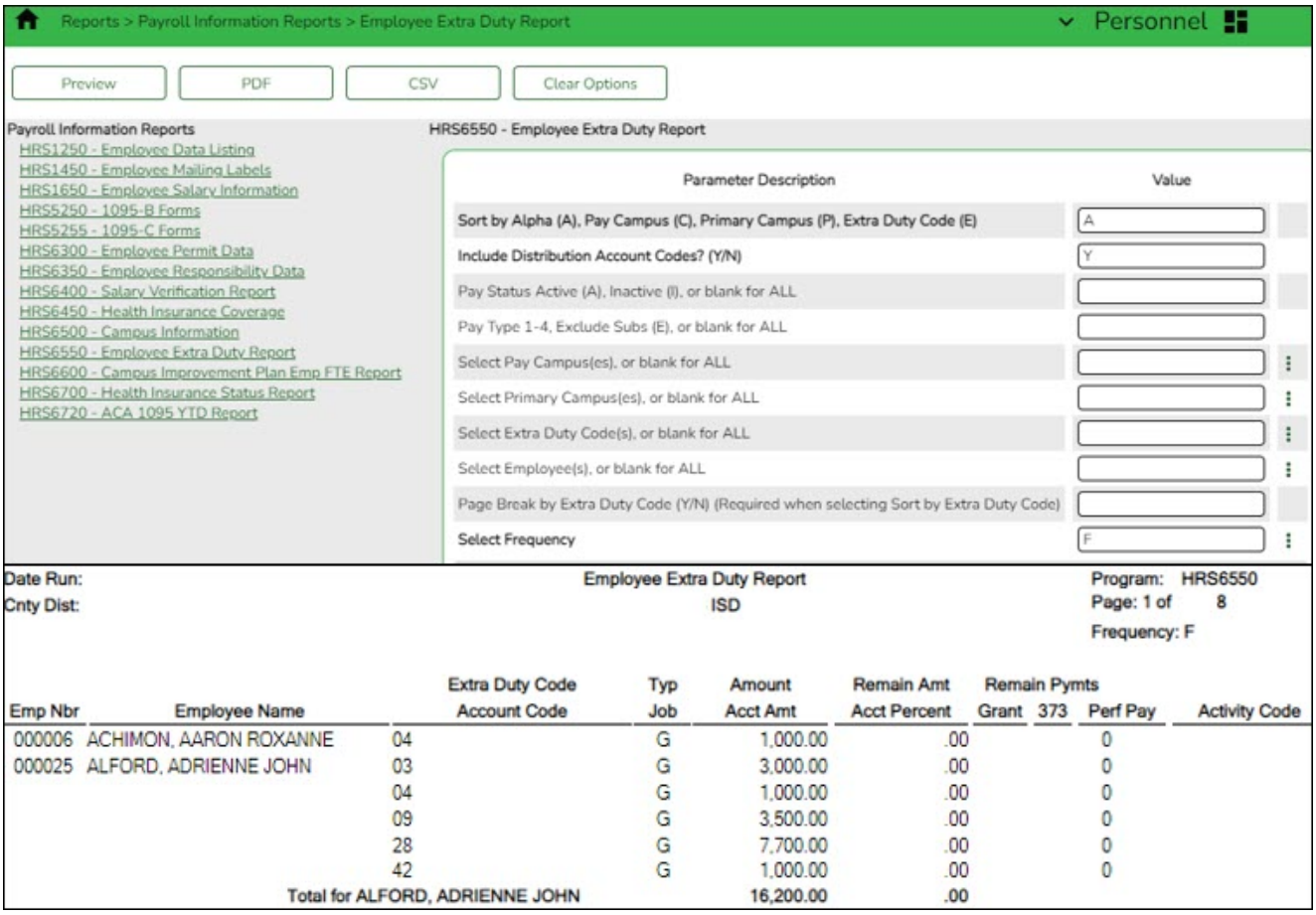
- Payroll or Personnel > Reports > Personnel Reports > HRS1250 - Employee Data Listing - This report can be used to verify deduction information and is available in Personnel or Payroll. Run the report with only the **Include Reports** parameter set to **Deductions**. A user created report can be created to only include deduction information. It can be sorted by deduction code and remaining payments.



- 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.


Reports > Payroll Information Reports > Employee Extra Duty Report
Personnel
Preview
PDF
CSV
Clear Options
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
Page: 1 of 8
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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Back Cover