



fall_submission_verify_hr_reports

Table of Contents

HR data can be verified by running the following reports:

Personnel > Reports > Personnel Reports > HRS1250 - Employee Data Listing

HRS1250 - Employee Data Listing

Parameter Description	Value
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A
Include Reports (Select From List)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Include SSN on Report? (Y/N)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Include Number of Days Employed / in Contract on Report? (Y/N)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
From Last Name (3 letters)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
To Last Name (3 letters)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Pay Status Active (A), Inactive (I), or blank for ALL	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Pay Type 1-4, or blank for ALL	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Select Pay Campus(es), or blank for ALL	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Select Primary Campus(es), or blank for ALL	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Select Extract ID(s), or blank for ALL	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Select Employee(s), or blank for ALL	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
E-mail Subject	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
E-mail Message	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
From Pay Date (MMDDYYYY), or blank for ALL	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
To Pay Date (MMDDYYYY), or blank for ALL	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Select Frequency	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Include Reports

- Personnel
- Payroll
- Job
- TRS
- Calendar YTD
- School YTD
- Leave
- Deduction
- Distribution
- Responsibility
- Permit

State Reporting

Date Run: 02-22-2021 2:49 PM Cnty Dist: 031-776		Employee Data Listing TEXAS ISD		Program: HRS1250 Page: 1 of 2 Frequency: 6												
Emp Nbr: 000001 Emp Name: ADAMS, 1 M Payroll Name & Primary Address Last: ADAMS First: 1 Middle: M Title: Gen: Street: 10000 CERVE STREET City/St: Alamo City, TX Zip Cd: 46182 Country: Phone: (555) 538-5268 Cell: () Wk E-mail: Supplemental Address: Country: Delivery Name: Emergency Contact: Phone: 0 Ext: Emergency Notes:		Former Name & Alternate Address Last: First: Middle: Title: Gen: Street: City/St: Zip Cd: Bus Ph: () Hm E-mail: Bus Ext: 		Primary Campus: 701 - 701 School Payroll Campus: 701 - 701 School Info Restrict: N Restrict Public: N Local Area 1: Local Area 2: Drivers Lic#: DL Expir Date: TRS Beg. Dt: 09-01-2004 Gender: F - Female Marital Stat: M - Married Birth Date: 05-14-1935 Last Chg: 01-27-2004 TX Deceased: N 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 type="checkbox"/> Native Hawaiian/Other Pacific Isl <input type="checkbox"/> Bilingual:												
Personnel Information																
Employee Status: 6 - Substitute Highest Degree: 0 - No Bachelor's Percent Day Employed: 100% Eligible for Rehire: <input checked="" type="checkbox"/> Extract ID: W-2 Elec Consent: 1095 Elec Consent:		Original Emp. Date: 08-16-1984 Primary Job Code: 0900 - TEACHER SUBSTITUTE Latest Reemploy Date: 08-16-1984 Primary EEOC: Retirement Date: Percent Assign: 100% Take Retiree Surcharge: <input type="checkbox"/> NY Take Retiree Surcharge: <input type="checkbox"/> Year Round: <input type="checkbox"/> ERS Retiree Health Elig: <input type="checkbox"/> 														
		Paraprofessional Certification: <input type="checkbox"/> Sub Type: Employment Type: Retiree Employment Type: NY ERS Retiree Health Elig: <input type="checkbox"/>														
Experience <table border="1"> <tr> <td>Professional</td> <td>Non-Professional</td> </tr> <tr> <td>Total: 00</td> <td>Total: 00</td> </tr> <tr> <td>In District: 00</td> <td>In District: 00</td> </tr> <tr> <td colspan="2">Grade(s) Taught: T.A.</td> </tr> <tr> <td>Yrs Prior</td> <td>0</td> </tr> <tr> <td>Teaching:</td> <td></td> </tr> </table>		Professional	Non-Professional	Total: 00	Total: 00	In District: 00	In District: 00	Grade(s) Taught: T.A.		Yrs Prior	0	Teaching:		Contract Information Class: Term: Year: Begin: End: 		
Professional	Non-Professional															
Total: 00	Total: 00															
In District: 00	In District: 00															
Grade(s) Taught: T.A.																
Yrs Prior	0															
Teaching:																
		Extended Leave Begin: End: 														
		Termination Date: Reason: 06 Full Semester: <input type="checkbox"/>														

Date Run: 02-22-2021 2:49 PM Cnty Dist: 031-776		Employee Data Listing TEXAS ISD		Program: HRS1250 Page: 2 of 2 Frequency: 6																														
Emp Nbr: 000002 Emp Name: AGUERO, 2 I.		Job Information <table border="1"> <tr> <td>Job Code: 9999 - UNDEFINED</td> <td>Primary Job: <input checked="" type="checkbox"/></td> <td>Incr Pay Step: <input checked="" type="checkbox"/></td> <td>Primary Campus: 701 - 701 School</td> <td>Job Dept:</td> </tr> <tr> <td>Percent Assigned: 100%</td> <td>Pay Grade:</td> <td>Pay Step:</td> <td colspan="2">Calendar Info</td> </tr> <tr> <td colspan="3"></td> <td>Calendar: Begin Date: End Date: Payroll Period:</td> <td>State Info TRS Year: <input type="checkbox"/> State Step: TRS Mbr Pos: Yrs in Career Ladder: 0</td> </tr> <tr> <td colspan="3"></td> <td>Nbr of Days Empld: 0</td> <td>Accrual Info</td> </tr> <tr> <td colspan="3"></td> <td>Contract Info</td> <td>Accrue Code:</td> </tr> <tr> <td colspan="3"></td> <td>Contract Amt: .00</td> <td></td> </tr> </table>			Job Code: 9999 - UNDEFINED	Primary Job: <input checked="" type="checkbox"/>	Incr Pay Step: <input checked="" type="checkbox"/>	Primary Campus: 701 - 701 School	Job Dept:	Percent Assigned: 100%	Pay Grade:	Pay Step:	Calendar Info					Calendar: Begin Date: End Date: Payroll Period:	State Info TRS Year: <input type="checkbox"/> State Step: TRS Mbr Pos: Yrs in Career Ladder: 0				Nbr of Days Empld: 0	Accrual Info				Contract Info	Accrue Code:				Contract Amt: .00	
Job Code: 9999 - UNDEFINED	Primary Job: <input checked="" type="checkbox"/>	Incr Pay Step: <input checked="" type="checkbox"/>	Primary Campus: 701 - 701 School	Job Dept:																														
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			Nbr of Days Empld: 0	Accrual Info																														
			Contract Info	Accrue Code:																														
			Contract Amt: .00																															

Account Distribution Information											
0020 - ELEMENTARY TEACHER											
Account Code	Description		Amount	Percent	Account Type	Extra Duty	Activity Code	TRS Grant	WC Code	Exp 373	Empl Cont
161-11-6119.00-106-911000	SALARIES-PROFESSIONAL		63,565.00	1.000	G - Standard		80 - Base Salary		A	Y	Y

Staff Responsibilities													
Campus	Role ID	Service ID	Service ID Descr		Pop Srvd	Grd Lvl	Nbr Stu	Class ID	Class Type	Monthly Minutes	ESC / SSA	Job Code	
PE Info:	Days Wk 1	Min Wk 1	Days Wk 2	Min Wk 2	Days Wk 3	Min Wk 3	Days Wk 4	Min Wk 4	Begin Date	End Date		School Year	
001 - ASCENDER High School	087	PES00003	SUBATH4 - PEEQ		01	000	00100000000000	01	00180	08-08-2022	2022		
001 - ASCENDER High School	087	PES00003	SUBATH4 - PEEQ		01	000	00100000000000	01	00180	08-08-2022	05-31-2023	0080	2023

HRS1250 allows you to verify demographic, responsibilities, salary, and account data for employees, one person per page. For the **Include Reports** parameter, select *Personnel, Job, Responsibility, and Distributions*.



Back Cover