



## **fall\_submission\_verify\_hr\_reports**



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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)	<div><div>Include Reports</div><div><div><input checked="" type="checkbox"/> Personnel</div><div><input type="checkbox"/> Payroll</div><div><input checked="" type="checkbox"/> Job</div><div><input type="checkbox"/> TRS</div><div><input type="checkbox"/> Calendar YTD</div><div><input type="checkbox"/> School YTD</div><div><input type="checkbox"/> Leave</div><div><input type="checkbox"/> Deduction</div><div><input checked="" type="checkbox"/> Distribution</div><div><input checked="" type="checkbox"/> Responsibility</div><div><input type="checkbox"/> Permit</div></div><div><div>OK</div><div>Cancel</div></div></div>
Include SSN on Report? (Y/N)	
Include Number of Days Employed / in Contract on Report? (Y/N)	
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	
Select Frequency	

Date Run: 02-22-2021 2:49 PM Cntry 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		Former Name & Alternate Address		Primary Campus: 701 - 701 School	
Last: ADAMS		Last:		Payroll Campus: 701 - 701 School	
First: 1		First:		Info Restrict: N	
Middle: M		Middle:		Restrict Public: N	
Title:		Title:		Local Area 1:	
Gen:		Gen:		Local Area 2:	
Street: 10000 OLIVE STREET		Street:		Drivers Lic#: TX	
City/St: Alamo City, TX		City/St:		DL Expir Date:	
Zip Cd: 46182		Zip Cd:		TRS Beg. Dt: 09-01-2004	
Country:				Deceased: N	
Phone: (555) 538-5268    Cell: ( )		Bus Ph: ( )		Bus Ext:	
Wk E-mail:		Hm E-mail:		Hispanic/Latino <input type="checkbox"/>	
Supplemental Address:				Black/African American <input type="checkbox"/>	
Country:				Asian <input type="checkbox"/>	
Delivery Name:				American Indian/Alaskan Native <input type="checkbox"/>	
Emergency Contact:		Relation:		White <input type="checkbox"/>	
Phone: ( )    Ext:				Native Hawaiian/Other Pacific Isl <input type="checkbox"/>	
Emergency Notes:				Bilingual: <input type="checkbox"/>	

  

Personnel Information					
Employee Status: 6 - Substitute		Original Emp. Date: 08-16-1984		Primary Job Code: 0900 - TEACHER SUBSTITUTE	
Highest Degree: 0 - No Bachelor's		Latest Reemploy Date: 08-16-1984		Primary EEOC:	
Percent Day Employed: 100%		Retirement Date:		Percent Assign: 100%	
Eligible for Rehire: <input checked="" type="checkbox"/>		Take Retiree Surcharge: <input type="checkbox"/>		Paraprofessional Certification: <input type="checkbox"/>	
Extract ID:		NY Take Retiree Surcharge: <input type="checkbox"/>		Sub Type:	
W-2 Elec Consent:		Year Round: <input type="checkbox"/>		Employment Type:	
1095 Elec Consent:		ERS Retiree Health Elig: <input type="checkbox"/>		Retiree Employment Type:	
				NY ERS Retiree Health Elig: <input type="checkbox"/>	
Experience		Contract Information		Extended Leave	
Professional <input checked="" type="checkbox"/> Non-Professional <input type="checkbox"/>		Class:		Termination	
Total: 00    Total: 00		Term:		Date:	
In District: 00    In District: 00		Year:		Reason: 06	
Grade(s) Taught: T.A.		Begin:		Full Semester: <input type="checkbox"/>	
Yrs Prior: 0		End:			
Teaching:					

Date Run: 02-22-2021 2:49 PM Cntry 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					
Job Code: 9999 - UNDEFINED		Calendar Info		State Info	
Primary Job: <input checked="" type="checkbox"/>		Calendar:		TRS Year: <input type="checkbox"/>	
Incr Pay Step: <input checked="" type="checkbox"/>		Begin Date:		State Step:	
Primary Campus: 701 - 701 School		End Date:		TRS Mbr Pos:	
Job Dept:		Payroll Date:		Yrs in Career Ladder: 0	
Percent Assigned: 100%		Nbr of Days Empld: 0			
Pay Grade:		Contract Info		Accrual Info	
Pay Step:		Contract Amt: .00		Accrue Code:	

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

State Reporting

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	001000000000000	01	00180		2022
									08-08-2022					
001 - ASCENDER High School			087	PES00003	SUBATH4 - PEEQ		01		000	001000000000000	01	00180	0080	
									08-08-2022	05-31-2023				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*.



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