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PAYROLL DATA INTEGRITY AND VALIDATION

Maintaining the integrity of employee information between the Employee Maintenance and Employee Positions and Pay windows can be challenging when employees change jobs. The challenge can be heightened when two different departments are responsible for entering the data.

In this class, you'll learn how to quickly and easily identify discrepancies between Employee Maintenance and Positions & Pay, utilizing grid layouts and Excel.

In this class, we will cover the following:

1. How to create and save several grid layouts in the Employee Positions and Pay window
 - Verify Employee Information
 - Verify FTE to Leave Factor
 - Verify Pay Basis to Pay Method to Work Calendar
 - Verify Pay Information
 - Verify Timecard and Substitute Information
 - Verify Work Calendar Information
2. How to use Excel to identify discrepancies in the data
 - Export the grid to Excel
 - Turn on the Filter options

There are many Filter Criteria options in the Employee Positions and Pay grid to choose from for data validation. The examples provided in this document may be adjusted for individual client needs. All grids may be accessed from **Payroll > Employees > Employee Positions and Pay**.

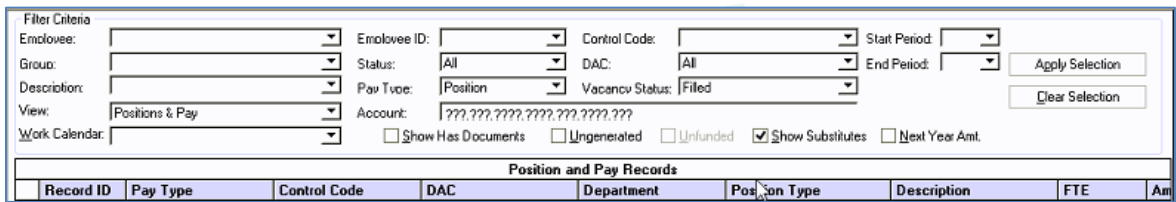
Verify Employee Information

The purpose of this grid layout is to compare the Primary Job Title from Employee Maintenance to the employee’s Position Type, Description, State Code Description, and Classification from Positions & Pay to locate any discrepancies that need to be corrected.

1. In the Filter Criteria, choose **Position** for **Pay Type** and **Filled** for **Vacancy Status** and select **Apply Selection** to get every position on the grid.

NOTE You can also filter the grid by the Open or Closed Status depending on the focus of your data validation.

BEST PRACTICE Populate the grid with data before creating grid layouts.



2. Once the data is in the grid, arrange the columns in the following order, from left to right:
 1. Employee ID
 2. Name
 3. DAC
 4. Department
 5. Primary Job Title
 6. Position Type
 7. Description
 8. State Code Description
 9. Classification
3. Highlight the nine columns and use your right mouse menu to select **Show Columns**. This limits the grid to nine columns of data.
4. Set your cursor in one of the **Primary Job Title** fields. Right-click the mouse and select **A to Z Sort Ascending** from the menu.

Trainee 5 Group Employee Positions and Pay

Filter Criteria: Employee ID, Control Code, Start Period, End Period, Status, DAC, Position, Vacancy Status, Position & Pay, Amount, Show Has Documents, Ungenerated, Unfunded, Show Substitutes, Next Year Amt.

Employee ID	Name	DAC	Department	Primary Job Title	Position Type	Description	State Code Description	Classification
GR88123	Graves, Doug	Business and Finance Serv	Business Services	Accounting Manager	Accounting Manager	Accounting Manager	Manager-Other	Classified
FO57108	Fold, Bill	Business and Finance Serv	Finance	Accounts Receivable	Accounts Receivable	Accounts Receivable	Clerical	Classified
BY55456	Byke, Rhoda	Infinite Middle School	School office	Administrative Asst	Administrative Asst	Administrative Asst	Administrative Assistant	Classified
DA63791	Dayn, Holly	Infinite Middle School	School office	Administrative Asst	Administrative Asst	Administrative Asst	Administrative Assistant	Classified
LI64444	Lipps, Ruby	Grants Management	Business Services	Administrative Asst	Administrative Asst	Administrative Asst	Administrative Assistant	Classified
WI92992	Wire, Barb A	Capital City Elementary Sch	School office	Administrative Asst	Administrative Asst	Administrative Asst	Administrative Assistant	Classified
WO56456	Wood, Holly	Visions High School	School office	Administrative Asst	Administrative Asst	Administrative Asst	Administrative Assistant	Classified
OR12345	Order, Loren	Business and Finance Serv	Business Services	Alligator Wrestler	Director of Safety	Director of Safety	Director-Other	Classified
LI74589	Litter, Kitty	Business and Finance Serv	Finance	AP Clerk	Accounts Payable	AP Clerk	Clerical	Classified
NU45611	Nutt, Hazel	Business and Finance Serv	Finance	AP Clerk	Accounts Payable	AP Clerk	Clerical	Classified
AJ45454	Ajar, Doris	Capital City Elementary Sch	School office	Asst Principal	Asst Principal	Asst Principal 10 Month	Assistant Principal	Certified Admin
MA74564	Maggio, Jodie	Infinite Middle School	School office	Asst Principal	Asst Principal	Asst Principal 10 Month	Assistant Principal	Certified Admin
SA23456	Sance, Renee	Visions High School	School office	Asst Principal	Asst Principal	Asst Principal 12 Mo	Assistant Principal	Certified Admin
EY77288	Eye, May	Business and Finance Serv	Business Services	Asst Superintendent	Asst Superintendent	Asst Supt Bus Services	Assistant Superintendent	Certified Admin
WE78788	Wellington, Biff	Curriculum Instruction	Inst Support Services	Asst Superintendent	Asst Superintenden	Asst Supt Curr/Inst	Assistant Superintendent	Certified Admin
TW89632	Twoo, Juan N	Business and Finance Serv	Finance	Budget Manager	Budget Manager	Budget Manager	Manager-Other	Classified
BE37845	Bellum, Sara	Transportation	Transportation	Bus Driver	Bus Driver	Bus Driver	Bus Driver	Classified
FF64165	Fancher, Pathy D	Transportation	Transportation	Bus Driver	Bus Driver	Bus Driver	Bus Driver	Classified

- You grid layout is now ready to save. Right-click and select **Save Layout**.
- Name the grid and mark the **Save Grid Filter and Sort** checkbox.
- Select **Public** as the **Visibility** option.

These settings ensure the next time you load this layout, the grid shows only the nine columns desired, sorted in ascending order by Primary Job Title. This grid layout is also accessible to other users who have access to this window.

Save Grid Settings

Information

Grid Name:

Save Grid Layout

Save Grid Filter and Sort

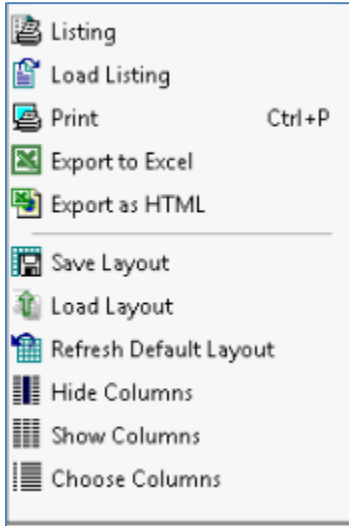
Make Default

Visibility: Public Private

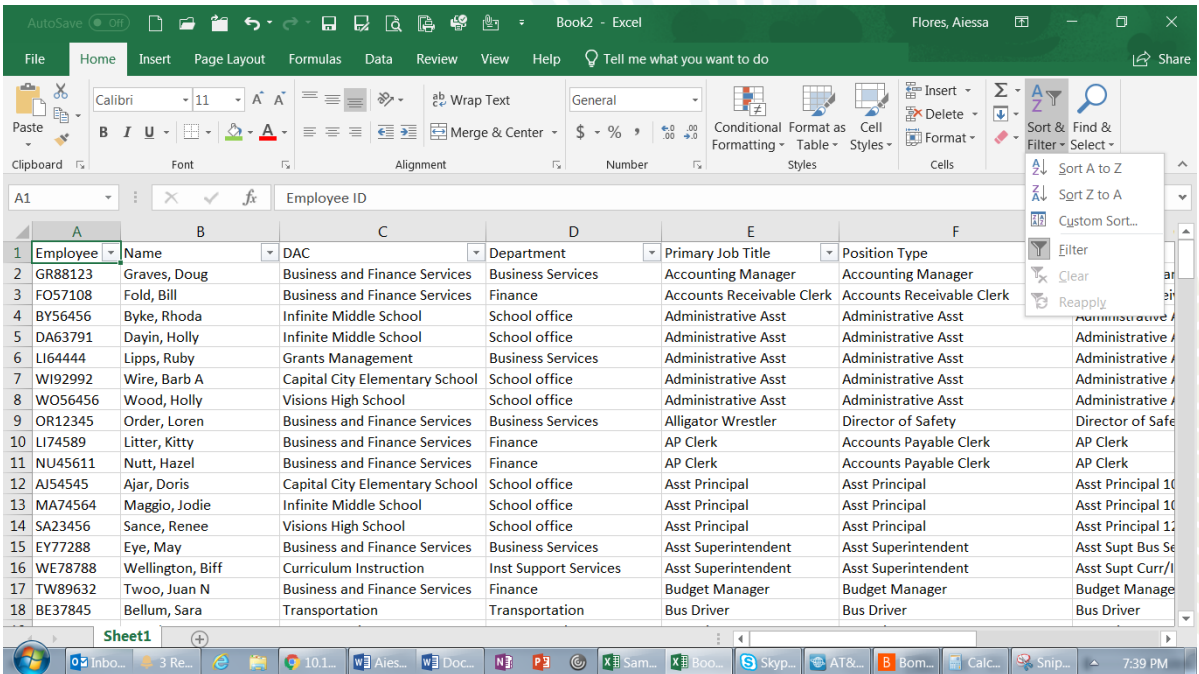
OK Cancel Help

Now that the grid layout is saved, you can right-click and select **Load Layout** to load this grid layout or other saved layouts in the future.

- Right-click and select **Export to Excel** from the menu.



9. On the Home tab in Excel, select **Filter** from the **Sort & Filter** dropdown. Every column now includes a dropdown option.
10. Select **View > Freeze Top Row**. This Best Practice keeps the top row from scrolling out of sight as you work in the grid.



At this point, you have a variety of options for validating the data. You can filter on the DAC column and verify the information from that view or you can filter by Primary Job Title and validate data from that view. This allows you to review the data easily and find discrepancies.

You can see below that by selecting the Business and Finance DAC, we were able to identify three possible discrepancies in the data.

Employ	Name	DAC	Department	Primary Job Title	Position Type	Description	State Code	Classification
GR88123	Graves, Doug	Business and Finance	Business Services	Accounting Manager	Accounting Manager	Accounting Manager	Manager-Other	Classified
FO57108	Fold, Bill	Business and Finance	Finance	Accounts Receivable Clerk	Accounts Receivable Clerk	Accounts Receivable Clerk	Clerical	Classified
OR12345	Order, Loren	Business and Finance	Business Services	Alligator Wrestler	Director of Safety	Director of Safety	Director-Other	Classified
LI74589	Litter, Kitty	Business and Finance	Finance	AP Clerk	Accounts Payable Clerk	AP Clerk	Clerical	Classified
NU45611	Nutt, Hazel	Business and Finance	Finance	AP Clerk	Accounts Payable Clerk	AP Clerk	Clerical	Classified
EY77288	Eye, May	Business and Finance	Business Services	Asst Superintendent	Asst Superintendent	Asst Supt Bus Services	Assistant Superinter	Certified Adr
TW89632	Twoo, Juan N	Business and Finance	Finance	Budget Manager	Budget Manager	Budget Manager	Manager-Other	Classified
SH84654	Shulaces, Tyrc	Business and Finance	Business Services	Computer Technician	Data Processing Tech	Computer Technician	Technician	Certified No
EN28951	Ender, Cal	Business and Finance	Finance	Consultant	Bookkeeper	Bookkeeper	Bookkeeper	Classified
LO51684	Loafer, Penny	Business and Finance	Finance	Consultant	Bookkeeper	Bookkeeper	Bookkeeper	Classified
MO44644	Money, Owen	Business and Finance	Finance	Director of Finance	Director of Finance	Director of Finance	Business Manager	Classified
LE82345	Lee, Heaven	Business and Finance	Finance	Food Service Manager	Accounting Manager	Accounting Manager	Manager-Other	Classified
NA48877	Nade, Sarah	Business and Finance	Payroll	Payroll Clerk	Payroll Clerk	Payroll Clerk	Clerical	Classified
HA44555	Hafta, Dewey	Business and Finance	Payroll	Payroll Supervisor	Payroll Supervisor	Payroll Supervisor	Supervisor	Classified
CR23111	Credit, Lina	Business and Finance	Finance	Purchasing Agent	Purchasing Agent	Purchasing Agent	Buyer	Classified
AB16549	Abbott, Peter	Business and Finance	Superintendents	Superintendent	Superintendent	Superintendent	Superintendent	Certified Adr

Verify FTE to Leave Factor

The purpose of this grid layout is to compare the employee FTE to the Leave Factor from Positions & Pay and find any discrepancies that need to be corrected. Many districts align the Leave Factor to the FTE and, therefore, the two fields should be identical unless there are extenuating circumstances.

1. In the Filter Criteria, choose **Position** for **Pay Type** and **Filled** for **Vacancy Status** and select **Apply Selection** to get every position on the grid.

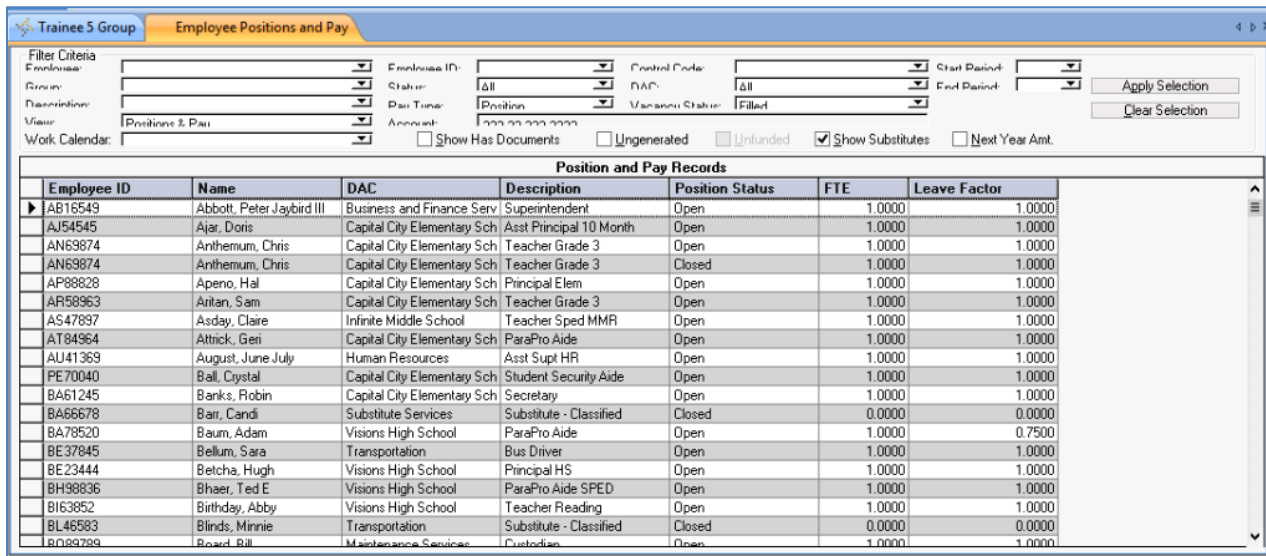
NOTE You can also filter the grid by the Open or Closed Status depending on the focus of your data validation.

BEST PRACTICE Populate the grid with data before creating grid layouts.

Record ID	Pay Type	Control Code	DAC	Department	Position Type	Description	FTE	Amt
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2. Once the data is in the grid, arrange the columns in the following order, from left to right:

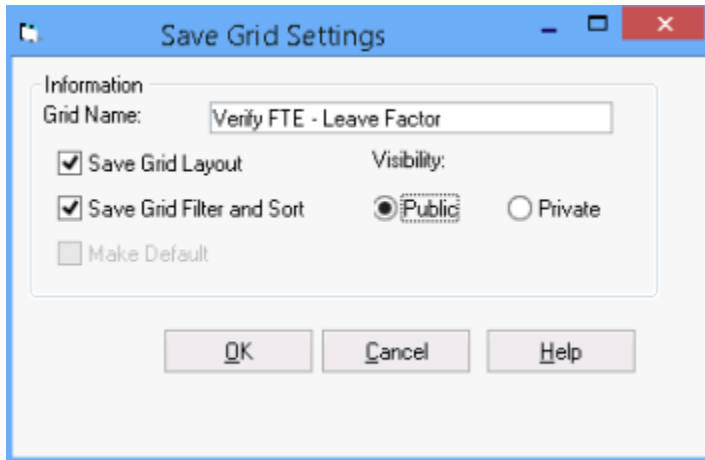
1. Employee ID
 2. Name
 3. DAC
 4. Description
 5. Position Status
 6. FTE
 7. Leave Factor
3. Highlight these seven columns. Right-click and select **Show Columns** to limit the grid to seven columns of data.
 4. Set your cursor in one of the **Name** fields. Right-click and select **A to Z Sort Ascending**.



Employee ID	Name	DAC	Description	Position Status	FTE	Leave Factor
AB16549	Abbott, Peter Jaybird III	Business and Finance Serv	Superintendent	Open	1.0000	1.0000
AJ54545	Ajar, Doris	Capital City Elementary Sch	Asst Principal 10 Month	Open	1.0000	1.0000
AN69874	Anthemum, Chris	Capital City Elementary Sch	Teacher Grade 3	Open	1.0000	1.0000
AN69874	Anthemum, Chris	Capital City Elementary Sch	Teacher Grade 3	Closed	1.0000	1.0000
AP88828	Apeno, Hal	Capital City Elementary Sch	Principal Elem	Open	1.0000	1.0000
AR58963	Aritan, Sam	Capital City Elementary Sch	Teacher Grade 3	Open	1.0000	1.0000
AS47897	Asday, Claire	Infinite Middle School	Teacher Sped MMR	Open	1.0000	1.0000
AT84964	Attrick, Geri	Capital City Elementary Sch	ParaPro Aide	Open	1.0000	1.0000
AU41369	August, June July	Human Resources	Asst Supt HR	Open	1.0000	1.0000
FE70040	Ball, Crystal	Capital City Elementary Sch	Student Security Aide	Open	1.0000	1.0000
BA61245	Banks, Robin	Capital City Elementary Sch	Secretary	Open	1.0000	1.0000
BA66678	Barr, Candi	Substitute Services	Substitute - Classified	Closed	0.0000	0.0000
BA78520	Baum, Adam	Visions High School	ParaPro Aide	Open	1.0000	0.7500
BE37845	Bellum, Sara	Transportation	Bus Driver	Open	1.0000	1.0000
BE23444	Betcha, Hugh	Visions High School	Principal HS	Open	1.0000	1.0000
BH98836	Bhaer, Ted E	Visions High School	ParaPro Aide SPED	Open	1.0000	1.0000
BI63852	Birthday, Abby	Visions High School	Teacher Reading	Open	1.0000	1.0000
BL46583	Blinds, Minnie	Transportation	Substitute - Classified	Closed	0.0000	0.0000
BD99799	Board, Bill	Maintenance Services	Custodian	Open	1.0000	1.0000

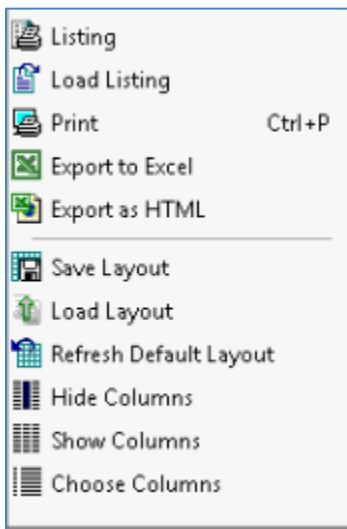
5. Your grid layout is now ready to save. Right-click and select **Save Layout**.
6. Name the grid and mark the **Save Grid Filter and Sort** checkbox.
7. Select **Public** as the **Visibility** option.

These settings ensure the next time you load this layout, the grid shows only the 7 columns desired and sorted in ascending order by Name. This grid layout is also accessible to other users who have access to this window.



Now that the grid layout is saved, you can right-click and select **Load Layout** to load this grid layout or other saved layouts in the future.

8. Right-click and select **Export to Excel** from the menu.

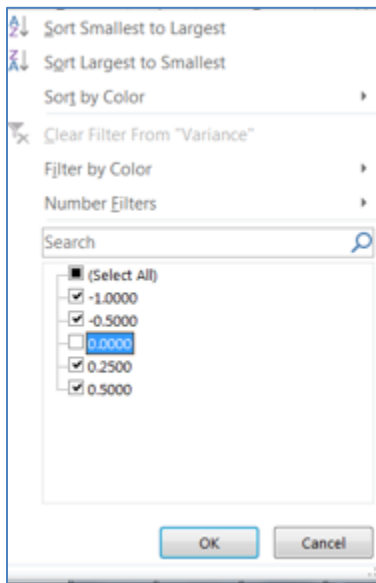


9. On the Home tab in Excel, select **Filter** from the **Sort & Filter** dropdown. Every column now includes a dropdown option.
10. Select **View > Freeze Top Row**. This Best Practice keeps the top row from scrolling out of sight as you work in the grid.

At this point we want to create a VARIANCE column that will calculate the difference between the FTE column and the Leave Factor column. This will quickly identify any employees who have a discrepancy.

Employee	Name	DAC	Description	Position Stat	FTE	Leave Fact	Variance
AB16549	Abbott, Peter Jaybird III	Business and Finance Services	Superintendent	Open	1.0000	1.0000	0.0000
AJ54545	Ajar, Doris	Capital City Elementary School	Asst Principal 10 Month	Open	1.0000	1.0000	0.0000
AN69874	Anthemum, Chris	Capital City Elementary School	Teacher Grade 3	Open	1.0000	1.0000	0.0000
AN69874	Anthemum, Chris	Capital City Elementary School	Teacher Grade 3	Closed	1.0000	1.0000	0.0000
AP88828	Apeno, Hal	Capital City Elementary School	Principal Elem	Open	1.0000	1.0000	0.0000
AR58963	Aritan, Sam	Capital City Elementary School	Teacher Grade 3	Open	1.0000	1.0000	0.0000
AS47897	Asday, Claire	Infinite Middle School	Teacher Sped MMR	Open	1.0000	1.0000	0.0000
AT84964	Attrick, Geri	Capital City Elementary School	ParaPro Aide	Open	1.0000	1.0000	0.0000
AU41369	August, June July	Human Resources	Asst Supt HR	Open	1.0000	1.0000	0.0000
PE70040	Ball, Crystal	Capital City Elementary School	Student Security Aide	Open	1.0000	1.0000	0.0000
BA61245	Banks, Robin	Capital City Elementary School	Secretary	Open	1.0000	1.0000	0.0000
BA66678	Barr, Candi	Substitute Services	Substitute - Classified	Closed	0.0000	0.0000	0.0000
BA78520	Baum, Adam	Visions High School	ParaPro Aide	Open	1.0000	0.7500	0.2500
BE37845	Bellum, Sara	Transportation	Bus Driver	Open	1.0000	1.0000	0.0000
BE23444	Betcha, Hugh	Visions High School	Principal HS	Open	1.0000	1.0000	0.0000
BH98836	Bhaer, Ted E	Visions High School	ParaPro Aide SPED	Open	1.0000	1.0000	0.0000
BI63852	Birthday, Abby	Visions High School	Teacher Reading	Open	1.0000	1.0000	0.0000

Let's find the discrepancies by selecting the dropdown option for the Variance column and deselecting the 0.000 option.



The 7 records below should be reviewed and corrected if necessary. Don't forget to look at their employee leave plans to see if there are accrual errors that also need to be corrected.

Employee ID	Name	DAC	Description	Position Stat	FTE	Leave Fact	Variance
14 BA78520	Baum, Adam	Visions High School	ParaPro Aide	Open	1.0000	0.7500	0.2500
53 DO14121	Donalds, Mack	Nutrition Services	Food Service Manager	Closed	0.0000	1.0000	-1.0000
60 EN28951	Ender, Cal	Business and Finance Services	Bookkeeper	Open	0.5000	0.0000	0.5000
63 EY77288	Eye, May	Business and Finance Services	Asst Supt Bus Services	Closed	0.0000	1.0000	-1.0000
67 FL44262	Floors, Dusty	Maintenance Services	Custodial Supervisor	Open	0.5000	0.0000	0.5000
68 FL44262	Floors, Dusty	Maintenance Services	Maintenance Supervisor	Open	0.5000	1.0000	-0.5000
95 LO51684	Loafer, Penny	Business and Finance Services	Bookkeeper	Open	0.5000	0.0000	0.5000

Verify Pay Basis to Pay Method to Work Calendar

The purpose of this grid layout is to compare the employee Pay Basis (Hourly/Salary) to the Pay Method (Time Card/Work Agreement) against the Work Calendar in Positions & Pay.

1. In the Filter Criteria, choose **Position** for **Pay Type** and **Filled** for **Vacancy Status** and select **Apply Selection** to get every position on the grid.

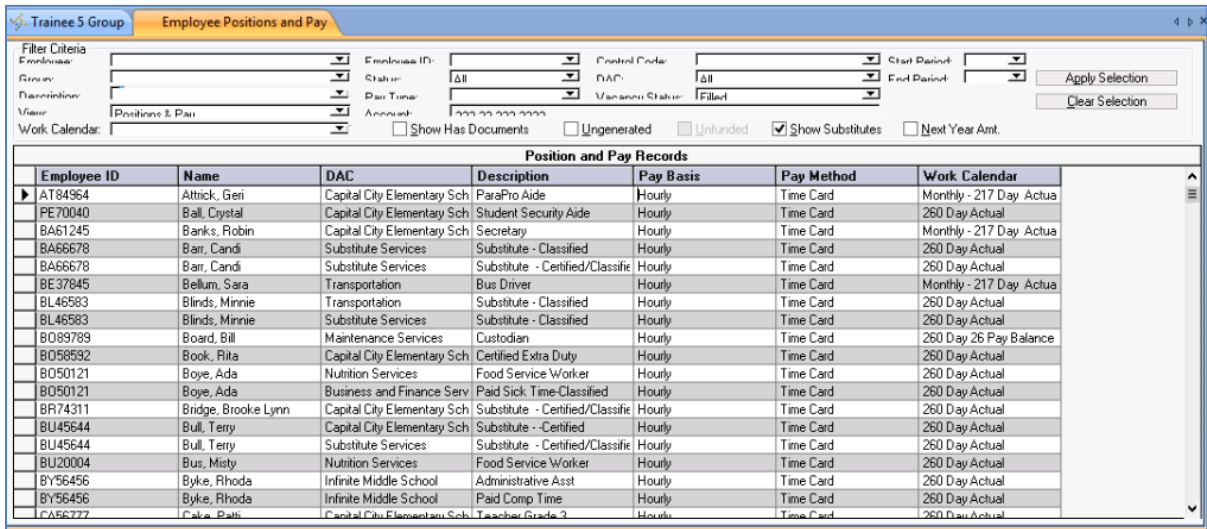
NOTE You can also filter the grid by the Open or Closed Status depending on the focus of your data validation.

BEST PRACTICE Populate the grid with data before creating grid layouts.

Record ID	Pay Type	Control Code	DAC	Department	Position Type	Description	FTE	Am
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2. Once the data is in the grid, arrange the columns in the following order, from left to right:
 1. Employee ID
 2. Name
 3. DAC

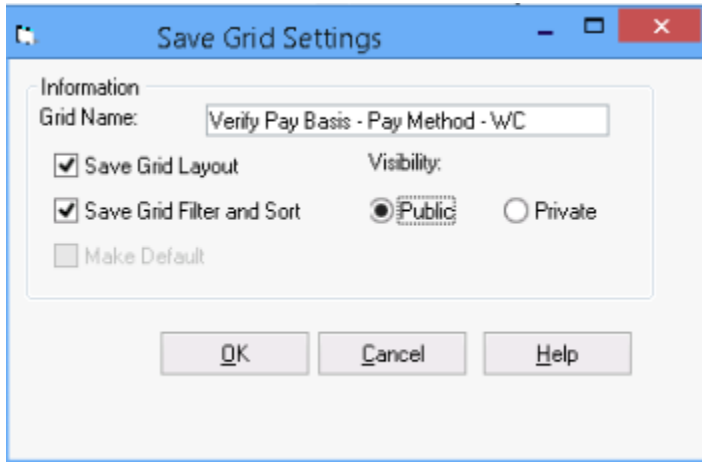
4. Description
 5. Pay Basis
 6. Pay Method
 7. Work Calendar
3. Highlight the seven columns. Right-click and select **Show Columns** to limit the grid to seven columns of data.
 4. Set your cursor in one of the **Pay Basis** fields. Right-click and select **A to Z Sort Ascending**.



Position and Pay Records						
Employee ID	Name	DAC	Description	Pay Basis	Pay Method	Work Calendar
AT84964	Attrick, Geni	Capital City Elementary Sch	ParaPro Aide	Hourly	Time Card	Monthly - 217 Day Actua
PE70040	Ball, Crystal	Capital City Elementary Sch	Student Security Aide	Hourly	Time Card	260 Day Actual
BA61245	Banks, Robin	Capital City Elementary Sch	Secretary	Hourly	Time Card	Monthly - 217 Day Actua
BA66678	Barr, Candi	Substitute Services	Substitute - Classified	Hourly	Time Card	260 Day Actual
BA66678	Barr, Candi	Substitute Services	Substitute - Certified/Classifie	Hourly	Time Card	260 Day Actual
BE37945	Bellum, Sara	Transportation	Bus Driver	Hourly	Time Card	Monthly - 217 Day Actua
BL46583	Blinds, Minnie	Transportation	Substitute - Classified	Hourly	Time Card	260 Day Actual
BL46583	Blinds, Minnie	Substitute Services	Substitute - Classified	Hourly	Time Card	260 Day Actual
BO89789	Board, Bill	Maintenance Services	Custodian	Hourly	Time Card	260 Day 26 Pay Balance
BO58992	Book, Rita	Capital City Elementary Sch	Certified Extra Duty	Hourly	Time Card	260 Day Actual
BO50121	Boye, Ada	Nutrition Services	Food Service Worker	Hourly	Time Card	260 Day Actual
BO50121	Boye, Ada	Business and Finance Serv	Paid Sick Time-Classified	Hourly	Time Card	260 Day Actual
BR74311	Bridge, Brooke Lynn	Capital City Elementary Sch	Substitute - Certified/Classifie	Hourly	Time Card	260 Day Actual
BU45644	Bull, Terry	Capital City Elementary Sch	Substitute - Certified	Hourly	Time Card	260 Day Actual
BU45644	Bull, Terry	Substitute Services	Substitute - Certified/Classifie	Hourly	Time Card	260 Day Actual
BU20004	Bus, Misty	Nutrition Services	Food Service Worker	Hourly	Time Card	260 Day Actual
BY56456	Byke, Rhoda	Infinite Middle School	Administrative Asst	Hourly	Time Card	260 Day Actual
BY56456	Byke, Rhoda	Infinite Middle School	Paid Comp Time	Hourly	Time Card	260 Day Actual
CA56777	Calk, Ruth	Capital City Elementary Sch	Teacher Grade 2	Hourly	Time Card	260 Day Actual

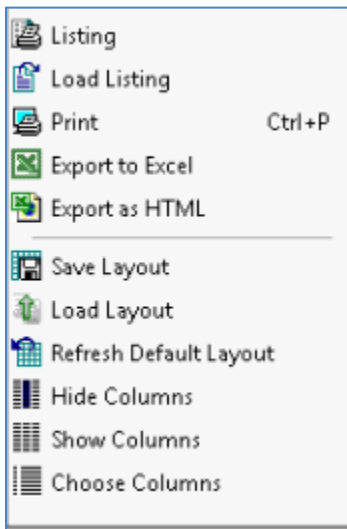
5. Your grid layout is now ready to save. Right-click and select **Save Layout**.
6. Name the grid and mark the **Save Grid Filter and Sort** checkbox.
7. Select **Public** as the **Visibility** option.

These settings ensure the next time you load this layout, the grid shows only the seven columns desired and sorted in ascending order by Pay Basis. This grid layout is also accessible to other users who have access to this window.

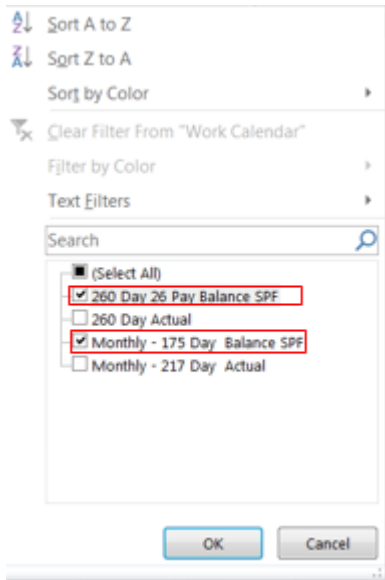


Now that the grid layout is saved, you can right-click and select **Load Layout** to load this grid layout or other saved layouts in the future.

8. Right-click and select **Export to Excel** from the menu.



9. On the Home tab in Excel, select **Filter** from the **Sort & Filter** dropdown. Every column now includes a dropdown option.
10. Select **View > Freeze Top Row**. This Best Practice keeps the top row from scrolling out of sight as you work in the grid.
11. On the **Pay Basis** filter, select **Hourly**.
12. On the **Pay Method** filter, select **Time Card**.
13. Now, on the **Work Calendar** filter, select any **Work Calendars** that are not appropriate.



The four records below should be reviewed and corrected if necessary.

Employee ID	Name	DAC	Description	Pay Basis	Pay Method	Work Calendar
10	BO89789	Board, Bill	Maintenance Services	Hourly	Time Card	260 Day 26 Pay Balance SPF
55	KU15678	Kutz, Cole	Transportation	Hourly	Time Card	Monthly - 175 Day Balance SPF
76	TH65651	Theman, Stan	Transportation	Hourly	Time Card	Monthly - 175 Day Balance SPF
79	WH68844	Wheels, Ellen	Transportation	Hourly	Time Card	260 Day 26 Pay Balance SPF

Verify Pay Information

The purpose of this grid layout is to review employee pay information for accuracy.

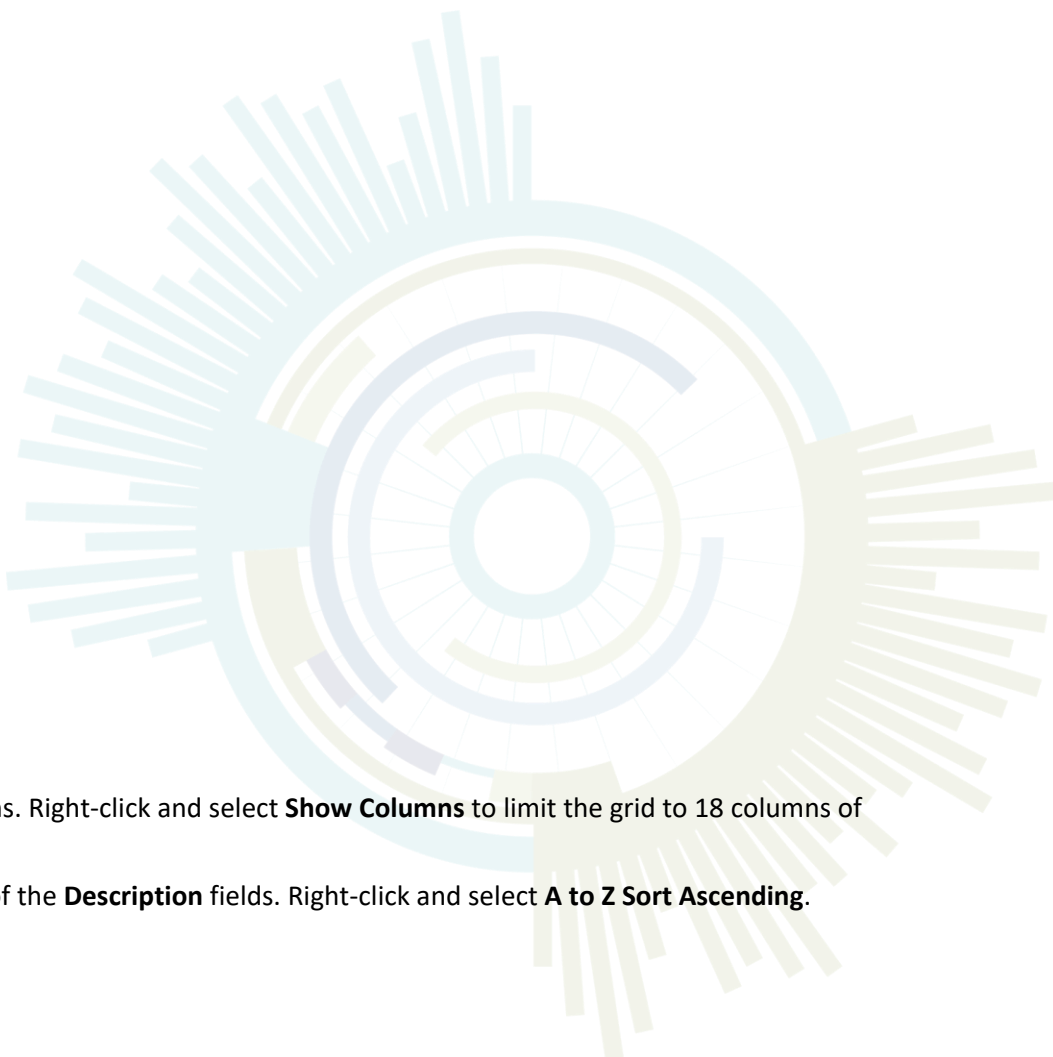
1. In the Filter Criteria, choose **Position** for **Pay Type** and **Filled** for **Vacancy Status** and select **Apply Selection** to get every position on the grid.

NOTE You can also filter the grid by the Open or Closed Status depending on the focus of your data validation.

BEST PRACTICE Populate the grid with data before creating grid layouts.

Filter Criteria								
Employee:	<input type="text"/>	Employee ID:	<input type="text"/>	Control Code:	<input type="text"/>	Start Period:	<input type="text"/>	
Group:	<input type="text"/>	Status:	All	DAC:	All	End Period:	<input type="text"/>	
Description:	<input type="text"/>	Pay Type:	Position	Vacancy Status:	Filled	<input type="button" value="Apply Selection"/>		
View:	Positions & Pay	Account:	???-???-????-????-????-???	<input type="button" value="Clear Selection"/>				
Work Calendar:	<input type="text"/>	<input type="checkbox"/> Show Has Documents <input type="checkbox"/> Ungenerated <input type="checkbox"/> Unfunded <input checked="" type="checkbox"/> Show Substitutes <input type="checkbox"/> Next Year Amt.						
Position and Pay Records								
Record ID	Pay Type	Control Code	DAC	Department	Position Type	Description	FTE	Am

2. Once the data is in the grid, arrange the columns in the following order, from left to right:
 1. Employee ID
 2. Name
 3. DAC
 4. Row Head
 5. Column Head
 6. Salary Schedule
 7. Description
 8. FTE
 9. Budget
 10. Amount
 11. Hours Per Day
 12. Rate
 13. Pay Basis
 14. Pay Method
 15. Start Date
 16. End Date
 17. Start Pay Period
 18. End Pay Period
3. Highlight the 18 columns. Right-click and select **Show Columns** to limit the grid to 18 columns of data.
4. Set your cursor in one of the **Description** fields. Right-click and select **A to Z Sort Ascending**.



Trainee 5 Group Employee Positions and Pay

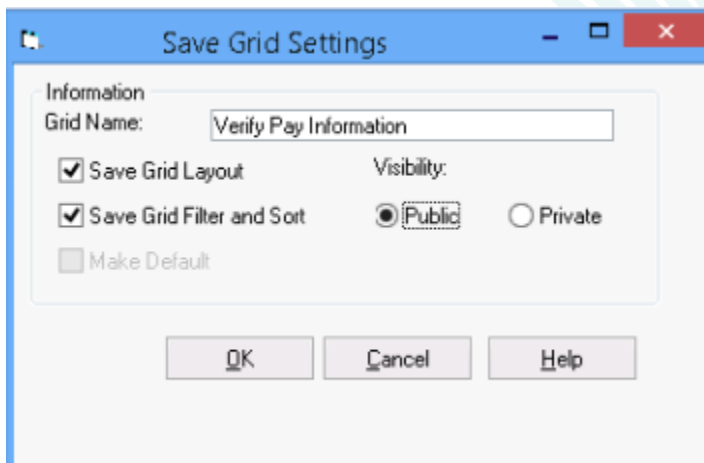
Filter Criteria: Employee ID, Control Code, Start Period, End Period, Apply Selection, Clear Selection

View: Positions & Pay, Annual, Show Has Documents, Ungenerated, Unfunded, Show Substitutes, Next Year Amt.

DAC	Row Head	Col Head	Salary Schedule	Description	FTE	Budget	Amount	Hours Per Day	Rate	Pay Basis
Business and Finance Serv	STEP 9	Budget Mgr	Admin-Supervisor Salary	Accounting Manager	1.0000	\$36,000.00	\$36,000.00	8.0000	\$17.3077	Salary
Business and Finance Serv	STEP 3	Business	Classified Salary	Accounting Manager	1.0000	\$29,000.00	\$29,000.00	8.0000	\$16.7051	Salary
Business and Finance Serv	Admin Assist	Level III	Classified Hourly (To sho	Accounts Receivable Cl	1.0000	\$25,398.00	\$26,520.00	8.0000	\$12.7500	Hourly
Infinite Middle School	Admin Assist	Level III	Classified Hourly	Administrative Asst	1.0000	\$26,418.00	\$26,520.00	8.0000	\$12.7500	Hourly
Infinite Middle School	Admin Assist	Level II	Classified Hourly	Administrative Asst	1.0000	\$0.00	\$18,662.00	8.0000	\$10.7500	Hourly
Grants Management	STEP 10	Aide	Classified Salary (To sho	Administrative Asst	1.0000	\$24,000.00	\$24,000.00	8.0000	\$11.5385	Salary
Capital City Elementary Sch	Admin Assist	Level III	Classified Hourly	Administrative Asst	1.0000	\$26,418.00	\$26,520.00	8.0000	\$12.7500	Hourly
Visions High School	Admin Assist	Level III	Classified Hourly	Administrative Asst	1.0000	\$26,418.00	\$26,520.00	8.0000	\$12.7500	Hourly
Visions High School	Maintenance	Level III	Classified Hourly Annualiz	Aide	1.0000	\$14,364.00	\$14,364.00	8.0000	\$9.9750	Salary
Infinite Middle School	Teach Aide	Level III	Classified Hourly Annualiz	Aide	1.0000	\$18,144.00	\$18,144.00	8.0000	\$12.6000	Salary
Infinite Middle School	\$150/Day	Annual Pay	Daily Rate (200 Days) Ar	Aide SPED	1.0000	\$30,000.00	\$27,000.00	8.0000	\$18.7500	Salary
Business and Finance Serv	Admin Assist	Level III	Classified Hourly	AP Clerk	1.0000	\$0.00	\$22,134.00	8.0000	\$12.7500	Hourly
Business and Finance Serv	STEP 5	Budget Mgr	Admin-Supervisor Salary	AP Clerk	1.0000	\$33,000.00	\$33,000.00	8.0000	\$15.8654	Salary
Visions High School	Coach-Asst B:	Amount	Stipends	Asst Basketball Coachin	0.0000	\$0.00	\$2,500.00	0.0000	\$2500.0000	Salary
Capital City Elementary Sch	[Min]	[Admin 1]	Administrators Salary	Asst Principal 10 Month	1.0000	\$55,000.00	\$55,000.00	8.0000	\$22.3200	Salary
Infinite Middle School	[Min]	[Admin 1]	Administrators Salary	Asst Principal 10 Month	1.0000	\$51,500.00	\$51,500.00	8.0000	\$29.2614	Salary
Visions High School	[Min]	[Admin 1]	Administrators Salary	Asst Principal 12 Mo	1.0000	\$55,000.00	\$55,000.00	8.0000	\$31.2500	Salary
Business and Finance Serv				Asst Principal 12 Mo	0.0000	\$79,548.00	\$12,738.16	8.0000	\$5.8887	Salary

5. You grid layout is now ready to save. Right-click and select **Save Layout**.
6. Name the grid and mark the **Save Grid Filter and Sort** checkbox.
7. Select **Public** as the **Visibility** option.

These settings ensure the next time you load this layout, the grid shows only the 18 columns desired and sorted in ascending order by Primary Job Title. This grid layout is also accessible to other users who have access to this window.



Save Grid Settings

Information

Grid Name: Verify Pay Information

Save Grid Layout

Save Grid Filter and Sort

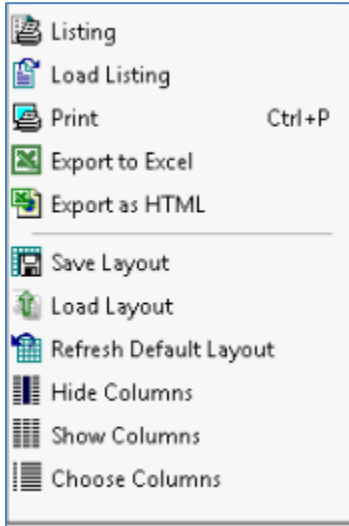
Make Default

Visibility: Public Private

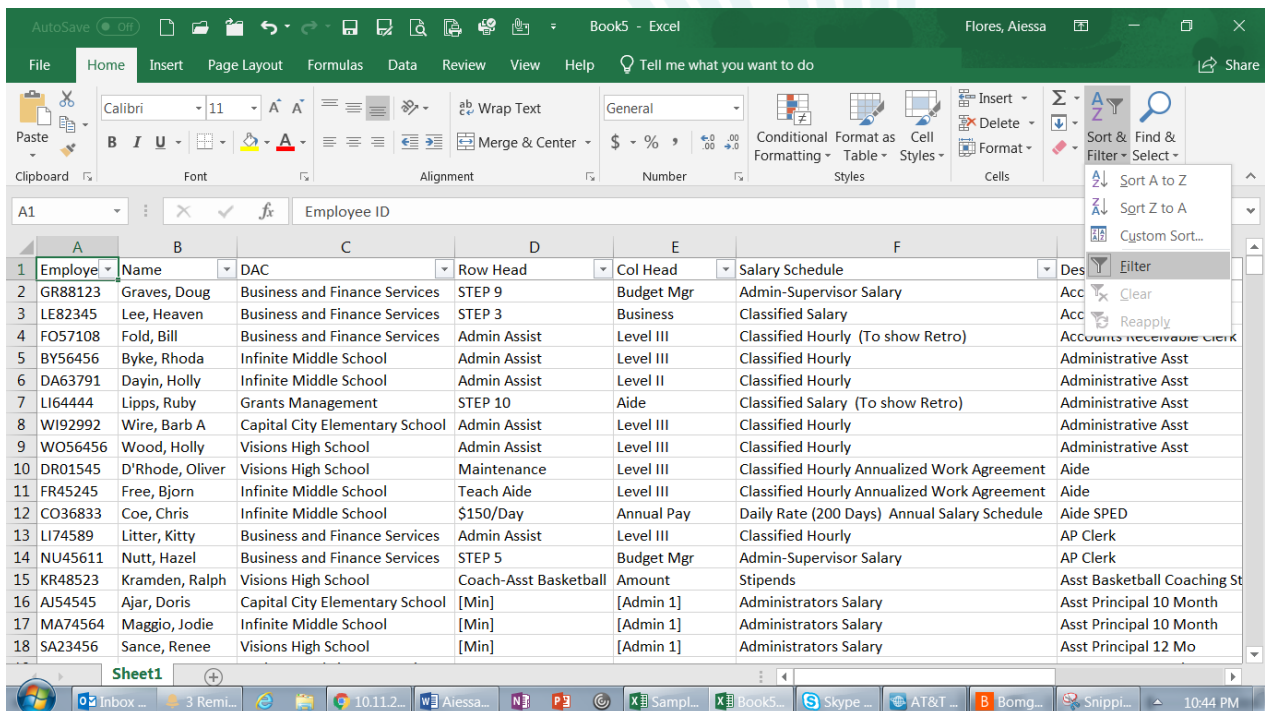
OK Cancel Help

Now that the grid layout is saved, you can right-click and select **Load Layout** to load this grid layout or other saved layouts in the future.

8. Right-click and select **Export to Excel** from the menu.



9. On the Home tab in Excel, select **Filter** from the **Sort & Filter** dropdown. Every column now includes a dropdown option.
10. Select **View > Freeze Top Row**. This Best Practice keeps the top row from scrolling out of sight as you work in the grid.



At this point, you have a variety of options for validating the data. You can filter on the Description column and verify the information from that view point or any other column. The idea is to provide a tool to review the data easily and find the discrepancies.

You can see below that by selecting the Hours Per Day column, we were able to identify nine possible discrepancies in the data.

Employee ID	Name	Description	FTE	Budget	Amount	Hours Per Day	Rate	Pay Basis	Pay Method	Start Date	End Date
GR88123	Graves, Doug	Accounting Manager	1.0000	\$36,000.00	\$36,000.00	8.0000	\$17.31	Salary	Work Agreement	7/1/2018	6/30/2018
LE82345	Lee, Heaven	Accounting Manager	1.0000	\$29,000.00	\$29,000.00	8.0000	\$16.71	Salary	Work Agreement	8/28/2018	6/26/2018
FO57108	Fold, Bill	Accounts Receivable Clerk	1.0000	\$25,398.00	\$26,520.00	8.0000	\$12.75	Hourly	Time Card	7/1/2018	6/30/2018
BY56456	Byke, Rhoda	Administrative Asst	1.0000	\$26,418.00	\$26,520.00	8.0000	\$12.75	Hourly	Time Card	7/1/2018	6/30/2018
DA63791	Dayin, Holly	Administrative Asst	1.0000	\$0.00	\$18,662.00	8.0000	\$10.75	Hourly	Time Card	8/28/2018	6/26/2018
LI64444	Lipps, Ruby	Administrative Asst	1.0000	\$24,000.00	\$24,000.00	8.0000	\$11.54	Salary	Work Agreement	7/1/2018	6/30/2018
WI92992	Wire, Barb A	Administrative Asst	1.0000	\$26,418.00	\$26,520.00	8.0000	\$12.75	Hourly	Time Card	7/1/2018	6/30/2018
WO56456	Wood, Holly	Administrative Asst	1.0000	\$26,418.00	\$26,520.00	8.0000	\$12.75	Hourly	Time Card	7/1/2018	6/30/2018
DR01545	D'Rhode, Oliver	Aide	1.0000	\$14,364.00	\$14,364.00	8.0000	\$9.98	Salary	Work Agreement	8/9/2018	5/18/2018
FR45245	Free, Bjorn	Aide	1.0000	\$18,144.00	\$18,144.00	8.0000	\$12.60	Salary	Work Agreement	8/9/2018	5/18/2018
CO36833	Coe, Chris	Aide SPED	1.0000	\$30,000.00	\$27,000.00	8.0000	\$18.75	Salary	Work Agreement	8/9/2018	5/18/2018
LI74589	Litter, Kitty	AP Clerk	1.0000	\$0.00	\$22,134.00	8.0000	\$12.75	Hourly	Time Card	8/28/2018	6/26/2018
NU45611	Nutt, Hazel	AP Clerk	1.0000	\$33,000.00	\$33,000.00	8.0000	\$15.87	Salary	Work Agreement	7/1/2018	6/30/2018
AJ54545	Ajar, Doris	Asst Principal 10 Month	1.0000	\$55,000.00	\$55,000.00	8.0000	\$22.32	Salary	Work Agreement	7/20/2018	5/23/2018
MA74564	Maggio, Jodie	Asst Principal 10 Month	1.0000	\$51,500.00	\$51,500.00	8.0000	\$29.26	Salary	Work Agreement	7/20/2018	5/23/2018
SA23456	Sance, Renee	Asst Principal 12 Mo	1.0000	\$55,000.00	\$55,000.00	8.0000	\$31.25	Salary	Work Agreement	7/20/2018	5/23/2018
EY77288	Eye, May	Asst Supt Bus Services	0.0000	\$79,548.00	\$12,238.16	8.0000	\$5.88	Salary	Work Agreement	7/1/2018	6/30/2018

Verify Time Card and Substitute Information

This grid layout is intended to be used by districts who have implemented a Time Card and/or Substitute interface.

The purpose of this grid layout is to verify that employees who clock in and out of a timeclock system have been assigned the appropriate TCI Job, TCI Dept and TCI P fields.

In addition, this grid layout can be used to verify employees who require a substitute have been assigned the appropriate SI Job Code.

1. In the Filter Criteria, choose **Position** for **Pay Type** and **Filled** for **Vacancy Status** and select **Apply Selection** to get every position on the grid.

NOTE You can also filter the grid by the Open or Closed Status depending on the focus of your data validation.

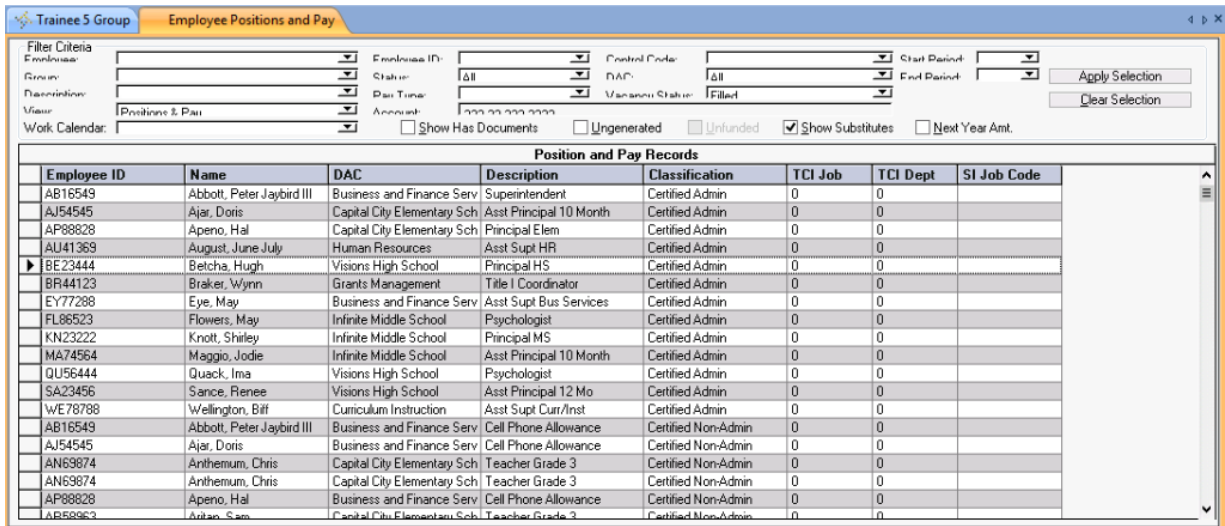
BEST PRACTICE Populate the grid with data before creating grid layouts.

Record ID	Pay Type	Control Code	DAC	Department	Position Type	Description	FTE	Am
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2. Once the data is in the grid, arrange the columns in the following order, from left to right:

1. Employee ID

2. Name
 3. DAC
 4. Description
 5. Classification
 6. TCI Job
 7. TCI Dept
 8. TCI P
 9. SI Job Code
3. Highlight the nine columns. Right-click and select **Show Columns** to limit the grid to nine columns of data.
 4. Set your cursor in one of the **Classification** fields. Right-click and select **A to Z Sort Ascending**.

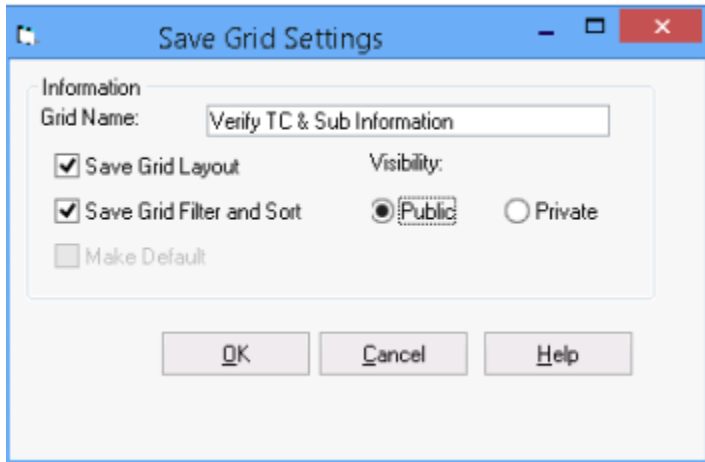


The screenshot shows a software window titled "Employee Positions and Pay" with a "Trainee 5 Group" tab. It features a "Filter Criteria" section with dropdown menus for Employee ID, Group, Description, and Work Calendar. There are also checkboxes for "Show Has Documents", "Ungenerated", "Unfunded", "Show Substitutes", and "Next Year Amt.". Below the filters is a table with the following columns: Employee ID, Name, DAC, Description, Classification, TCI Job, TCI Dept, and SI Job Code. The table contains 25 rows of employee data.

Employee ID	Name	DAC	Description	Classification	TCI Job	TCI Dept	SI Job Code
AB16549	Abbott, Peter Jaybird III	Business and Finance Serv	Superintendent	Certified Admin	0	0	
AJ54545	Ajar, Doris	Capital City Elementary Sch	Asst Principal 10 Month	Certified Admin	0	0	
AP88828	Apeno, Hal	Capital City Elementary Sch	Principal Elem	Certified Admin	0	0	
AU41369	August, June July	Human Resources	Asst Supt HR	Certified Admin	0	0	
BE23444	Betcha, Hugh	Visions High School	Principal HS	Certified Admin	0	0	
BR44123	Braker, Wynn	Grants Management	Title I Coordinator	Certified Admin	0	0	
EY77288	Eye, May	Business and Finance Serv	Asst Supt Bus Services	Certified Admin	0	0	
FL88523	Flowers, May	Infinite Middle School	Psychologist	Certified Admin	0	0	
KN23222	Knott, Shirley	Infinite Middle School	Principal MS	Certified Admin	0	0	
MA74564	Maggio, Jodie	Infinite Middle School	Asst Principal 10 Month	Certified Admin	0	0	
QU56444	Quack, Ima	Visions High School	Psychologist	Certified Admin	0	0	
SA23456	Sance, Renee	Visions High School	Asst Principal 12 Mo	Certified Admin	0	0	
WE78788	Wellington, Biff	Curriculum Instruction	Asst Supt Curr/Inst	Certified Admin	0	0	
AB16549	Abbott, Peter Jaybird III	Business and Finance Serv	Cell Phone Allowance	Certified Non-Admin	0	0	
AJ54545	Ajar, Doris	Business and Finance Serv	Cell Phone Allowance	Certified Non-Admin	0	0	
AN69874	Anthemum, Chris	Capital City Elementary Sch	Teacher Grade 3	Certified Non-Admin	0	0	
AN69874	Anthemum, Chris	Capital City Elementary Sch	Teacher Grade 3	Certified Non-Admin	0	0	
AP88828	Apeno, Hal	Business and Finance Serv	Cell Phone Allowance	Certified Non-Admin	0	0	
AP88828	Apeno, Hal	Capital City Elementary Sch	Teacher Grade 3	Certified Non-Admin	0	0	

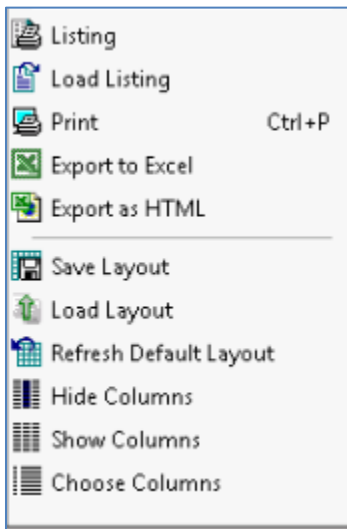
5. Your grid layout is now ready to save. Right-click and select **Save Layout**.
6. Name the grid and mark the **Save Grid Filter and Sort** checkbox.
7. Select **Public** as the **Visibility** option.

These settings ensure the next time you load this layout, the grid shows only the 9 columns desired and sorted in ascending order by Pay Basis. This grid layout is also accessible to other users who have access to this window.

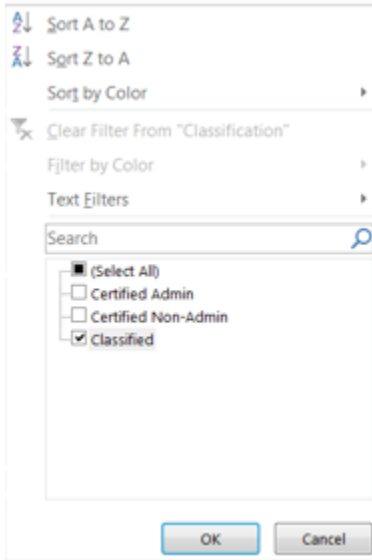
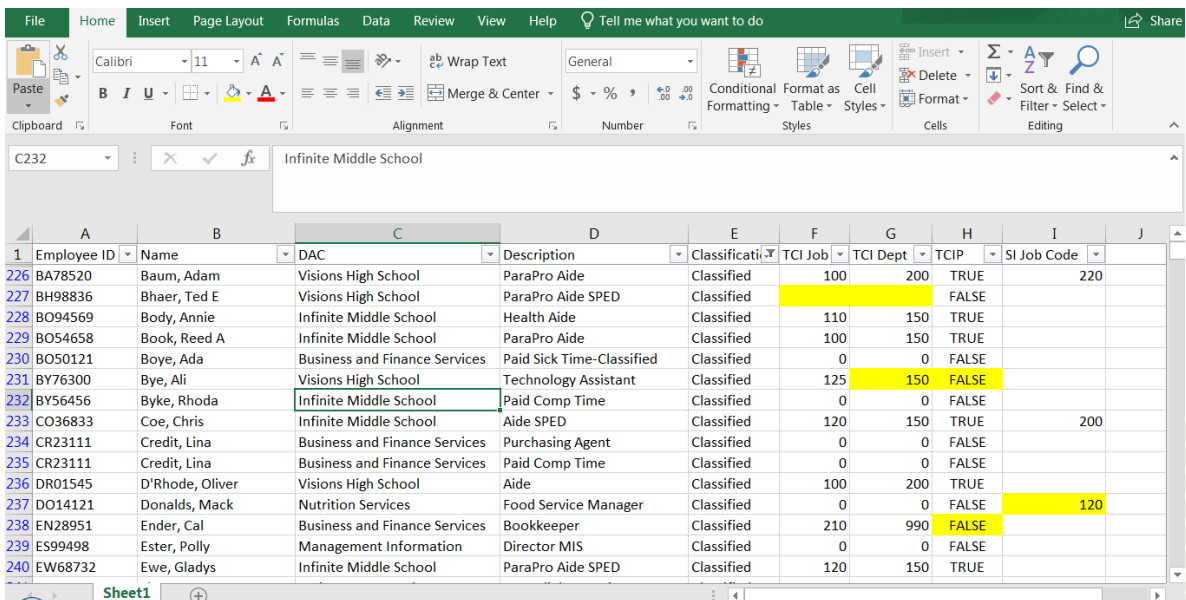


Now that the grid layout is saved, you can right-click and select **Load Layout** to load this grid layout or other saved layouts in the future.

8. Right-click and select **Export to Excel** from the menu.

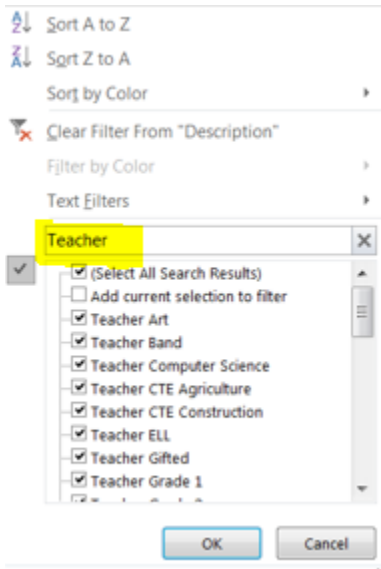


9. On the Home tab in Excel, select **Filter** from the **Sort & Filter** dropdown. Every column now includes a dropdown option.
10. Select **View > Freeze Top Row**. This Best Practice keeps the top row from scrolling out of sight as you work in the grid.
11. On the **Classification** filter, select **Classified**. Using the **TCI Job** and **TCI Dept** filters, identify any missing or incorrect data.

	A	B	C	D	E	F	G	H	I	J
	Employee ID	Name	DAC	Description	Classification	TCI Job	TCI Dept	TCIP	SI Job Code	
226	BA78520	Baum, Adam	Visions High School	ParaPro Aide	Classified	100	200	TRUE	220	
227	BH98836	Bhaer, Ted E	Visions High School	ParaPro Aide SPED	Classified			FALSE		
228	BO94569	Body, Annie	Infinite Middle School	Health Aide	Classified	110	150	TRUE		
229	BO54658	Book, Reed A	Infinite Middle School	ParaPro Aide	Classified	100	150	TRUE		
230	BO50121	Boye, Ada	Business and Finance Services	Paid Sick Time-Classified	Classified	0	0	FALSE		
231	BY76300	Bye, Ali	Visions High School	Technology Assistant	Classified	125	150	FALSE		
232	BY56456	Byke, Rhoda	Infinite Middle School	Paid Comp Time	Classified	0	0	FALSE		
233	CO36833	Coe, Chris	Infinite Middle School	Aide SPED	Classified	120	150	TRUE	200	
234	CR23111	Credit, Lina	Business and Finance Services	Purchasing Agent	Classified	0	0	FALSE		
235	CR23111	Credit, Lina	Business and Finance Services	Paid Comp Time	Classified	0	0	FALSE		
236	DR01545	D'Rhode, Oliver	Visions High School	Aide	Classified	100	200	TRUE		
237	DO14121	Donalds, Mack	Nutrition Services	Food Service Manager	Classified	0	0	FALSE	120	
238	EN28951	Ender, Cal	Business and Finance Services	Bookkeeper	Classified	210	990	FALSE		
239	ES99498	Ester, Polly	Management Information	Director MIS	Classified	0	0	FALSE		
240	EW68732	Ewe, Gladys	Infinite Middle School	ParaPro Aide SPED	Classified	120	150	TRUE		

12. Now, on the **Classification** filter, select **Certified Non-Admin**.
13. Next, select the **Description** dropdown and type "Teacher" in the filter.
14. Select **Ok** to show only teachers in the spreadsheet. Now you can identify any teachers who are missing the SI Job Code. (You can also filter on the Blanks on the SI Job Code filter.)



	A	B	C	D	E	F	G	H	I	J
	Employee ID	Name	DAC	Description	Classificati	TCI Job	TCI Dept	TCIP	SI Job Code	
17	AN69874	Anthemum, Chris	Capital City Elementary School	Teacher Grade 3	Certified Non-	0	0	FALSE		
18	AN69874	Anthemum, Chris	Capital City Elementary School	Teacher Grade 3	Certified Non-	0	0	FALSE		
20	AR58963	Aritan, Sam	Capital City Elementary School	Teacher Grade 3	Certified Non-	0	0	FALSE		
21	AS47897	Asday, Claire	Infinite Middle School	Teacher Sped MMR	Certified Non-	0	0	FALSE	800	
26	BI63852	Birthday, Abby	Visions High School	Teacher Reading	Certified Non-	0	0	FALSE	160	
31	BO58592	Book, Rita	Capital City Elementary School	Teacher Kindergarten	Certified Non-	0	0	FALSE	100	
35	BR84563	Bridge, George W	Infinite Middle School	Teacher Grade 7 Math	Certified Non-	0	0	FALSE		
36	VE52526	Bye, Betty	Visions High School	Teacher Home Ec	Certified Non-	0	0	FALSE	160	
40	CA56777	Cake, Patti	Capital City Elementary School	Teacher Grade 3	Certified Non-	0	0	FALSE		
41	CA65123	Camp, Summer	Visions High School	Teacher Music	Certified Non-	0	0	FALSE	150	
46	CA89798	Case, Justin	Infinite Middle School	Teacher SPED Resource	Certified Non-	0	0	FALSE		
49	CO20152	Com, Dot	Visions High School	Teacher Art	Certified Non-	0	0	FALSE		
53	DE58528	DeLawn, Moe	Capital City Elementary School	Teacher Grade 1	Certified Non-	0	0	FALSE	120	
57	DE63423	DeMann, Hugh	Infinite Middle School	Teacher Grade 7 Lang Arts	Certified Non-	0	0	FALSE		
58	DO16216	Dors, Patty O	Infinite Middle School	Teacher Grade 7 Soc Studies	Certified Non-	0	0	FALSE		

Verify Work Calendar Information

The purpose of this grid layout is to review employee Work Calendar information including Start/End Dates, Start/End Pay Periods.

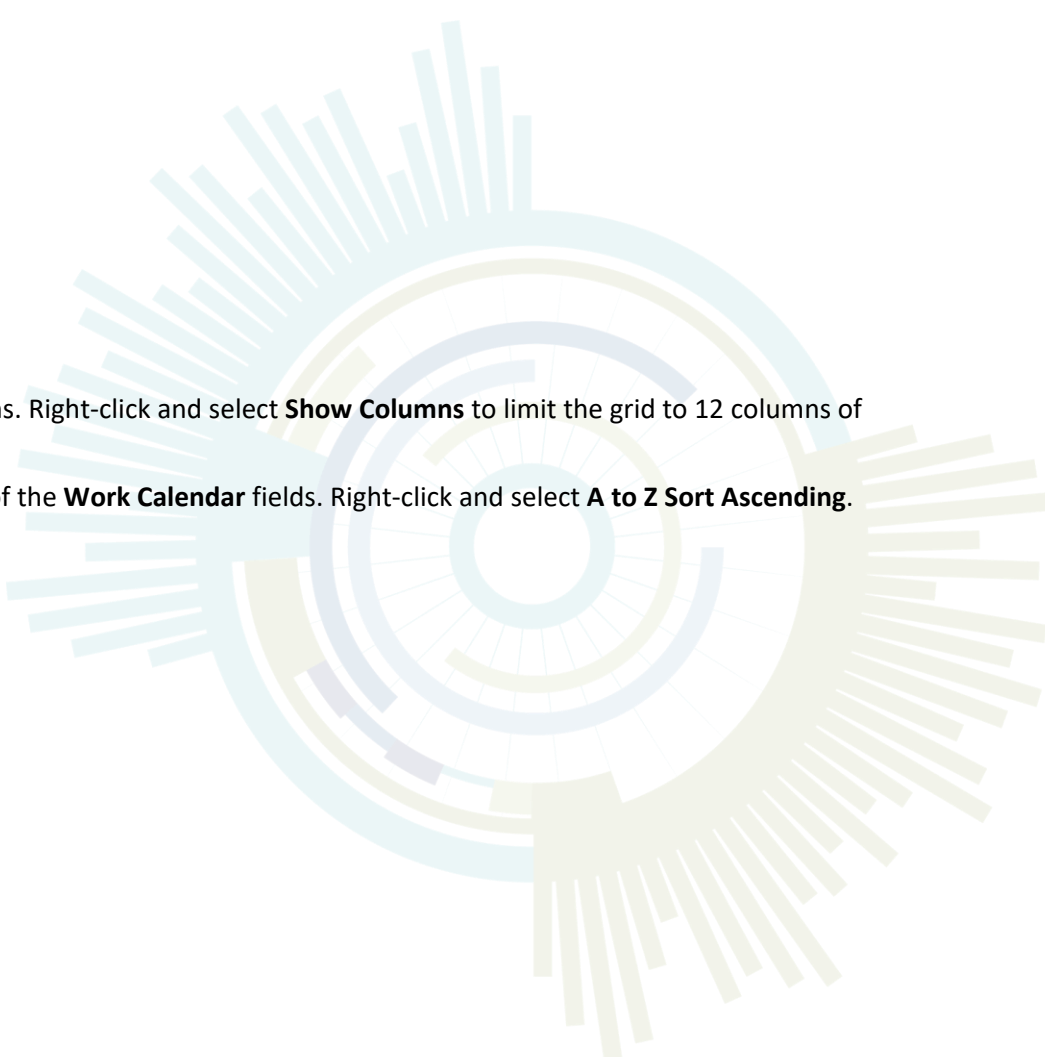
1. In the Filter Criteria, choose **Position** for **Pay Type** and **Filled** for **Vacancy Status** and select **Apply Selection** to get every position on the grid.

NOTE You can also filter the grid by the Open or Closed Status depending on the focus of your data validation.

BEST PRACTICE Populate the grid with data before creating grid layouts.

Filter Criteria									
Employee:	<input type="text"/>	Employee ID:	<input type="text"/>	Control Code:	<input type="text"/>	Start Period:	<input type="text"/>		
Group:	<input type="text"/>	Status:	All	DAC:	All	End Period:	<input type="text"/>	Apply Selection	
Description:	<input type="text"/>	Pay Type:	Position	Vacancy Status:	Filled			Clear Selection	
View:	Positions & Pay	Account:	[???, ???, ???, ???, ???, ???, ???, ???, ???, ???]						
Work Calendar:	<input type="text"/>	<input type="checkbox"/> Show Has Documents		<input type="checkbox"/> Ungenerated		<input type="checkbox"/> Unfunded		<input checked="" type="checkbox"/> Show Substitutes	
		<input type="checkbox"/> Next Year Amt.							
Position and Pay Records									
Record ID	Pay Type	Control Code	DAC	Department	Position Type	Description	FTE	Am	

2. Once the data is in the grid, arrange the columns in the following order, from left to right:
 1. Employee ID
 2. Name
 3. DAC
 4. Description
 5. Pay Basis
 6. Pay Method
 7. Work Calendar
 8. Start Date
 9. End Date
 10. Start Period
 11. End Period
 12. Position Days
3. Highlight the 12 columns. Right-click and select **Show Columns** to limit the grid to 12 columns of data.
4. Set your cursor in one of the **Work Calendar** fields. Right-click and select **A to Z Sort Ascending**.



Trainees 5 Group Employee Positions and Pay

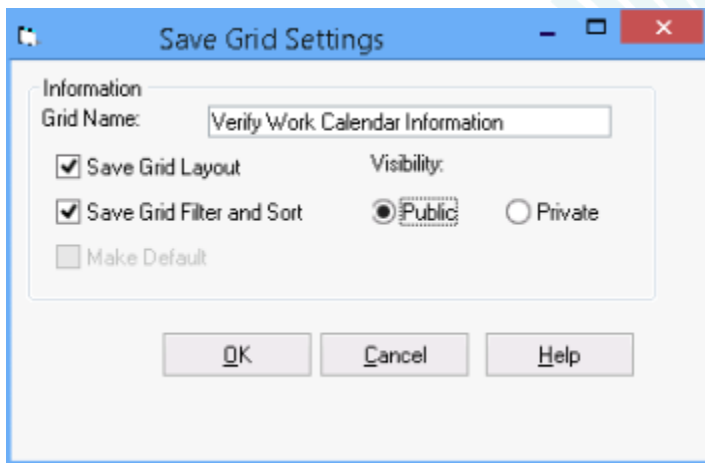
Filter Criteria
 Employee ID: [] Control Code: [] Start Period: []
 County: [] State: [All] DAC: [All] End Period: [] Apply Selection
 Description: [] Pay Type: [] Position: [] Vacancy Status: [Filled] Clear Selection
 Major: [Positions & Pay] Account: [] Show Has Documents [] Ungenerated [] Unfunded [] Show Substitutes [] Next Year Amt. []
 Work Calendar: []

Position and Pay Records

Employee ID	Name	DAC	Description	Pay Basis	Pay Method	Work Calendar	StartDate	EndDate	Start Pay	End	Position Days
BA78520	Baum, Adam	Visions High School	ParaPro Aide	Salary	Work Agreement	180 Day Teach 21 Pay B	8/9/2018	5/18/2019	4.00	24.00	180
BH98836	Bhaer, Ted E	Visions High School	ParaPro Aide SPED	Salary	Work Agreement	180 Day Teach 21 Pay B	8/9/2018	5/18/2019	4.00	24.00	180
B163852	Birchday, Abby	Visions High School	Teacher Reading	Salary	Work Agreement	180 Day Teach 21 Pay B	8/9/2018	5/18/2019	4.00	24.00	180
B054658	Book, Reed A	Infinite Middle School	ParaPro Aide	Salary	Work Agreement	180 Day Teach 21 Pay B	8/9/2018	5/18/2019	4.00	24.00	180
VE52526	Bye, Betty	Visions High School	Teacher Home Ec	Salary	Work Agreement	180 Day Teach 21 Pay B	8/9/2018	5/18/2019	4.00	24.00	180
CA65123	Camp, Summer	Visions High School	Teacher Music	Salary	Work Agreement	180 Day Teach 21 Pay B	8/9/2018	5/18/2019	4.00	24.00	180
CO36833	Coe, Chris	Infinite Middle School	Aide SPED	Salary	Work Agreement	180 Day Teach 21 Pay B	8/9/2018	5/18/2019	4.00	24.00	180
CO20152	Com, Dot	Visions High School	Teacher Art	Salary	Work Agreement	180 Day Teach 21 Pay B	8/9/2018	5/18/2019	4.00	24.00	180
DR01545	D'Rhode, Oliver	Visions High School	Aide	Salary	Work Agreement	180 Day Teach 21 Pay B	8/9/2018	5/18/2019	4.00	24.00	180
DW25036	Dwoops, Wayne	Infinite Middle School	Teacher Home Ec	Salary	Work Agreement	180 Day Teach 21 Pay B	8/9/2018	5/18/2019	4.00	24.00	180
FR45245	Free, Bjorn	Infinite Middle School	Aide	Salary	Work Agreement	180 Day Teach 21 Pay B	8/9/2018	5/18/2019	4.00	24.00	180
FU85211	Funt, Ella	Capital City Elementary	Librarian	Salary	Work Agreement	180 Day Teach 21 Pay B	8/9/2018	5/18/2019	4.00	24.00	180
FU85211	Funt, Ella	Infinite Middle School	Librarian	Salary	Work Agreement	180 Day Teach 21 Pay B	8/9/2018	5/18/2019	4.00	24.00	180
LE22233	League, Ivy	Visions High School	Counselor	Salary	Work Agreement	180 Day Teach 21 Pay B	8/9/2018	5/18/2019	4.00	24.00	180
LI44555	Lifboats, Mandy	Capital City Elementary	Health Aide	Salary	Work Agreement	180 Day Teach 21 Pay B	8/9/2018	5/18/2019	4.00	24.00	180
LI44555	Lifboats, Mandy	Infinite Middle School	Health Aide	Salary	Work Agreement	180 Day Teach 21 Pay B	8/9/2018	5/18/2019	4.00	24.00	180
ME12344	Meter, Milly	Visions High School	Library Assistant	Salary	Work Agreement	180 Day Teach 21 Pay B	8/9/2018	5/18/2019	4.00	24.00	180
MY11444	Mize, Dinah	Visions High School	Teacher SPED Rec	Salary	Work Agreement	180 Day Teach 21 Pay B	8/9/2018	5/18/2019	4.00	24.00	180

5. You grid layout is now ready to save. Right-click and select **Save Layout**.
6. Name the grid and mark the **Save Grid Filter and Sort** checkbox.
7. Select **Public** as the **Visibility** option.

These settings ensure the next time you load this layout, the grid shows only the 12 columns desired and sorted in ascending order by Name. This grid layout is also accessible to other users who have access to this window.



Save Grid Settings

Information
 Grid Name:

Save Grid Layout Visibility: Public Private

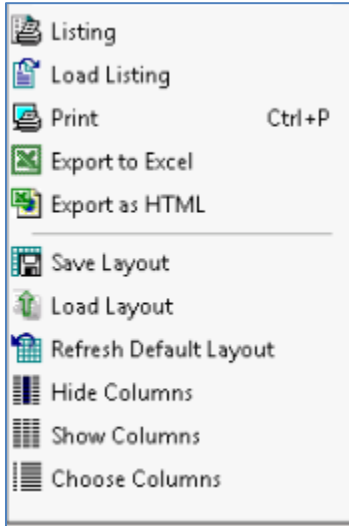
Save Grid Filter and Sort

Make Default

OK Cancel Help

Now that the grid layout is saved, you can right-click and select **Load Layout** to load this grid layout or other saved layouts in the future.

8. Right-click and select **Export to Excel** from the menu.



9. On the Home tab in Excel, select **Filter** from the **Sort & Filter** dropdown. Every column now includes a dropdown option.
10. Select **View > Freeze Top Row**. This Best Practice keeps the top row from scrolling out of sight as you work in the grid.

The example below shows the 260 Day Actual Work Calendar has been selected and there are two employee records that don't look right. A teacher is not normally on an Actual Work Calendar and a Custodian would not have a Start Period of 10 when their Start Date is 7/1/2018.

	A	B	C	D	E	F	G	H	I	J	K	L
	Employ	Name	DAC	Description	Pay Ba	Pay Methc	Work Calend	StartDate	EndDate	Start P	End Pe	Position Day
87	PE70040	Ball, Crystal	Capital City Elementary S	Student Security Aid	Hourly	Time Card	260 Day Actual	7/1/2018	6/30/2019	1.00	27.00	260
88	BA66678	Barr, Candi	Substitute Services	Substitute - Classifie	Hourly	Time Card	260 Day Actual	7/1/2018	6/30/2019	1.00	27.00	260
89	BL46583	Blinds, Minnie	Transportation	Substitute - Classifie	Hourly	Time Card	260 Day Actual	7/1/2018	6/30/2019	1.00	27.00	260
90	BO50121	Boye, Ada	Nutrition Services	Food Service Worker	Hourly	Time Card	260 Day Actual	7/1/2018	6/30/2019	1.00	27.00	260
91	BR74311	Bridge, Brooke Ly	Capital City Elementary S	Substitute - Certifie	Hourly	Time Card	260 Day Actual	7/1/2018	6/30/2019	1.00	27.00	260
92	BU45644	Bull, Terry	Capital City Elementary S	Substitute - -Certifie	Hourly	Time Card	260 Day Actual	7/1/2018	6/30/2019	1.00	27.00	260
93	BU20004	Bus, Misty	Nutrition Services	Food Service Worker	Hourly	Time Card	260 Day Actual	7/1/2018	6/30/2019	1.00	27.00	260
94	BY56456	Byke, Rhoda	Infinite Middle School	Administrative Asst	Hourly	Time Card	260 Day Actual	7/1/2018	6/30/2019	1.00	27.00	260
95	CA56777	Cake, Patti	Capital City Elementary S	Teacher Grade 3	Hourly	Time Card	260 Day Actual	7/1/2018	6/30/2019	1.00	27.00	260
96	CA48159	Catriz, Al	Maintenance Services	Custodian	Hourly	Time Card	260 Day Actual	7/1/2018	6/30/2019	10.00	27.00	260
97	CH01564	Choke, Artie	Infinite Middle School	Substitute - -Certifie	Hourly	Time Card	260 Day Actual	7/1/2018	6/30/2019	1.00	27.00	260
98	CR21001	Creme, Chris P	Transportation	Substitute - Classifie	Hourly	Time Card	260 Day Actual	7/1/2018	6/30/2019	1.00	27.00	260
99	CU77887	Cue, Barbie	Nutrition Services	Food Service Worker	Hourly	Time Card	260 Day Actual	7/1/2018	6/30/2019	1.00	27.00	260
100	DA78021	Dactul, Terry	Nutrition Services	Substitute - Classifie	Hourly	Time Card	260 Day Actual	7/1/2018	6/30/2019	1.00	27.00	260
101	DA41140	Day, May	Capital City Elementary S	Substitute - -Certifie	Hourly	Time Card	260 Day Actual	7/1/2018	6/30/2019	1.00	27.00	260

As you can see, there are many Filter Criteria options in the Employee Positions and Pay grid that allow for data validation.